

INSTRUCTIONS AND INFORMATION NEEDED TO PROCESS AN ARIZONA DEPARTMENT OF TRANSPORTATION ENCROACHMENT PERMIT

To use State Highway Right-of-Way, an Encroachment permit is required. The following instructions will assist you in the completion of your permit application.

1. **NAME OF ENCROACHMENT OWNER** - Owner of, or person authorized to accept responsibility, during and following construction, of the encroachment.
2. **ADDRESS OF OWNER** - Where owner or authorized agent resides, and can receive correspondence. The permit applicant receives the copy of the permits. If the owner is not also the applicant and prefers to receive a copy of the permit from ADOT please indicate this when submitting your application. Standard distribution is to send the copy to the applicant who has been authorized to work as an agent on behalf of the owner.
3. **CITY, STATE, & ZIP CODE** - Of owners address.
4. **PHONE** - Phone number at which the owner may be contacted during working hours. If contact only after working hours list times available.
5. **SIGNATURE OF OWNER** - The signature of owner or owners' agent authorized to accept responsibility for owner. If agent signature is used provide documentation of agent authorization signed by owner.
6. **NAME OF APPLICANT** - Name of individual or firm applying for a permit on behalf of the owner. The applicant should be the individual or firm responsible for design and/or construction operations and accountable for the conditions of the permit. The applicant may be the same as the owner. In that case only enter and sign as owner, the write in "SAME AS OWNER" on the name of applicant line.

If the work under the approved permit is to be awarded by contract, the applicant will be responsible to ensure the conditions of the permit are met by the contractor awarded the work.

7. **LEGAL RELATIONSHIP TO OWNER** - Contractor, Engineer, Developer or other.
8. **MAILING ADDRESS** - Applicants address where correspondence is received and/or applicant resides. (Permit, when complete, will be forwarded to the applicant at the address provided.)

9. **CITY, STATE, ZIP CODE** - Of applicant's address.
10. **PHONE** - Phone number where the applicant can be reached during working hours.
11. **SIGNATURE OF APPLICANT** - Authorized agent of the owner, responsible and accountable for the conditions of the permit. Please print name to the right.
12. **CITY** - City, or closest City, where permit work will be constructed.
13. **PROJECT NUMBER** - To be completed by ADOT.
14. **HIGHWAY ROUTE NUMBER** - State Highway Route, example: SR 77, I-10, B-19.
15. **APPROXIMATE FEET FROM MILE POST AND IN WHAT DIRECTION** - Milepost markers are located along the sides of every highway. They are green and white sign panels marked with the word mile and a number. Using this as a guide, a distance can be measured in feet from the marker to the proposed site to provide this information. An example might be: 123- feet east of MP 279.
16. **WHICH SIDE OF HIGHWAY (N.S.E.W.)** – Location of the permit work. Is the permit work located on the North, South, East or West side of the Highway? (Please circle)
17. **HIGHWAY STATION** – **To be completed by ADOT.** (If work is for ADOT construction projects, the Applicant can provide the Stationing.)
18. **PURPOSE** – This section must be a complete description of the work or activity you propose to do or conduct within the State's Right-of-Way. Examples are: Construct a 30' Asphalt turnout with 30' radii including fence and gate; install a commercial driveway for Big Burger Foods, 40' Asphalt with 40' radii; install underground utilities, etc.

ADDITIONAL REQUIREMENTS AND POLICIES ARE:

All permit applications are to be accompanied by five copies of readable sketches, plans, or drawings containing the following information:

- A. Description and plat of property giving property lot measurements.

- B. Show all buildings, etc. on property with distance to highway right-of-way.
- C. Show all dimension measurements, widths, lengths, etc. of proposed construction work, distance between turnouts and driveways. Show distances from side property and right-of-way lines. The location of the facility to be placed in the right of way should be indicated (tied down to an ADOT station).
- D. Show size, material, etc. of all pipe, water, sewer lines, power line, etc. for any underground facilities, whether for utilities or drainage.
- E. All permits which request changing the geometrics of a State Highway as recommended by the traffic analysis must have plans prepared by a registered professional engineer, registered in the State of Arizona. Access requests that do not require a traffic analysis may be drawn by a registered engineer; however, it is not a requirement.
- F. Permit work that may adversely impact the existing drainage patterns may require a Drainage Impact Analysis. If existing drainage patterns will be altered and an impact to the upstream and/or downstream properties or drainage facilities is eminent, at a minimum the drainage study required for the building permit from the local agency shall be submitted for review by ADOT. If a more in-depth Analysis is needed the Permittee will be advised by ADOT and the necessary submittals will be required.
- G. When the geometrics of a state highway are changed, the Permittee will submit to ADOT a certificate of compliance, certifying all materials and all work done under the permit was in compliance with the approved plans and all conditions and requirements of the permit. This certificate of compliance will be signed and sealed by a Registered Professional Engineer registered in the State of Arizona.
- H. Any excavation within ADOT right of way will require compliance with the Arizona State Historic Preservation Act.
- I. The average processing time for a routine encroachment permits (minor utility installations, residential driveways, etc.) is 4 to 6 weeks. Please allow at least three weeks before calling the ADOT office concerning the status of your permit. Permits requiring additional and/or in-depth reviews such as traffic impact assessment, drainage impacts, or right of way as examples, will increase processing time by approximately six to eight weeks. The time involved in evaluating the permits is in most cases relative to the quality of the documentation submitted by the Permittee.
- J. When submitting your application please indicate the time needed to do the proposed work. Encroachment permits have a life of 90 days, for construction, however if the

work is of such size additional time is needed, that can be given consideration. When the permit has reached its expiration date and no work has been started the permit will automatically be canceled. If work has been started but not yet completed, an extension of time will be considered after the Permittee notifies the ADOT office in writing as to the reason for the delay and the amount of time needed for completion of work.

K. The Permittee agrees by acceptance of a permit to the specifications and conditions of the approved permit. Additionally, the Permittee agrees to properly maintain any encroachment placed within ADOT Right of Way. This responsibility included removal of snow, ice or debris, repair of surfaces and keeping the encroachment in a safe condition for the general public. The owner of the permit is responsible for future maintenance of the encroachment. If work within the right of way is required to maintain or repair the encroachment a permit will be taken out to do so. Utility companies are encouraged to apply for a Blanket Maintenance permit for their facilities. These permits generally have a life of one year, or equal to the life of the company liability insurance certificate.

L. Mail all copies of application and attachments to: ADOT Permits
1221 S. 2nd Avenue
Tucson, AZ 85713-1602