

# RIGHT-OF-WAY USE APPLICATION



Department of Public Works  
 375 W. Sahuarita Center Way  
 Sahuarita, AZ 85629  
[pwpermits@sahuaritaaz.gov](mailto:pwpermits@sahuaritaaz.gov)  
 (520) 344-7100

**Permit # Issued:**

**A copy of this permit shall be maintained on the job site at all times.**

**APPLICANT INFORMATION**

Applicant:		Date:
Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

**CONTRACTOR INFORMATION**

Contractor Name:		
Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	
State License:	Expires:	
Town Business License:	Expires:	

**PROJECT INFORMATION**

<b>Project Address:</b>		
Project Description of Work:		
Requesting for open cut per <a href="#">Town Code 10.40.010.B?</a>	YES	NO
Emergency Contact Name:		
Phone:	Email:	
<b>Permit is valid for 30 days</b>	<b>Estimated Start Date:</b>	<b>End Date:</b>

**FEE SCHEDULE**

<b>Base Fee:</b>	<b>\$200</b>
<b>Inspection Fee:</b> 2.5% Cost of Construction or Minimum of \$75/hour x _____ hours	
<b>Haul Route:</b> \$150	
<b>Traffic Control Plan Check Fee:</b> \$10 per sheet	
<b>ROW Access Fee:</b> \$150	
<b>Wireless Communication Facility Plan Review:</b> \$200	
<b>Total Permit Fee:</b>	

PAYING BY APA ACCOUNT: YES  NO

ACCOUNT #: \_\_\_\_\_

TOTAL FEE PAID: \_\_\_\_\_

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## GENERAL INSTRUCTIONS

1. Along with the completed ROW Permit Application, Applicant shall provide a site location map, cost estimate, traffic control plans (as necessary) and applicable checklist items.
2. Cost of construction includes the cost of work in the public right-of-way (excluding cost of cable, pipe and other items which may be functional for the utility) including but not limited to all trenching, imported backfill material, placing and compacting backfill, concrete and pavement replacements.

## AGREEMENT

Permission is hereby granted to the above named Applicant for use of the Town Right-of-Way as herein described on this permit 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 ensure that all excavations, construction and/or other operations or improvements performed within the Town shall conform to the provisions of Town requirements pertaining to the type of activities herein included. Adequate barricades with warning lights, protection and delineation for dark hours must be provided at all times around or adjacent to all excavations or hazards. Roadways, paved shoulders, pathways and sidewalks must be kept clear of all dirt and construction debris. Applicant shall give written notice to any affected parties for any construction activities that require restricting access to commercial or residential driveways.

**The Applicant/Contractor shall give notice to the Town Public Works Department a minimum of 48 hours prior to the start and/or change of condition of any construction activities.  
Public Works Office: 520-344-7100**

The Applicant and/or Contractor, upon orders from the 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 the 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. ROW shall be repaired to original or better condition at completion.

***A Certificate of Liability Insurance must be included for the issuance of this permit.***

***AZ BlueStake (1-800-STAKE-IT) ticket numbers shall be provided, if applicable.***

**AZ Blue Stake Ticket No:**

Applicant Signature:

Date:

## ***Approved by the Town of Sahuarita***

By:

Date:

*Town Engineer or Authorized Representative*

**THIS PERMIT SHALL EXPIRE IF THE WORK IS NOT COMPLETED BY:**

Date:

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## ROW GENERAL NOTES

1. **Sign** relocation/replacement plans shall be submitted for approval (when applicable). All removed/replaced signs shall be replaced in accordance with any and all applicable Town standards and specifications, AZ BlueStake Laws and shall be 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 be acceptable to the Town upon inspection.
3. **Pavement Cut Restrictions** per [Town Code 10.40.010](#). No open pavement cuts shall occur without the (*express written consent and*) permission of the town engineer.
4. **Roadway surface** shall be cleaned of excess dirt and debris at the end of each workday.
5. **Use of Cold Patch** must be approved prior to patching any trenches. Hot Mix Asphalt shall be immediately placed upon completion of trenching, inspected and be acceptable to the Town.
6. **Testing results** shall be forwarded to the ROW Manager, including but not limited to compaction tests.
7. Applicant shall maintain work zone in conformance to the current edition of the MUTCD and approved **Traffic Control Plan**. A copy of the approved traffic control plan(s) must be on-site at all times. Changes/revisions to approved Traffic Control Plans must be submitted to the Public Works office for review.
  - 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. When **temporary roadways** are required, they shall be expeditiously maintained for potholes or other deterioration and maintained to prevent dust.
  - 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 proper PPE for the activity being performed, at a minimum, high visibility safety vests.
  - f. **After-Hours Emergency contact numbers** and/or an "On-Call" representative(s) shall be provided.
8. **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.
9. **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 = double amount of original permit fee, [Town Code Title 3.10.090](#), plus any and all applicable costs incurred by the Town in response to Item (8).

Additional Requirements:

Revised 04/01/2022