Construction Notification Requirement – Within City of Seattle

3 business days for temporary bus stop closures/relocations or when working within an area of a bus stop that reduces full access to it for coaches and pedestrians/passengers. Relocated stop is to remain ADA accessible if the affected stop is designated as such.

5 business days for road closures that Metro Buses or Sound Transit Buses (operated by Metro) have service on which requires them to be detoured.

5 business days for road closures that Seattle Streetcars operate on without requiring line deactivation to its Overhead Contact System (OCS), access to its right-of-way or a shutdown to its track operation. (see page 2 for more information on TOH and Streetcars).

10 business days after receiving an approved TCP for work resulting in line deactivation to any part of Metro Electric Trolley Bus Overhead (TOH) system’s service area. Work requiring motorization of affected Electric Trolley Buses but not necessarily requiring a line deactivation is also subject to a 10-business day notification. Please include your approved TCP for review with your request. Non-certified personnel operating equipment or who are working within 10 feet of the Electric Trolley Overhead System (TOH), require a line deactivation. Line deactivation services performed by Metro crews are subject to billing & in most cases, limited to weekends only. (see page 2 for more information on TOH and Streetcars).

15 business days for work resulting in the removal of any Metro Transit facility structure (e.g. shelters, benches, information boards/kiosks and bus stop signs).

Guidelines for Maintaining Safe Bus Operations through Construction Areas

11’ wide lanes need to be maintained while ensuring all turning requirements are met for 40-foot & 60-foot coaches within the work zone during times of construction activity and non-activity.

Adequate curbside ingress/egress shall be maintained for coaches at all bus stops (unless in-lane stopping is specified) with safe passage for customers including those requiring ADA accessibility when it is mutually agreed by Metro and the contractor that those stops are to remain open within any given work area.

If construction activity necessitates relocation of a bus stop by Metro, the contractor shall ensure that an alternate area chosen by Metro is reserved (when required) to serve as a temporary stop. This may require that on-street parking be taken away by the contractor through a Seattle Dept. of Transportation permitting process at the contractor’s expense.

Forms can be downloaded by visiting our website at: http://www.kingcounty.gov/transportation/kcdot/MetroTransit/Construction.aspx

Construction Coordinators: Richard Garcia  
Eric Brumbach  
E-mail: construction.coord@kingcounty.gov  
Phone: 206.477.1140  
Fax: 206.684.2686

Rev. 5.7.15
Notification Requirements for Electric Trolley Bus Overhead Impacts

**10 business days** notice for work resulting in a deactivation to the Trolley Overhead (TOH). Please complete an Electric Trolley Bus Overhead Deactivation Request Form, which is subject to approval. Any work involving equipment and non-certified personnel coming within 10 feet of the TOH requires deactivation and motorization of the affected trolley buses. Deactivations, in most cases, must be limited to weekends only (starting no earlier than 4:30 a.m. Saturday morning and lasting no later than 2:00 a.m. Monday morning).

**20 business days** for any work in the Trolley Overhead System other than deactivations. This may mean, but is not limited to removing or adjusting the TOH or support wires or poles included in the TOH system.

Notification Requirements for Seattle Streetcar Overhead & Track Impacts

**5 business days** notice must be given for any work resulting in a closure of a road on which the Streetcar operates that does not require deactivating the OCS, accessing its ROW or otherwise shutting its operation down. During the road closure, at least one Uniformed Police Officer must always be present at affected Streetcar crossing locations to ensure the Streetcar is allowed through when it’s scheduled to without delay.

**10 business days** notice for work resulting in the deactivation of the Streetcar’s Overhead Contact System (OCS) &/or access to the track Right-of-Way (ROW). Please complete a Streetcar OCS Deactivation Request Form &/or Streetcar Track Access Notice of Work Form. OCS deactivation requests are subject to approval & required for any work involving equipment and non-certified personnel coming to within 10 feet of the OCS. Certified personnel must still give appropriate notice. Track ROW access is subject to City of Seattle approval prior to notifying Metro of the intent to work within the ROW.

All periods of OCS deactivation must be conducted during the streetcar’s non-operational hours. Track access is subject to approval for work that is to be done within the ROW (area within 10 feet from either track rail or any area on the track itself). This work may occur during some hours of operation so long as specific safety guidelines are met and the work remains 10 feet or greater from the OCS and allows the streetcar to operate uninhibited.

OCS deactivation services are subject to being billed by KC Metro Power & Facilities.

We require that all Trolley Overhead (TOH) or Seattle Streetcar forms be completed and sent to us by e-mail at: trolley.impacts@kingcounty.gov.

Forms can be downloaded by visiting our website at: http://www.kingcounty.gov/transportation/kcdot/MetroTransit/Construction.aspx

Trolley Impacts Office
Trolley Bus & Streetcar
Construction Information Center
Metro Transit Division
Office: 206.477.1150
trolley.impacts@kingcounty.gov

Rev. 5.7.15
Metro’s Discretion: Metro, at its discretion, may waive the above notification requirements and expedite a request if the work conflicts with other scheduled jobs or special events and is in both parties’ interest to have it completed sooner, or alternately may defer it to a following weekend. Line deactivation services & other trolley overhead services are subject to billing by KC Metro Power & Facilities. A King County Trolley Ordinance fee is also required and is separate from services billed by Metro Power & Facilities. Requests for motorization only of trolley coaches without TOH deactivation must be made to our office no later than Monday ten days prior to the intended weekend date(s). Please ask for and complete a Motorization of Trolley Coach Request Form from the Trolley Impacts office and return it by the deadline.

Special Streetcar Conditions: Work requiring a shutdown of streetcar operations must be approved by the SDOT. Trenching or boring beneath the track slab has strict limitations and all work is subject to being reviewed and approved by SDOT & KCM officials and engineers. Attendance at a pre-construction meeting prior to starting a project may be required and if so, could increase the minimum notification of the intent to start work to no less than 30-business days prior to the anticipated starting date of the project. All work is subject to City of Seattle approval prior to notifying Metro of the intent to work.

IN CASE OF EMERGENCY: Normal procedures for obtaining a City of Seattle Street Use Permit apply and must be completed & approved before a project can proceed. Any exceptions made to Metro’s construction notification guidelines must be the result of extreme emergency repair work and the dispatched response to it officially classified as such. If such work occurs outside normal business hours, call 206-684-1111, otherwise notify the Construction Information Center’s Construction Coordinators at the phone numbers listed above as it relates to Trolley Impacts or Non-Trolley Impacts.