



RIGHT OF WAY USE-REPAIR/MAINTENANCE PERMIT APPLICATION

(Permit Authorizing Private Utilities To Be Repaired/Maintained Within Public Right Of Way)

(Electronic Version Available at: <http://casagrandeaz.us/dept/planning/building-division/engineering-permits/>)

email applications to DCPermits@casagrandeaz.gov)

Please indicate the type of Right of Way work being permitted:

Scheduled Utility Repair Other _____

Emergency Utility Repair Work

Utility Franchise Yes No

1. PROJECT LOCATION: _____

(Indicate closest Intersecting streets or alleys)

2. DESCRIPTION OF WORK: _____

3. STREET CLOSURE REQUIRED (Not including alleys) **Yes** **Dates** _____ **No**

4. APPLICANT INFORMATION:

Name _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

5. CONTRACTOR PERFORMING WORK:

Name _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

Applicants may receive clarification regarding the specific steps included in processing this application as well as information regarding any code, regulation or policy relevant to the processing of this application by contacting one of the following review Engineers:

Larry Petersen – lpetersen@casagrandeaz.gov, 520-421-8630, Ext. 3320

Cesar Adamos – cadamos@casagrandeaz.gov, 520-421-8630, Ext. 3019

CITY INTAKE:

Date Accepted & Logged In: _____

Assigned DC Engineer: _____

Inspected and Accepted by: _____ Date: _____

1-Year Warranty Inspection due on: _____



Submittal Requirements:

1. Site Plan illustrating the following:

- a. The area of the right of way to be affected
- b. The location of any existing right of way improvements (*i.e. sidewalk, curb, pavement*)

2. Traffic Control Plan (*if applicable*)

3. Road Closure Plan which shall address the following notification requirements:

- a. Contact the Development Center with specific Road Closure dates at (520) 421-8630 or by email at DCPermits@casagrandeaz.gov
- b. The following must be notified at least 5 days prior to start of work:
 - i. Sanitation: Greg Garcia – Ggarcia@casagrandeaz.gov
 - ii. Police: Michael Brashier – MikeB@casagrandeaz.gov
 - iii. GIS: Jeff Little – Jlittle@casagrandeaz.gov
 - iv. Road closure must be advertised in the Casa Grande Dispatch Newspaper for 5 days prior to start of work.

4. Application Review Fees

- a. Review Fees: \$50.00
- b. Technology Recovery Fee: 5% of Total Permit Fees



Over-All Review Time-Frames for Engineering Permits ^{1,7,8}

Permit Classification	Administrative Completeness Review (CR) of Initial Submittal ²	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter ^{4,8}	CR Review of Re-Submittal	Review of Resubmittal ^{5,7,8} and Staff Decision to Approve/Deny	Over-All Review Timeframe ^{6,7,8}
ROW Use-Repair and maintenance (E-14A)	2	10	2	10	24

¹All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

²Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

³Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

⁴ Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the 1st comprehensive review document.

⁵ Review of resubmittal shall be limited to:

- a) Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; or
- b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.

⁶Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

⁷ If an applicant requests significant changes, alterations, additions or amendments to an application that are not in response to the request for corrections, the City may make **one additional comprehensive written request for corrections (i.e., review of 2nd resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

⁸The Substantive Review timeframe and the Overall Review timeframe may be extended by mutual consent of the applicant and the City. Said extension shall not exceed 50% of the Over-All timeframe.

⁹Indicates that the Project will require a public hearing and Board/Commission and/or City Council approval. For these Projects the Substantive Review period ends when staff schedules the application for the public hearing and Board/Commission/City Council action.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd review if necessary, within the stated prescribed timeframe. Your consent is not required at time of application submittal. Applicants who do not sign below will be contacted by City staff if a 2nd review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the review cycle are eligible for re-application to address the code/policy deficiencies which were the basis for the application denial with the payment of a fee equal to 25% of original application fee amount. Said re-application shall occur within 90 days of the application denial.

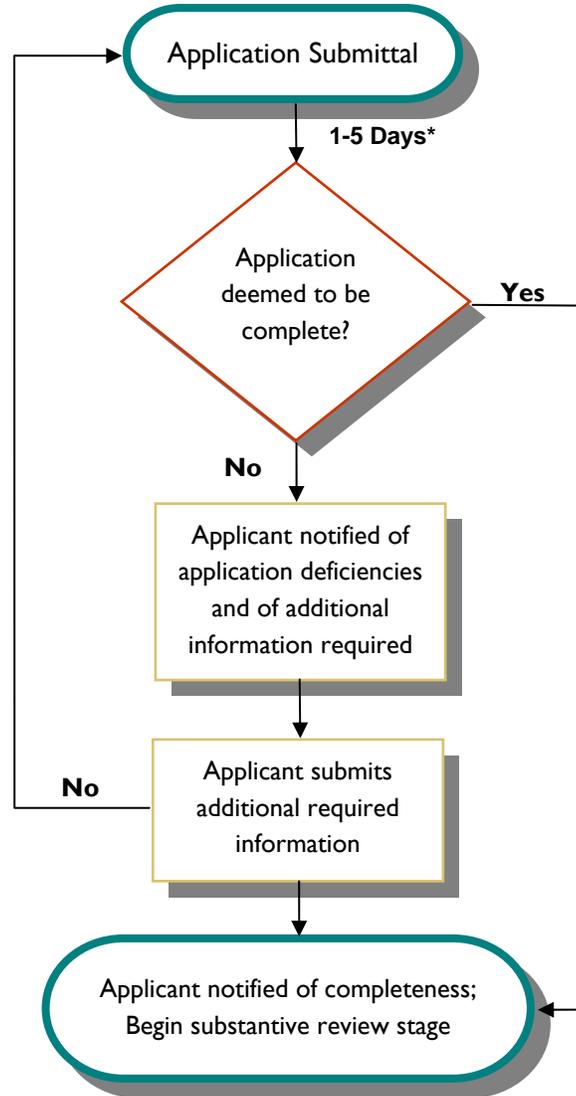
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City



