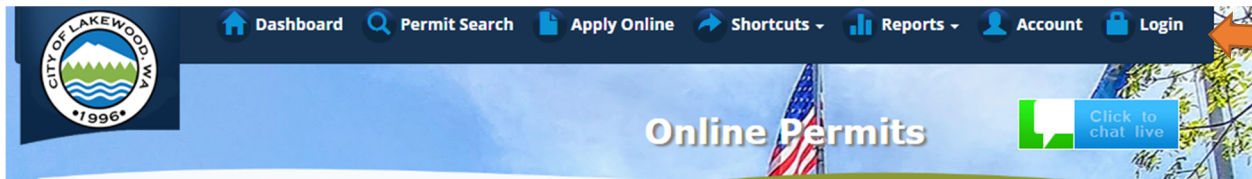
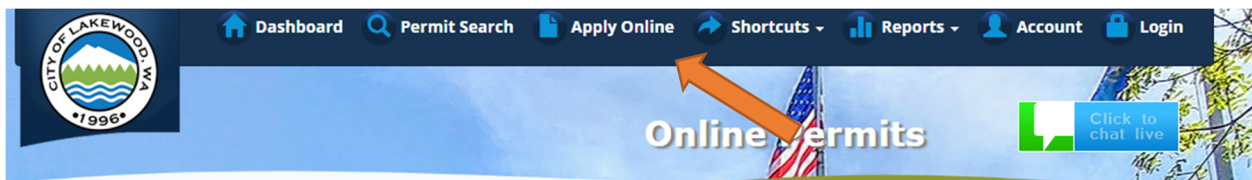


Submitting Annual Right of Way Application

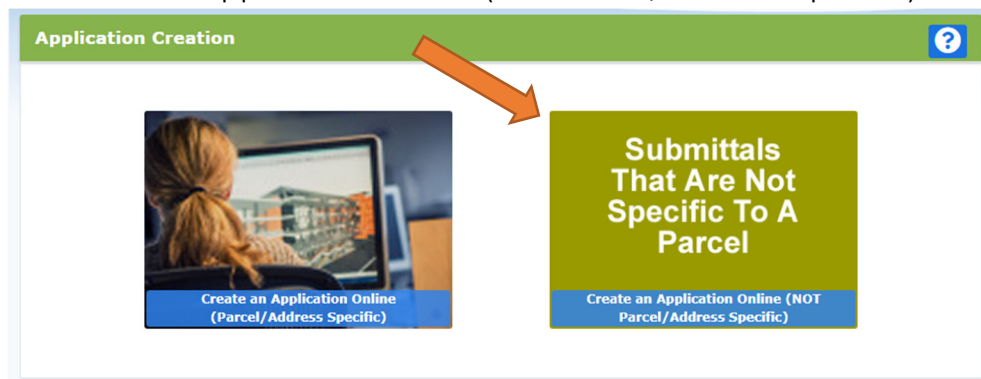
- Start at <https://pals.cityoflakewood.us/palonline/#/dashboard> and click on Login at the top of the page and enter your email address and password.
 - If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.



- Once logged in click on “Apply Online” along the top of the site.



- Select “Create an Application Online (Not Parcel/Address Specific)”



- Select “Right of Way”
 - The proceeding screens will just ask you to confirm your information and the Site Information.



- Type of Project – Right-Of-Way-Annual

- Short Description of Project – Include a brief description of the scope of work to be performed.
- Click “Next”

The screenshot shows the 'Project Information' section of the 'Pre-Screening Application - Right of Way' form. The breadcrumb trail is 'Contact Info > Project > Attachments > Summary'. The 'Type of Project' dropdown menu is open, showing options: 'Oversized load', 'Parade Permit', 'Right of Way', 'Right-Of-Way-Annual' (highlighted in yellow), and 'Street vacation'. An orange arrow points to the 'Right-Of-Way-Annual' option. A 'Next' button is visible in the top right corner.

- The next screen is where you’ll be able to upload the necessary documents
 - If you’ve already completed the required applications and saved it/them to your computer all you’ll need to do is click “Browse” and select the correct file.
 - If you have not completed the actual application you’re able to select the document and complete it from there. You will be required to print out the document, complete it, and scan it to your computer before moving forward.
 - A COI is required for a successful application.

- Once all the necessary documents have been uploaded you will be able to select “Next”.

The screenshot shows the 'Attachments' section of the 'Pre-Screening Application - Right of Way' form. The breadcrumb trail is 'Contact Info > Project > Attachments > Summary'. A list of required documents is shown with 'Browse' buttons: 'Application: Right-of-Way Permit', 'Certificate of Liability Insurance Example', 'Site Plan Example', 'Street Excavation and Obstruction Bond', and 'Traffic Control Plan (TCP) Example'. An orange arrow points to the 'Browse' button for 'Site Plan Example'. A note states: 'Depending on the type of project you are submitting there may be a list of suggested documents below. A completed application form is required for a successful submission. If you have additional material please attach them in the Additional Documents section.' Below this is an 'Additional Documents' section with a 'Browse' button.

- Once you click “Next” the system will ask that you confirm the information and uploads included. Once confirmed you can click “Submit”.

The screenshot shows the 'Summary' section of the 'Pre-Screening Application - Right of Way' form. The breadcrumb trail is 'Contact Info > Project > Attachments > Summary'. It displays the project details: 'Project Type: Right of Way, Oversized Load, Street Vacation & Parade test', 'Applicant: 6000 Main St, Lakewood, WA 98499', and 'Attachments: test'. Each field has an 'Edit' button. An orange arrow points to the 'Submit' button in the top right corner. A note at the top says: 'Please validate that the below information is correct. Keep in mind that items missing from the application/submittal may result in a delay before we can begin project review. Edit if necessary, then click \'Submit\'.'