



**RIGHT OF WAY/PUBLIC EASEMENT ENCROACHMENT PERMIT APPLICATION**

(Permit authorizing both short term and long term encroachment of private improvements into 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)

<p><b>1) Type of Use/Encroachment being requested:</b></p> <p><input type="checkbox"/> Below Surface</p> <p><input type="checkbox"/> Above Surface</p> <p><input type="checkbox"/> Surface</p> <p><input type="checkbox"/> Commercial Mobile Radio Service (CMRS)</p>	<p><b>2) Specify type of Encroachment being requested:</b></p> <p><input type="checkbox"/> Driveway Access</p> <p><input type="checkbox"/> Short Duration Temporary Encroachment _____ days</p> <p><input type="checkbox"/> Structural Encroachment (fence, building, sign, etc.)</p> <p><input type="checkbox"/> Landscaping</p> <p><input type="checkbox"/> Other (Specify) _____</p>
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1. **PROJECT LOCATION:** \_\_\_\_\_  
(Reference closest streets, alleys, intersections)

2. **APN OF THE ADJACENT PROPERTY:** \_\_\_\_\_

3. **DESCRIPTION OF WORK:** \_\_\_\_\_

4. **DOES THE IMPROVEMENT DESCRIBED ABOVE PRODUCE INCOME FOR THE APPLICANT:**  Yes  No

5. **STREET CLOSURE REQUIRED (Not including alleys):**  Yes Dates: \_\_\_\_\_  No

6. **APPLICANT:**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Email Address \_\_\_\_\_

7. **CONTRACTOR:**  
 Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ 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](mailto:lpetersen@casagrandeaz.gov), 520-421-8630, Ext. 3320  
**Cesar Adamos** – [cadamos@casagrandeaz.gov](mailto:cadamos@casagrandeaz.gov), 520-421-8630, Ext. 3019

**CITY INTAKE:**  
 Date Accepted & Logged In: \_\_\_\_\_  
 Assigned DC Engineer: \_\_\_\_\_



### Submittal Package

Applications for an Encroachment Permit shall be accompanied by the following plans that will be reviewed by City Staff for final approval:

**a. Site Plan:**

- (1) Property Lines & dimensions.
- (2) Name of adjacent streets & alley right of way.
- (3) Location of curb, sidewalk, or bench locations & landscaping.
- (4) Utility location based upon Blue Stake (Call 811)
- (5) Location of any drainage facilities, indication of existing drainage patterns (required for surface use only)
- (6) Location and dimensions for all private improvements, structures and equipment to be located within the public right of way.

**b. Traffic Control Plan (if applicable)**

**c. Application Review Fees**

- (1) Review Fees: \$290.00 per Civil Plan page
- (2) Public Works Inspection Fee: 4% of cost of material stored in Right of Way or cost of construction improvements. (\$20.00 minimum)
- (3) Technology Recovery Fee: 5% of Total Permit Fees

### **CMRS Encroachment Permit Submittal Package:**

In addition to the submittal requirements listed above, applications for an Encroachment Permit for CMRS or Wireless Telecommunication Facilities are required to submit the following additional information:

- a. Elevations of all proposed CMRS equipment, including height, width and depth dimensions
- b. Photo-simulation of the CMRS equipment at the proposed location

### **Public Notice**

When deemed necessary, City staff will prepare and mail a notification of the proposed right of way encroachment proposal to all surrounding property owners within 200 ft. of the project location. Public input will be considered in determining the extent to which the proposal is compatible with the surrounding development.

### **Encroachment Permit Review Criteria**

City staff will review each Encroachment Permit to compliance with the following review criteria as appropriate:

- a. Will the private improvements, structures or equipment conflict with City and/or private utility use of the right of way?
- b. Will the private improvements, structures or equipment pose a traffic hazard?
- c. Will the private improvements, structures or equipment be compatible with the surrounding development?



