

**APPLICATION FOR PERMIT TO
CONSTRUCT OR MAINTAIN ON CITY
RIGHTS-OF-WAY**



Public Works Department
108 Roadrunner Drive Sedona, AZ 86336
(928) 203-5100
www.rowpermits@sedonaaz.gov

Application date _____ Received by _____ Issued date _____

To: **City of Sedona**
108 Roadrunner Drive
Sedona, Arizona 86336

- General Permit (\$100.00)**
- Project Permit (\$60.00)**
- City Developed Consent Permit**
- After the Fact Permit Request (\$180.00)**

The undersigned herewith makes application for a permit to enter in and upon, and to use City Rights-of-Way for the following purpose: _____

(At location) _____

For and in consideration of the granting of a permit for the purpose set forth in Article 12.05 of the Sedona City Code, the permittee hereby agrees, covenants and binds said permittee to the conditions set forth in this article.

SUBMITTAL REQUIREMENTS: (*) Items Required for all Permits, other requirements will be identified upon completion of initial review of application

- (*) A plan, drawing or sketch showing proposed scope of work Submitted
- (*) Traffic Control Plan Required Submitted
- () Pre-Construction and Maintenance Conference Required Completed
- () Inspection with Permittee Required Completed
- () Anticipated Construction Time: _____ Days
- () Construction Plans (Furnished by Permittee) Submitted
- () ADOT Permit Submitted
- () Notification to Public Completed
- () Wastewater Approval Submitted
- () Blasting Permit (from Fire Department) Submitted
- (*) Anticipated Start Date _____
- (*) Anticipated Completion Date _____
- (*) Vicinity Map/Site Plan Submitted
- () Right-of-Way Diagram Submitted
- () Copy of Contract Agreement Submitted
- () Certificate of Insurance Submitted
- () Monthly Summary of Utility Rights-of-Way Work
- (*) **48 hour notice required before work starts and work completed.**
Please call **(928) 203-5100** or (928) 204-7111 for notification.
- () Storm Water Pollution Prevention Plan Required Submitted
- () Air Pollution Plan Required Submitted

Name of Owner _____
Name of Applicant _____ Title _____
Phone _____ Email _____
Address of Applicant _____
City _____ State _____ Zip _____

Owner is responsible for the special conditions listed below and the standard provisions as listed in the remainder of this article. Any contact or correspondence regarding this permit shall be expressly directed to the Applicant.

THIS APPLICATION IS APPROVED, with the following stipulations:

1. Fee is: _____ (Exceptions: As stated in Utility Franchise Agreements)
2. All Excavation: No Excavation is authorized to proceed prior to contacting Arizona Blue Stake, 1800-STAKE IT (1800 -782-5348 or 811). Excavation is authorized to proceed only in accord with Arizona Blue Stake regulations and conditions.
3. The permittee shall replace and restore streets, pedestrian facilities, drainage facilities, wastewater facilities, landscaping, and other city facilities to standards current at the time of replacement or restoration as required by law.
4. If at all possible, lines will be installed by boring under the pavement.
5. If boring is not possible, a T-top trench shall be constructed in accordance with MAG Standard Detail #200. Pavement less than two years old requires a full width by 25' patch, centered on the original trench. Pavement that is between two and five years old requires a full width by 20' patch. Patch thickness shall be 4", or shall match existing pavement (whichever is greater). Small trench repairs (less than one square foot in area) can be hot patched.
6. Lines crossing pavement will be 36" deep. All pavement edges will be saw cut.
7. Non-shrink backfill shall be placed to the bottom of pavement sub-grade. Sub-grade is not to be less than 6" thick (this includes concrete slurry).
8. Asphalt Cold Patching Material may be used until such time that hot mix is available; however, an asphalt cold patch may not be used as a permanent patch. Temporary road patches must be completed within 48 hours. Permanent (hot mix) road patches must be completed within two weeks. The permittee is responsible for the maintenance of temporary patches until permanent hot patch is installed. All asphalt cuts will be saw cut, tacked and sealed by recommended materials. All asphalt patches will be warranted for one year, after final inspection and city approval.
9. The permittee shall bear all costs of any _____ relocations necessary to accomplish City Public Works Projects.
10. The permittee shall be responsible and liable for any disturbance, injury or damage to all Rights-of-Way.
11. Measures and practices shall be employed at all times to prevent erosion and the entrance of material into the storm drainage system per Chapter 13.05 of the City Code. This includes dirt, rock, debris, concrete, cement, discharging of waters, chemicals and oils. Provisions shall be made to trap and remove material entering the storm drainage system. The storm drainage system includes gutters, ditches, washes, pipes, rivers, streams, and channels.
12. BMP (Best Management Practices) shall be used at all times to prevent tracking and discharge of dirt and other materials related to the construction activity onto public streets or highways within the City of Sedona.
13. Project Permits will be valid for 60 days from date of approval, the fee is \$60.00 and an after the fact permit is \$180.00. An extension may be granted upon request by the permittee. The fee is \$50.00 for each 30 day extension beyond 60 days. General Permits are valid for one year from the date of approval. The fee for a General Permit is \$100.00.
14. For all impeding or impacting of traffic, a Traffic Control Plan must be approved before any work begins.

