CDP- _____

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

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)

1) Type of Use/Encroachment being requested:

- ☐ **Below Surface**
- ☐ **Above Surface**
- ☐ **Surface**
- ☐ **Commercial Mobile Radio Service (CMRS)**

2) Specify type of Encroachment being requested:

- ☐ **Driveway Access**
- ☐ **Short Duration Temporary Encroachment_____days**
- ☐ **Structural Encroachment (fence, building, sign, etc.)**
- ☐ **Landscaping**
- ☐ **Other (Specify)** _____

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, 520-421-8630, Ext. 3320
Cesar Adamos – cadamos@casagrandeaz.gov, 520-421-8630, Ext. 3019

CITY INTAKE:
Date Accepted & Logged In: _____
Assigned DC Engineer:_____

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

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?

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

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 permitee, the permitee's agent or employees, or the failure of the permitee 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.

_____	_____	_____	_____
Signature of Applicant	*Date*	*Contact Person Name*	*Email*

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

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 Resumbittal[5,7,8] and Staff Decision to Approve/Deny	Over-All Review Timeframe[6,7,8]
ROW Encroachment (E-14C)	2	30	2	30	64

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

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

[3]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.

[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.

[6]Over-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.

[8]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.

[9]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 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.

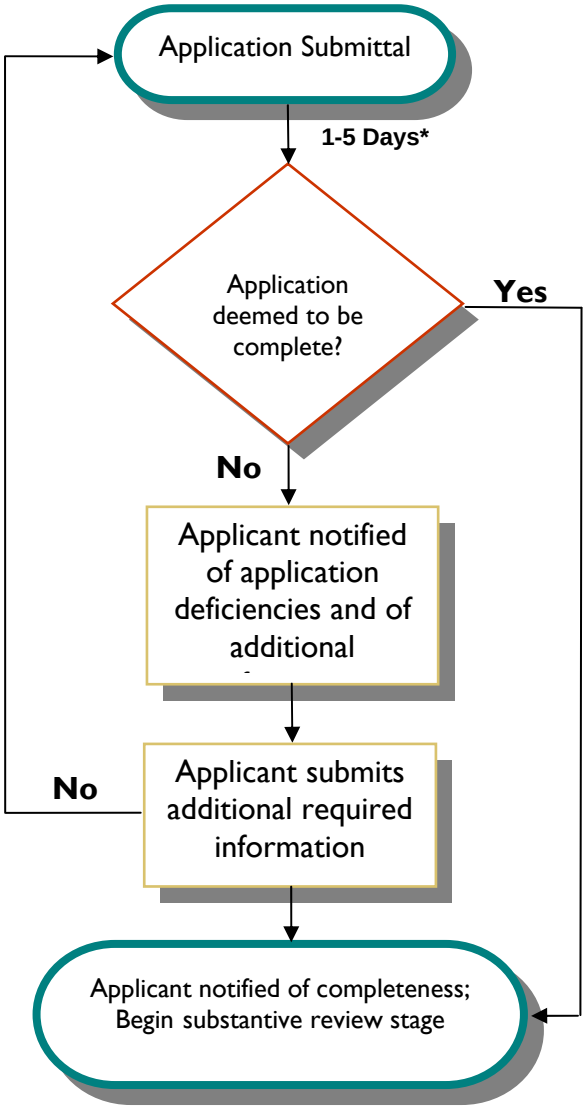
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

_____ _____

Applicant Agreed to by City

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

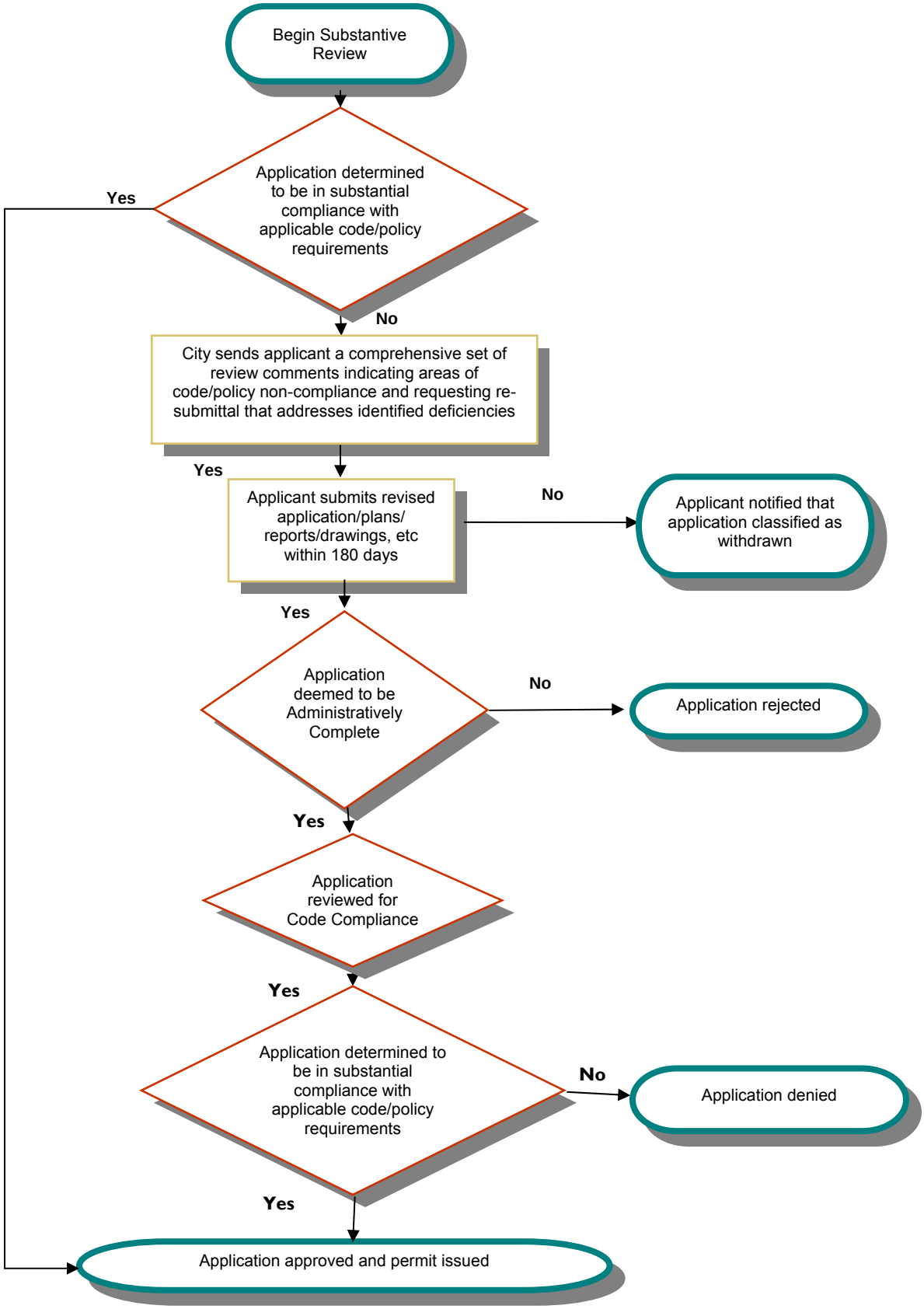
Administrative Completeness Review Process



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

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

Substantive Review Process



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

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: $30 plus $247.50 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**