### **Owner/Applicant Indemnification Statement**

I (we) understand that if this Right of Way Encroachment Permit is granted by the City I will be required to maintain liability insurance in the name of the licensee with the City of Casa Grande also named as an insured, if applicable. I (we) agree to be responsible for any and all damages to property, or injury to persons, arising out of the exercise of the permit or the construction, installation or maintenance of any device or structure I place within the public right of way. I (we) agree to indemnify and save harmless the City, and all of its officers, agents and employees from all suits, action or claim of any type brought for or on account of any injuries or damages received or sustained by any person or property related to the exercise of the permit, any act or omission of the permittee, the permittee's agent or employees, or the failure of the permittee to maintain the structure or device or to provide necessary safety precautions. I (we) agree to defend against any suit, action, or claim and pay any judgment with costs, which may be obtained against the City, its officers, agents and employees growing out of the injury or damage.

I understand that this permit may be revoked, and the private improvements removed by the applicant at their expense, if the City determines said improvements conflict with the Public use of the Right of Way or Public Easement.

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*Signature of Applicant*

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*Date*

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*Contact Person Name*

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*Email*



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

Permit Classification	Administrative Completeness Review (CR) of Initial Submittal <sup>2</sup>	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter <sup>4,8</sup>	CR Review of Re-Submittal	Review of Resubmittal <sup>5,7,8</sup> and Staff Decision to Approve/Deny	Over-All Review Timeframe <sup>6,7,8</sup>
ROW Encroachment (E-14C)	2	30	2	30	64

<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> 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 1<sup>st</sup> comprehensive review document.

<sup>5</sup> Review of resubmittal 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. In this case the City may issue an additional review letter addressing the new design.

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

<sup>7</sup> 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 2<sup>nd</sup> resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

<sup>8</sup>The 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.

<sup>9</sup>Indicates 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.

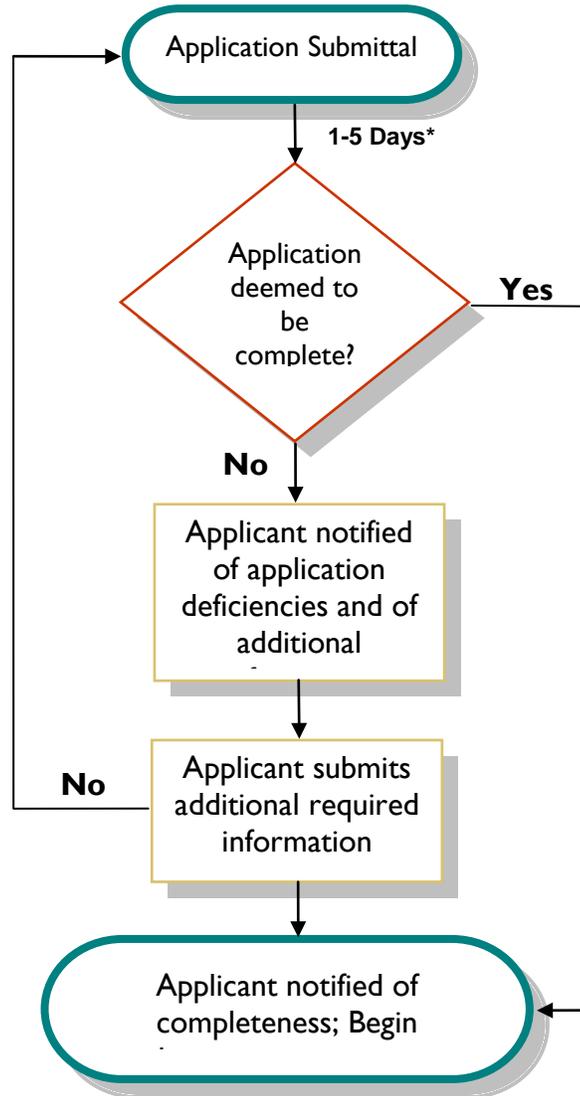
In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2<sup>nd</sup> review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2<sup>nd</sup> review of an application as long as said 2<sup>nd</sup> review does not exceed the over-all time frame by 50%. The specific 1<sup>st</sup> and 2<sup>nd</sup> and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2<sup>nd</sup> 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

