



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/CLIENT 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: _____	Intake Staff: _____
Fee Receipt # _____	Expiration Date: _____
Assigned DC Engineer: _____	Assigned PW Inspector: _____
Engineer's Approval: _____	Date: _____
Inspected & Accepted by: _____	Date: _____

RIGHT OF WAY USE REPAIR/MAINTENANCE PERMIT- APPLICATION INTAKE CHECKLIST

- 1. **Site Plan illustrating the following:** _____ **Applicant** **Engineer**
 - 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 Departments must be notified at least 5 days prior to start of work:
 - Sanitation: Greg Garcia – Ggarcia@casagrandeaz.gov
 - Police: Michael Brashier – MikeB@casagrandeaz.gov
 - GIS: Jamie White – jwhite@casagrandeaz.gov
- c) Road closure must be advertised in the Casa Grande Dispatch Newspaper for 5 days prior to start of work. You may either fax your ad to (520) 836-0343, call their office at (520) 836-3111 or by email at legals@trivalleycentral.com

FEES DUE AT TIME OF SUBMITTAL:

- Review Fees: \$30 plus \$225.00 per Civil Plan page

APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.

 Signature of Applicant Date Contact Person Phone/Email

REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES

Completeness & Substantive Review Time Frames¹

Administrative Completeness Review (CR) ²	Substantive Review (SR) Stage ³			
	Review of Initial Submittal ⁴	Staff Decision or Review of Resubmittal ^{5, 6}	Staff Decision based upon 2 nd Resubmittal	Over-All Timeframe ⁷
2 days	10 days	10 days	10 days	22 days

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.



City of Casa Grande, Planning & Development Dept., 510 E. Florence Blvd, Casa Grande, AZ 85122

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 Issuance of a review letter regarding resubmittal only allowed if applicant consents to extend review timeframe to resolve remaining code/policy compliance issues. Said extension shall not exceed 50% of the over-all timeframe.

⁶ 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.

⁷Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes and does not include any time involved in review of the 2nd Resubmittal. An administrative decision will be made on the permit/project application prior to the end of the Over-All Review timeframe unless the applicant and the City agree to review of a 2nd Resubmittal.

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 a 2nd review of my application, if necessary, prior to making a final administrative decision.

Applicant