

# RIGHT-OF-WAY USE APPLICATION



**Department of Public Works**

375 W. Sahuarita Center Way  
Sahuarita, AZ 85629  
[sahuaritaAZ.gov](http://sahuaritaAZ.gov)  
Ph: (520) 344-7100  
Fax: (520) 844-4600

**FOR OFFICE USE ONLY**

<b>Date of Application:</b>	<b>Permit No. Issued:</b>
<b>Applicant:</b>	<b>Telephone: (    )</b>
<b>Address:</b>	
<b>Project Address (Location/Name):</b>	
<b>*Project Description of Work:</b>	

<b>Emergency Contact Name:</b>	<b>Estimated Start Date:</b>
<b>Emergency Contact Telephone: (    )</b>	

\* (Location and type of Construction, Shoulder work only, Boring, Length of trench, Depth of Trench, etc.)

- \*\*Provide two (2) copies of **PLANS** to be reviewed for permit.
- \*\*Estimated cost of construction: \$ \_\_\_\_\_ (Must be provided for review fee calculation)
- \*\*Cost of construction includes the cost of work in the public right-of-way (excluding cost of cable conduit, pipe, and other items which may be functional for the utility) including but not limited to all trenching, imported back-fill materials, placing and compacting back-fill materials, concrete and pavement replacements. Applicant shall provide an itemized estimate of costs for all work subject to review and confirmation by the Public Works Department.
- \*\* Compaction test results are required and shall be forwarded to the Construction/ROW Manager<sup>1</sup>, unless otherwise noted.
- \*\*\* See ROW General Notes for additional permit requirements.

**Will Town Inspection be required?**     **YES**     **NO**

\*\*If "NO", the applicant must provide a PROJECT SELF-CERTIFICATION STATEMENT, complete with test results, indicating that the work complies with adopted Town Standards and conditions of permit.

**FEE SCHEDULE:**

<b>Base Fee:</b>	<b>\$200.00</b>
<b>Inspection Fee:</b> 2.5% of Cost of Construction or Minimum of \$75/hour x _____ Hours	
<b>Haul Route:</b> \$150.00	
<b>Traffic Control Plan Check Fee:</b> \$10.00 per sheet	
<b>ROW Access Fee:</b> \$150.00	
<b>Violation Fee ( \$1,500 fee plus double original permit fee)</b>	
<b>Wireless Communication Facility Plan Review:</b> \$200	
<b>TOTAL PERMIT FEE</b>	

**Contractor:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**AZ Bluestake Ticket No.:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Approved for the Town of Sahuarita By:** \_\_\_\_\_ **Date** \_\_\_\_\_

*Signature of Town Engineer or Authorized Representative*

**THIS PERMIT SHALL BECOME NULL AND VOID IF THE WORK IS NOT COMPLETED BY:** \_\_\_\_\_

A Preconstruction Meeting may be required  
**A COPY OF THIS PERMIT SHALL BE ON THE JOB AT ALL  
TIMES.** Page 1 of 4 Revised March 6, 2018

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Ph: (520) 344-7100  
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FOR OFFICE USE ONLY

Permit No.: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Contractor: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*Project Address: \_\_\_\_\_

TOTAL FEE PAID.....\$\_\_\_\_\_

### AGREEMENT

Permission is hereby granted to the above named applicant for use of the Town Right-of-Way as herein described on Page 1 of 4, Page 2 of 4, and all attachments, pursuant to the requirements of the Town of Sahuarita, Ordinance No. 1997-09 and Resolution No. 1997-19, or current revisions thereto. Requirements identified in the \*\*\* Right-of-Way General Notes shall be adhered to. The holder of this permit must at all times see that all excavations, construction and/or other operations or improvement performed within the Town shall conform to the provisions of the Town of Sahuarita requirements pertaining to the type of activities herein included and specifically with the following: adequate barricades with warning lights for dark hours must be provided at all times around or adjacent to all excavations, holes, earth mounds, or rubble piles; sidewalks must be kept clear of all dirt, stones, and other construction litter. Applicant must give written notice to affected parties for any construction activity that requires restricting access to residential and/or commercial driveways. The applicant further agrees to give the Town Public Works Department timely notice of readiness for inspection, a minimum of forty-eight (48) hours:

Public Works Office: (520) 344-7100

The applicant and/or representative, upon orders from Town of Sahuarita, shall perform necessary maintenance and assume all responsibility for the right-of-way repair described herein. The applicant shall save the Town of Sahuarita harmless from any and all claims brought against said Town resulting from or involving the work herein described during the period between the date of starting this work and final acceptance by the Town of Sahuarita. A Certificate of Liability Insurance must be included for issuance of this permit.

Applicant Signature: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Approved by the Town of Sahuarita

By: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature of Town Engineer or Authorized Representative*

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Work performed under this permit shall comply with the Town of Sahuarita Standard Regulations, and Requirements.

		PERMIT NO.:	
Contractor:		Telephone:	
Address:			
State License:		Expires:	
Town Business License#:		Expires:	
Applicant:		Telephone:	
By: (signed)		Date:	
Approved:		Date:	

*Signature of Town Engineer or Authorized Representative*

## Mandatory Agency Compliance Sheet

In **INITIALING** below, I the applicant assume all responsibility in conforming to all the following agencies laws, requirements and regulations.