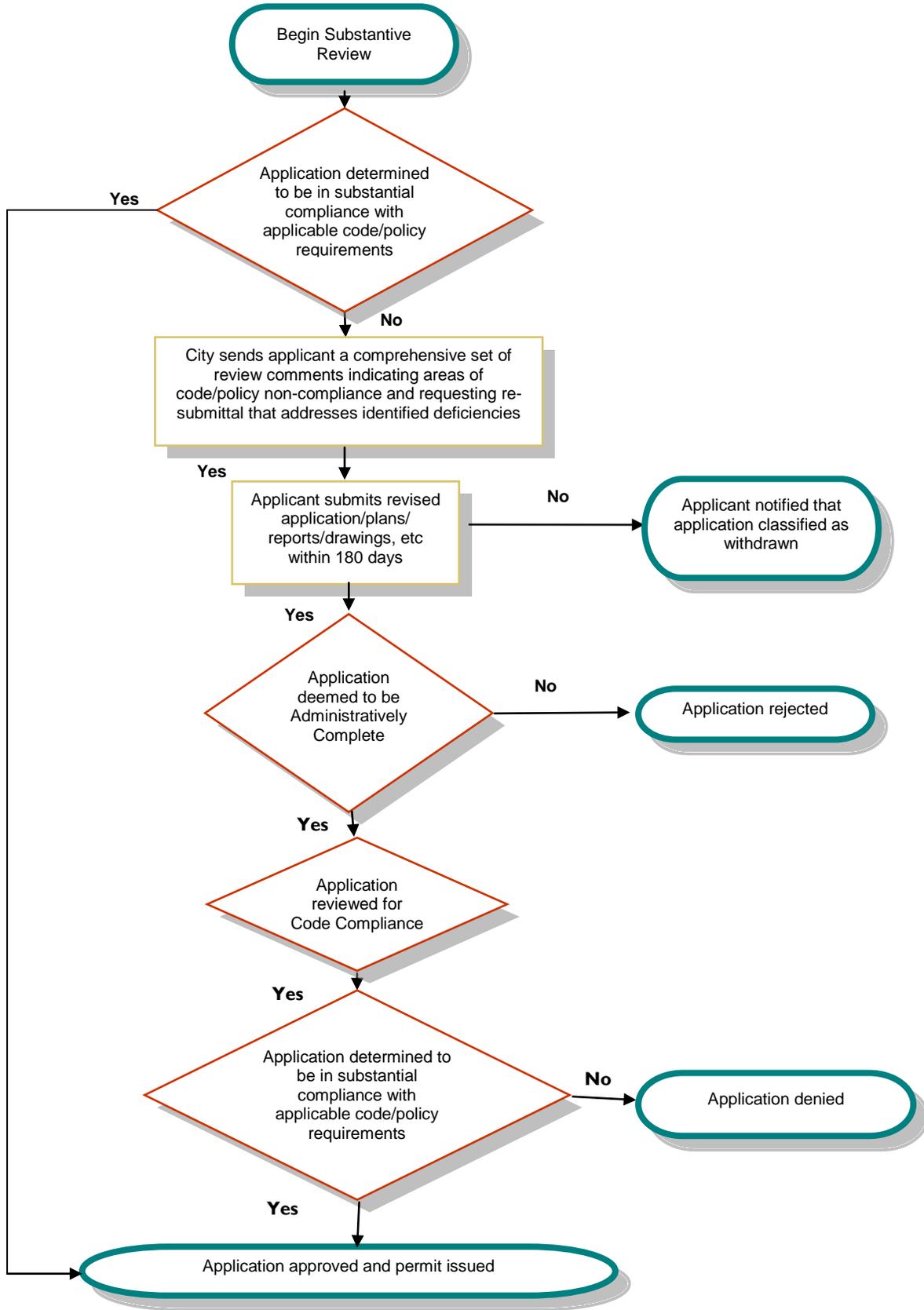
**Administrative Completeness Review Process**



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



### Substantive Review Process





## APPLICATION COMPLETENESS REVIEW CHECKLIST

Engineer

1. **Site Plan** \_\_\_\_\_
2. **Traffic Control Plan** *(if applicable)* \_\_\_\_\_
3. **Road Closure Plan** *(if applicable)* \_\_\_\_\_
4. **CMRS Equipment Information** *(if applicable)* \_\_\_\_\_
5. **CMRS Photo-simulation** *(if applicable)* \_\_\_\_\_
6. **Application Review Fees** \_\_\_\_\_ 
  - a. **Review Fees: \$290.00 per Civil Plan page**
  - b. **Public Works Inspection Fee: 4% of cost of material stored in Right of Way or cost of construction improvements. (\$20.00 minimum)**
  - c. **Technology Recovery Fee: 5% of Total Permit Fees**