



**RIGHT OF WAY USE-NEW CONSTRUCTION PERMIT APPLICATION**

(Permit authorizing private utilities and entrances to be constructed within public right of way)  
 (Electronic Version Available at: <http://casagrandeaz.us/dept/planning/building-division/engineering-permits/>  
 email applications to [DCPermits@casagrandeaz.gov](mailto:DCPermits@casagrandeaz.gov))

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

Utility New Construction       Driveway Entrance

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 \_\_\_\_\_

<b>CITY INTAKE:</b>	
Date Accepted & Logged In: _____	Intake Staff: _____
Fee Receipt # _____	Expiration Date: _____
Assigned DC Engineer: _____	Assigned PW Inspector: _____
<b>Engineer's Approval:</b> _____	<b>Date:</b> _____
<b>Inspected &amp; Accepted by:</b> _____	<b>Date:</b> _____



**RIGHT OF WAY USE NEW CONSTRUCTION PERMIT- APPLICATION INTAKE CHECKLIST**

- |  | Applicant | Engineer |
|--|-----------|----------|
| 1. <b>Site Plan illustrating the following:</b> _____ <input type="checkbox"/>   |           | _____    |
| 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. <b>Civil Plans</b> (required for new construction; 1 set with initial submittal; 3 sets once approved for signature; requires City of Casa Grande signature format, see attachment) _____ <input type="checkbox"/>  |           | _____    |
| 3. <b>Stormwater Pollution Prevention Plan (SWPPP)</b> – required if more than (1) acre will be disturbed, may be waived if a SWPPP was submitted with the Site Development permit for the project _____ <input type="checkbox"/>  |           | _____    |
| 4. <b>Line Item Cost Estimate</b> (signed by contractor, not required for franchisee) _____ <input type="checkbox"/>   |           | _____    |
| 5. <b>Traffic Control Plan</b> (if applicable) _____ <input type="checkbox"/>  |           | _____    |
| 6. <b>Road Closure Plan which shall address the following notification requirements</b>  |           |          |
| a) Contact the Development Center with specific Road Closure dates at (520) 421-8630 or by email at <a href="mailto:DCPermits@casagrandeaz.gov">DCPermits@casagrandeaz.gov</a>   |           |          |
| b) The following Departments must be notified at least 5 days prior to start of work: <ul style="list-style-type: none"> <li>• Sanitation: Greg Garcia – <a href="mailto:Ggarcia@casagrandeaz.gov">Ggarcia@casagrandeaz.gov</a></li> <li>• Police: Michael Brashier – <a href="mailto:MikeB@casagrandeaz.gov">MikeB@casagrandeaz.gov</a></li> <li>• GIS: Jamie White – <a href="mailto:Jwhite@casagrandeaz.gov">Jwhite@casagrandeaz.gov</a></li> </ul> |           |          |
| 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 <a href="mailto:legals@trivalleycentral.com">legals@trivalleycentral.com</a>  |           |          |

**FEES DUE AT TIME OF SUBMITTAL:**

- Review Fees: \$30 plus \$225.00 per Civil Plan page
- Public Works Inspection Fee: 4% of Construction Costs

**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 Frame<sup>1</sup>

Completeness Review <sup>2</sup>	Substantive Review <sup>3</sup>			Overall Review Time Frame <sup>7</sup>
<b>2 days</b>	1 <sup>st</sup> Review <sup>4</sup>	2 <sup>nd</sup> Review <sup>5</sup>	3 <sup>rd</sup> Review <sup>6</sup>	<b>62 days</b>
	<b>30 days</b>	<b>30 days</b>	<b>30 days</b>	

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

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

<sup>3</sup>Substantive 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.

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

<sup>5</sup>2<sup>nd</sup> review shall be limited to:

- a) Addressing 1<sup>st</sup> 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.

<sup>6</sup>Third review 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.

<sup>7</sup>Over-All Review timeframe is the sum of the Completeness, 1st & 2nd Substantive Review timeframes and does not include any time involved in a 3<sup>rd</sup> Review. 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 a 3<sup>rd</sup> Review.

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 a maximum of two (2) comprehensive staff reviews. However, from time to time a 3<sup>rd</sup> review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.1., by mutual agreement, the applicant and the City may engage in a 3<sup>rd</sup> review of an application as long as said 3<sup>rd</sup> review does not exceed the over-all time frame by 50%. The specific 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a third 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 third review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the 2<sup>nd</sup> or 3<sup>rd</sup> 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 3<sup>rd</sup> review of my application, if necessary, prior to making a final administrative decision.

\_\_\_\_\_  
Applicant

For questions contact the Development Center Engineer:

**Larry Petersen** – [lpetersen@casagrandeaz.gov](mailto:lpetersen@casagrandeaz.gov) (East of Trezell)

**Cesar Adamos**- [Cadamos@casagrandeaz.gov](mailto:Cadamos@casagrandeaz.gov) (West of Trezell)



**REQUIRED SIGNATURE BLOCK FORMAT**

City of Casa Grande Plan Approval Recommended

Civil Engineer \_\_\_\_\_

Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

The City approves these plans in concept only. The City accepts no responsibility for errors or omissions.

City of Casa Grande Plan Approval

City Engineer \_\_\_\_\_

Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

The City approves these drawings in concept only. The City accepts no responsibility for errors or omissions.