

# Memo

**To:** Whom it May Concern

**From:** SCRCP Team

**Date:** 9/20/13

**Subject:** ADOT Encroachment Permit

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An ADOT Encroachment Permit is required for the Shultz Creek Restoration Project (SCRCP) due to the site being located directly adjacent to a culvert flowing under Highway 180. Although the project site is located almost entirely on Museum of Northern Arizona (MNA) property, the encroachment owner specified in the permit will need to be from the American Conservation Experience (ACE) Office, where Schultz Creek is especially eroded and entrenched. Additional information needed to complete the permit, which has not yet been determined, is summarized below.

- Approximate feet from nearest milepost and in what direction
- Detailed project purpose statement detailing the proposed work
- Engineered drawings for proposed work
- Description and plat of property, including buildings and dimensions

According to the “INSTRUCTIONS AND INFORMATION NEEDED TO PROCESS AN ARIZONA DEPARTMENT OF TRANSPORTATION ENCROACHMENT PERMIT” document (attached to this memo with the permit application), average processing time for a well-detailed application is 4 to 6 weeks. If it is determined by ADOT that the planned work may adversely impact the existing drainage patterns, a Drainage Impact Analysis may need to be performed prior to permit approval. If the additional Drainage Analysis must be completed, permit processing time may be increased by 6 to 8 weeks. The completely filled out permit should be mailed to the Flagstaff ADOT Office, whose address is found below. Any additional questions should be directed to Warren Sutphen, ADOT Permit Supervisor, at 928-779-7520.

ADOT Permits  
1801 S. Milton Rd.  
Flagstaff, AZ 86001