Washington State Department of Transportation

Stormwater Connection Utility Permit Application Instructions

All fields of the application form need to be filled out completely, unless indicated by the Washington State Department of Transportation (WSDOT). Send this application and additional attachments via email to the appropriate WSDOT Region Offices (Link). Signature is required before submittal. The applicant of this Stormwater Connection Utility Permit is hereby referred to as Permit Holder.

PERMIT HOLDER CONTACT INFORMATION

- The Permit Holder's name and all contact information must be included.

LOCATION

- Visit Locate Mileposts to locate the mile post limits on the State Route.

INSTALLATION

- Indicate if this application is for a new connection that will be constructed in the future, or for an existing (legacy) stormwater connection. For assistance, contact the WSDOT Region Office linked above.

REQUIRED DOCUMENTATION AND PERMITTING GUIDELINES

- Exhibits and additional information must be provided in separate attachments to the application submittal. Attachments shall include: Utility Facility Description (UFD), right of way plans, work plans, traffic control plans (TCP Examples), photos, and vicinity map. See the Utilities Accommodation Guide for more details.

BILLING INFORMATION

- A Statewide Vendor Number is required for new stormwater connections.
- The Billing Information must be consistent with the Permit Holder Contact Information. A third party (example: contractor) cannot submit payments on behalf of a Permit Holder.
- The billing address must be consistent with the address associated with the Statewide Vendor Number.

AUTHORIZED SIGNATORY

- Authorized Signature must be by the Permit Holder of the Stormwater Connection Utility Permit. Signature is required before submitting your application.

SUPPLEMENTAL CONTACT INFORMATION OF AUTHORIZED AGENT IF NOT THE PERMIT HOLDER

- In cases where a consultant or other approved entity is authorized to apply on behalf of the Permit Holder, ensure that contact information Supplemental Contact Information of Authorized Agent is completed accurately.
- Note: The Permit Holder Contact listed on the application will be included on all correspondence.
- Required only if applicable

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Stormwater Connection Utility Permit Application

Stormwater Connection Utility Contact Information (Permit Holder)	
Permit Holder Name	Permit Holder Contact Name (if different than Permit Holder Name)
Email	Phone (Office/Cell/Voicemail)
Parcel Number(s)	Address

Location (Locate Mileposts)

State Route	Milepost Begin	Milepost End	County

Installation	Submit the Following Documentation:	
Please Select One: ☐ New Stormwater Connection (Form 224-689) ☐ Legacy Stormwater Connection (Form 224-690)	Utility Facility Description (UFD) Right of Way Plan Sheets Vicinity Map	Other: _____ _____ _____ _____

If new stormwater connection

Anticipated Construction Start Date: Anticipated Construction End Date:

If existing stormwater connection

Estimated date of installation:

Billing Information* (new connections only)

Contact Name		
Street		
City	State	Zip + 4
Phone (Office/Cell/Voicemail)	Email	
Statewide Vendor Number	Applicant Reference Work Order *(optional)*	

Permit Holder Authorized Signatory

Signature	Printed Name & Title/Owner	Date

The Authorized Signature indicates acknowledgement of the Stormwater Provisions, as provided, by the Permit Holder.

* WSDOT has the authority to invoice the Utility (Permit Holder) for the reasonable costs for investigating, handling, and granting the franchise. The applicant agrees to pay any additional costs, in addition to the fees, incurred by WSDOT in accordance with WAC 468-34 and RCW 47.44.

Supplemental Contact Information of Authorized Agent if NOT the Utility (Permit Holder)

Company Name	Contact Name
Email	Phone (Office/Cell/Voicemail)