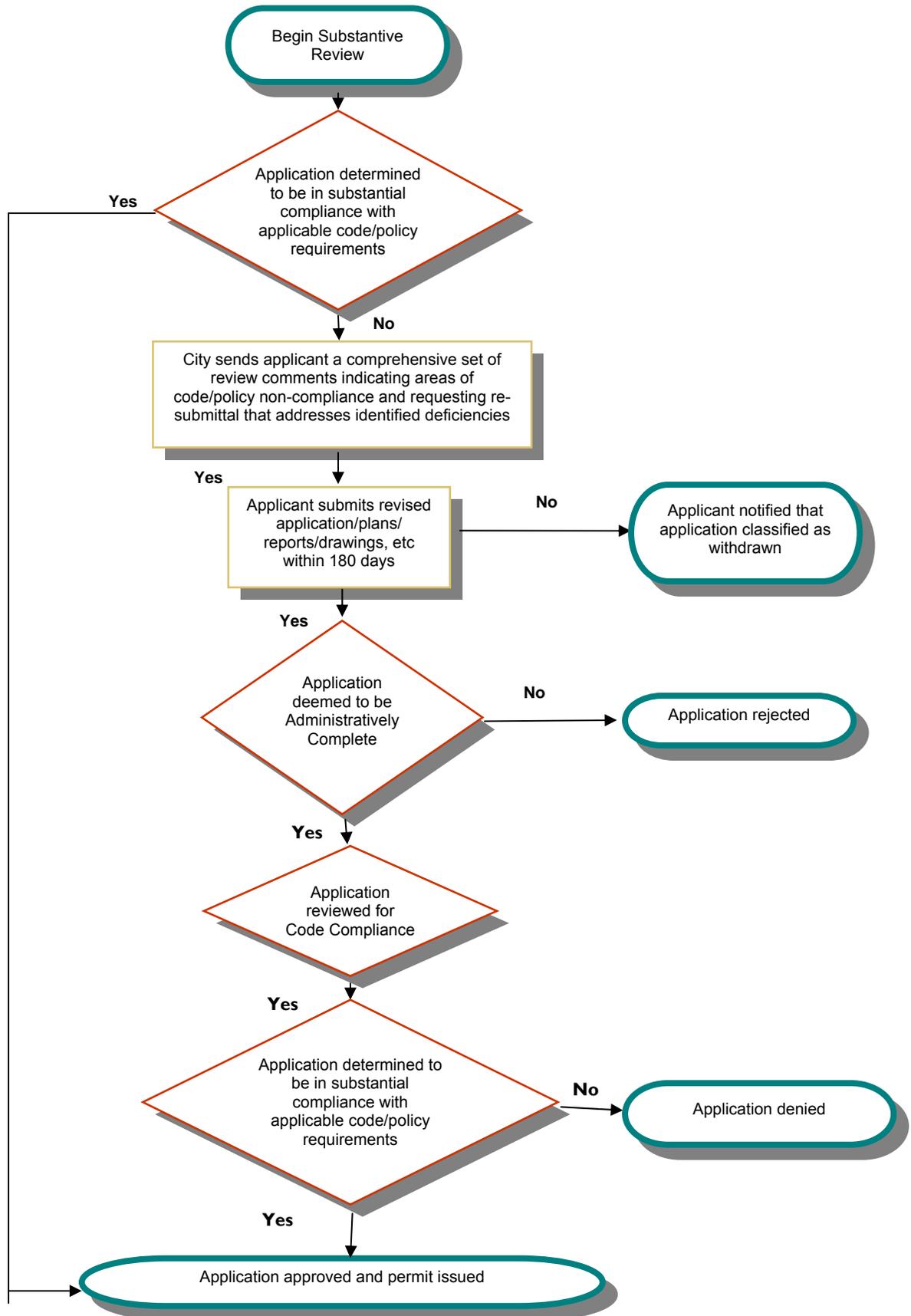
Administrative Completeness Review Process



** All time frames are listed as business days.*



Substantive Review Process





APPLICATION COMPLETENESS REVIEW CHECKLIST

- | | DC Engineer |
|--|--------------------------|
| 1) Site Plan: | <input type="checkbox"/> |
| 2) Traffic Control Plan: <i>(if applicable)</i> | <input type="checkbox"/> |
| 3) Road Closure Plan: | <input type="checkbox"/> |
| 4) Application Review Fees | <input type="checkbox"/> |
| a. Review Fees: \$30.00 | |
| b. Technology Recovery Fee: 5% of Total Permit Fees | |