



**Right-of-Way Permit Submittal Checklist:
ROW Occupancy (ROCC)**

This checklist may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review.

Required Submittal Items	
<input type="checkbox"/>	<p>Site Plan *(additional drawings may be required if more detail is necessary for review)</p> <p>A Site plan drawn to scale showing all parcel/property lines, the location and square footage of the area(s) to be occupied, address or parcel number, distance between proposed and existing structures, setbacks from property lines for proposed encroachments, significant grade changes and known wetlands, driveways, parking, and other paved/graveled areas. *Additional drawings may include specifications, floor plans, and/or elevation drawings for any proposed or existing structure or utility to be constructed, erected, or maintained by the applicant.</p> <p>Site plan must be submitted in black & white, must not include pictures or aerial photos, must only include the detail and text related to the scope of the encroachment and/or area of use, using a legible font sizes to meet Pierce County recording standards.</p>
Groundwater Monitoring Well Permits Only:	
<input type="checkbox"/>	<p>Supplemental Application for Groundwater Monitoring Wells</p> <p>GMW Supplemental App</p>
Additional documents to be submitted following permit approval (Required documents following review, prior to ROCC agreement execution and recordation)	
<input type="checkbox"/>	<p>Certificate of Insurance</p> <p>For Residential: Proof of homeowner's liability insurance of a limit not less than \$500,000. For Commercial:</p> <p>Example of Certificate of Insurance Example of Commercial General Liability Example of Primary Non Contributory & Waiver of Subrogation Example of Additional Insured</p>
Groundwater Monitoring Well Permits Only:	
<input type="checkbox"/>	<p>Groundwater Monitoring Well Bond(s)</p> <p>A \$10,000 bond is required per well. GMW Bond or GMW Assignment-in-Lieu-of-Bond</p>
Responsible Party Documentation (These documents may be required prior to ROCC agreement execution and recordation)	
<input type="checkbox"/>	<p>Certificate of Authority / Authorized signer document</p> <p>Authorized signatories may require a certificate of authority or similar document to be submitted if the chosen signatory is not listed as the Governor on the Secretary of States website. This document provides written evidence that the person signing the contract has authority to act on behalf of the organization.</p>
<input type="checkbox"/>	<p>Certificate of Title</p> <p><i>Required if constructing a subsurface use of the right-of-way (areaway, fuel opening, sidewalk elevator/door, etc.)</i></p> <p>A certificate of title or other document or indicia of title is required that shows the applicant to be the owner of the property abutting the public right-of-way where the said subsurface activity will occur.</p>
Additional Resources	
<p>Additional documentation regarding ROCC permits can be found here: https://www.tacomapermits.org/tip-sheet-index/rocc-permits</p>	

Note: This checklist does not substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030
To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).
TTY or STS users please dial 711 to connect to Washington Relay Services