**Initials of Applicant or Contractor:** \_\_\_\_\_

*(Required)*

- Environmental Protection Agency (N.P.D.E.S., which includes SWPPP, for example but not limited to)
- Pima County Department of Environmental Quality (Dust control, for example but not limited to)
- Army Corp of Engineers (Waters of the U.S. for example but not limited to)
- Arizona Game & Fish (endangered species for example but not limited to)
- Arizona Blue Stake, Inc. (Call two (2) working days before you Dig)
- Arizona Department of Agriculture (Native Plant Preservation, for example but not limited to)

**Environmental Protection Agency**

(415) 947-8000  
 U.S. EPA Region 9  
 75 Hawthorne St.  
 San Francisco, CA 94105

**Arizona Game & Fish**

(520) 628-5376  
 555 N. Greasewood  
 Tucson, AZ 85745

**U.S. Army Corp. of Engineers**

(213) 452-3908  
 P.O. Box 532711  
 Los Angeles, California 90053

**Pima County Department of Environmental Quality**

(520) 740-3340  
 130 W. Congress  
 Tucson, Arizona 85701

**Arizona Blue Stake, Inc.**

1-800-STAKE-IT  
 1 (800) 782-5348  
[WWW.AZBSINC.COM](http://WWW.AZBSINC.COM)

**Arizona Department of Agriculture**

(602) 542-7182  
 1688 West Adams  
 Phoenix, AZ 85007

## Right-of-Way Preconstruction Meeting Sign Off

**Required**

*Town Engineer or Authorized Town Representative*

\_\_\_\_\_  
 Town of Sahuarita Representative

\_\_\_\_\_  
 Applicant/Developer

\_\_\_\_\_  
 Engineer of Record

\_\_\_\_\_  
 Contractor

**Comments:** \_\_\_\_\_

# RIGHT-OF-WAY USE APPLICATION

## TOWN OF SAHUARITA

Department of Public Works

### \*\*\*Right-of-Way (ROW) GENERAL NOTES:

- (1) **Signs** in ROW work area shall be located. A sign location plan must be submitted to the Town before ROW approval. A sign relocation/replacement plan shall be submitted as well (when applicable). All removed/replaced signs shall be replaced in accordance with any and all applicable Town standards and specifications, AZ BlueStake Laws and acceptable to the Town upon inspection.
- (2) **Striping** may need to be replaced, on a case-by-case basis, if apparent damage occurs during any ROW permitted activity. Striping or re-striping shall conform to any and all applicable Town standards and specifications and acceptable to the Town upon inspection.
- (3) **Pavement Cut Restrictions.** Roadway cuts are not allowed without the expressed written consent of the Town Engineer or authorized Town Representative
- (4) **Roadway surface** shall be cleaned of excess dirt & debris at the end of each workday.
- (5) **Cold Patch** must be approved prior to patching any trenches. Otherwise, Hot Mix Asphalt shall be immediately placed upon completion of trenching.
- (6) **Testing** results shall be forwarded to the ROW Manager<sup>1</sup>, including but not limited to compaction tests
- (7) **Traffic Control Plan**, per current ed. MUTCD, must be included with this permit application, for issuance of ROW Permit. The Contractor is responsible for notifying and obtaining **Approval**<sup>2</sup> of traffic control plan a minimum of three (3) working days prior to commencing construction activities. Applicant shall maintain work zone in conformance to approved traffic control plan. A copy of the approved traffic control plan(s) must be on-site at all times.
  - a. **Work Zone traffic control devices**, including but not limited to signs, barricades, and cones, shall periodically be checked, maintained and corrected as needed by Contractor during construction work hours. All signs shall be set-up at the start of each day and removed or turned away from traffic at times when operation does not warrant their use.
  - b. **All hazards** shall be marked with Type II Barricades, with flashers. Additional precautions may be required.
  - c. **All Approved Detours** shall be watered, graded and maintained to prevent dust. When temporary roadways are required, they shall be expeditiously maintained for potholes or other deterioration.
  - d. A minimum of **Twelve (12) foot wide** traffic lanes shall be maintained at all times.
  - e. **All work personnel** in or along roadway shall wear, at a minimum, high visibility safety vests.
  - f. **After-Hours Emergency contact numbers** and/or an "On-Call" representative(s) shall be provided.
  - g. **Changes/Revisions** to Approved Traffic Control plan must be submitted to the Public Works office for review and approval a minimum of five (5) working days prior to anticipated traffic control changes/revisions.
- (8) **AZ Bluestake** ticket number(s) shall be provided, if applicable, on the first page of the ROW Permit for issuance of permit. For more information concerning AZ BlueStake Laws, call 1-800-STAKE-IT.
- (9) **Construction Plan Review & Approval**, shall be obtained from: Department of Public Works, 375 W Sahuarita Center Way, Sahuarita, AZ 85629, Phone: (520) 344-7114.
- (10) **Expiration & Extensions.** ROW Permit is valid for 30-Days, unless otherwise determined and approved. An extension may be granted if described work has not been completed within the allotted time period. In order for requests for extension to be considered, requests SHALL be received by the Town PRIOR to permit expiration date. Failure to request an extension prior to permit expiration date will result in denial of request and require a new permit application, including applicable fees.
- (11) Failure to abide by the above or any other stated requirements within this permit will result in:
  - a. Denial of permit, revocation of permit, stop work order or other necessary action.
  - b. Miscellaneous Permit Violations Fee = \$1,500 plus double original permit fee (Town Code Title 3.10), plus any and all applicable costs incurred by the Town, for failure by applicant to meet requirements of the permit.

#### <sup>1</sup>**ROW Contact:**

Carlos Suarez– Construction Observation  
P: (520) 344-7116  
csuarez@sahuaritaaz.gov

<sup>2</sup> Approval by Town Representative is required on all Traffic Control Plans prior to commencing ROW work.

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