15. Traffic control signs will be used at all times and in no instance will the street or side street be closed completely off. When necessary a certified flagger will be used to control traffic using a stop and slow paddle. Signs and flaggers (per the M.U.T.C.D) are required when a lane is blocked or encroached upon.
16. At least 24 hour Notice will be given to the City for a final inspection. The permittee will be present on the job site at the time of inspection. Please call (928) 204-7800 or (928) 204-7111 for an inspection. If work is not inspected by City, applicant may be required to remove/modify or allow for City inspection at permittee's expense.
17. Posted "No Parking" restrictions shall be obeyed. Vehicle parking, when allowed, shall maintain a 20' wide clear street width.
18. A separate project permit is required for work not included under a General Permit.
19. Prior to the issuance of a right-of-way permit for work involving cost sharing and/or other mutual understandings between the City of Sedona and the _____, an Agreement for said work shall have been fully executed by both parties.
20. When, in the opinion of the City, a project impacts (i.e., partial closures, detours, etc.) a City collector or arterial street in excess of two (2) hours, the City may require the Applicant to provide public notification prior to the commencement of work. The City may require said notification through the local newspaper, radio and/or public notices delivered to affected property owners, public and private agencies and individuals, as deemed commensurate with the expected impacts. Said notification may be required to be made a minimum of three (3) calendar days, but not more than fourteen (14) calendar days in advance of commencing said work. **In the event of a full closure the City shall provide notification at the applicant's expense. The closure shall not commence until the time authorized by the City.**
21. No storage of materials or equipment in the City Right-of-Way will be allowed, unless specified and approved in the permit.
22. Applicant must adhere to any City, State or Federal rules applying to the work to be done. Any removed or disturbed monuments or current City bench marks shall be restored or referenced. Proper documents shall be filed as required by laws and regulations governing Land Survey in the State of Arizona.

Applicant agrees to hold the City of Sedona harmless for the placement and/ or operation of the encroachments approved under this permit. All encroachments approved under this permit are subject to removal at the applicant's expense within 30 days of notification if the encroachment becomes a hazard, are not maintained, or if the right of way is needed for public improvement. City Engineer reserves the right to add conditions as necessary to address issues not anticipated at the time of issuance of Right-of-Way Permit.

Signature of Applicant	Title	Date
Reviewed/Approved by: _____		Date: _____
CITY AGENT		

RECORD OF INSPECTIONS:

Inspected by: _____	Date: _____	Time: _____
Inspected by: _____	Date: _____	Time: _____
Inspected by: _____	Date: _____	Time: _____
Date Work Completed: _____		
Comments: _____		



Using the City Right of Way

The Streets Division of Engineering Services helps protect the public right of way and the assets within the right of way.

What is the Right of Way?

The Right of Way is the property under, on the surface, and above the roadways and sidewalks usually extending 10 to 20 feet beyond the roadway pavement. A right of way often extends well into what you may consider your yard. Assets within the right of way may include the roadway, curb, gutter, sidewalks, vegetation, drainage culverts and ditches, sewer and water lines, telephone, power, gas and cable TV. The right of way may also include areas that do not coincide with a roadway area, such as, easements associated with water ways and drainage ways, City sewer easements, and public utility easements.

When do I need a Right of Way Use Permit?

You will need a permit for any activity that disrupts traffic, restricts access, or modifies any infrastructure within the right of way. This includes replacement or modifications to driveways, placement of fences/walls, or rocks in the right of way, placement of dumpsters, "Porta-Johns" and construction materials in the right of way, parking moving vans or other vehicles in restricted parking areas, block parties, and other uses. Utility and construction companies are required to obtain permits for all work within the right of way.

The Streets Division of Engineering Services is happy to assist you in the early stages of your planning to help determine if a right of way use permit is necessary for your work. Staff can also advise you as to problems that may be encountered or revisions that may be needed to meet city codes or other regulations.

- ❖ If a permit is required, please plan on submitting your application at least two weeks prior to your desired project / event start date. Please call (928) 203-5100 with any questions regarding Right of Way Use Permits.

IMPORTANT!

If you dig in the public right of way, even to plant a shrub, you may encounter power lines or other utilities. In addition to the obvious life-safety concerns, you may also be held liable for damage to any utility encountered. CALL BEFORE YOU DIG - 1-800-782-5348 to locate utilities in the area of your work.

IT IS THE LAW!