

## Potholing in Right-of-Way

### Type: Right-of-Way

### Subtype: Potholing

Revised: 06.2025

City of Tukwila - Permit Center  
6300 Southcenter Blvd, Suite 100,  
Tukwila, WA 98188

[www.tukwilawa.gov/departments/permit-center/](http://www.tukwilawa.gov/departments/permit-center/)



The purpose of this document is to establish clear requirements and procedures for permitting and performing potholing activities within the City of Tukwila right-of-way. This ensures utility verification work is conducted safely, minimizes impacts to the public, and maintains compliance with applicable codes, traffic control standards, and restoration guidelines.

#### Required Submittals

- Complete ROW permit application (signed, with fees as per current schedule).
- Street Restoration Plan – detailed pavement/sidewalk restoration per City Bulletin 6
- As required due to the complexity of the project: Traffic Control Plan (TCP) prepared and stamped by a certified Traffic Control Supervisor (TCS)
- Plan set: include site plan and known utility profiles

#### Traffic Control Plan (TCP)

- See linked document on preparing a TCP.

#### Restoration Plan

- Submit a detailed street restoration plan (materials, compaction, layer depths) per City Bulletin 6 requirements
- Restore all disturbed ROW elements (pavement, curb, sidewalk, landscaping) to current City standards; match the original material type and depth
- Obtain City approval of the restoration plan before beginning any excavation.

#### Review & Approval

- Apply for and submit all documents (permit form, TCP, restoration plan, etc.) through the [Permit Portal](#) for review.
- Public Works – Engineering staff will review and approve the plans; the right-of-way permit is issued only after all submittals are approved.
- Permit is valid only after issuance by the Public Works – Engineering Department.

#### Contractor Responsibilities

- **Traffic Safety:** Maintain the approved TCP at all times. Install and service all signs, barricades, cones, lights and flaggers as shown.
  - Keep all routes open to pedestrians, bicycles and emergency vehicles; continuously clear debris and sweep adjacent lanes.
  - As required due to the complexity of the project: A certified TCS must oversee the proper setup and execution of the approved Traffic Control Plan.
- **Site Restoration:** After potholing, immediately backfill and restore pavement, sub-base, curb, sidewalk and landscaping per the approved restoration plan.
  - Clean and restore the worksite promptly so that it is returned to original or better condition.

#### Applicable Regulations:

- [Public Works IDCS](#)
- [Bulletin 6](#)

#### Resources:

- [PW Special Inspection](#)
- [Traffic Control Guidelines](#)
- [Tukwila Utility Boring](#)
- [City Maps](#)
- [Construction Portal](#)
- [Permit Fees](#)

**No potholing or traffic-control work may begin in the right-of-way until the permit and all plans are fully approved by the City.**