

**CITYWIDE PERMIT  
FOR THE MAINTENANCE OF  
DRAINAGE DITCHES AND NON-DITCH  
AREAS ON CITY RIGHTS OF WAY**



**Public Works Department**  
108 Roadrunner Drive Sedona, AZ 86336  
(928) 204-7111 • [www.sedonaaz.gov/PW](http://www.sedonaaz.gov/PW)  
(928) 203-5100 • [ROWPermits@SedonaAZ.gov](mailto:ROWPermits@SedonaAZ.gov)

This Permit is issued pursuant to City Code Chapter 12 Article 12.05.070.D. Anyone acting under the terms of this Permit agrees to hold the City harmless for the maintenance or cleaning of drainage ditches approved under this Permit.

**( X ) PERMIT FOR DRAINAGE DITCH AND NON-DITCH MAINTENANCE**

**WORK START DATE:** \_\_\_\_\_ **AT LOCATION:** \_\_\_\_\_

In consideration of the granting of this Permit for work conforming to the Sedona City Code Chapter 12 Article 12.05, the Permittee hereby agrees to the conditions set forth in Article 12-05 and this Citywide Permit. All applicable boxes shall be filled in or checked.

**THIS PERMIT IS VALID FOR ONE WEEK FROM THE WORK START DATE**

This Permit gives the property owner or agent the authority to maintain drainage ditches and non-ditch areas adjacent to their property that are located on City rights-of-way. Maintenance is limited to and requires removal of weeds/plants and trash from the right-of-way and blockage from culverts. No removal of native trees, stumps, or trees in excess of 6-inch diameter; excavation; re-shaping; installation of landscape rock or culverts; or other encroachment is allowed under this Permit. Those types of work require a project right-of-way Permit. In some cases, drainage ditches or non-ditch areas may have been landscaped by the property owner and exist beyond the property line and on City rights of way. These improvements are the responsibility of the homeowner and are considered part of their frontage and landscaping for maintenance responsibility purposes. The property owner shall be responsible for the actions although the City of Sedona does reserve the right to notify an agent that they may not perform work in the City right-of-way.

Debris resulting from work under this Permit shall be relocated from and disposed of properly outside of the City of Sedona right-of-way.

**SUBMITTAL REQUIREMENTS:** The following items are required for this Permit:  
*(Place a checkmark and date by each item when it is completed)*

- ( ) \_\_\_\_\_  
DATE Contact the Arizona Blue Stake Center at 811 or 1-800-782-5348 or [www.arizona811.com/](http://www.arizona811.com/)  
This is an important step since underground utilities may be in conflict with the area you are working in. Please plan ahead, location of utilities is a free service and is required by State Law. A minimum of 2-3 workdays is required for marking of underground utility lines.  
**The Blue Stake Center will assign a number; place that number here:** \_\_\_\_\_
- ( ) \_\_\_\_\_  
DATE I have reviewed Article 12-05 Rights of Way: <http://www.codepublishing.com/AZ/sedona/>
- ( ) \_\_\_\_\_  
DATE Post this Permit on the property at or near the work area during the maintenance work.
- ( ) \_\_\_\_\_  
DATE Call 928-203-5100 for a final inspection when work is completed.  
**Inspections are conducted Monday-Friday from 8:00 a.m. - 3:00 p.m.**  
**(When you leave a message please leave your name, address, and phone number)**

**Name of Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

By using this Permit it is understood that you have reviewed the submittal requirements. This Permit shall be made available to all City Personnel upon request and shall be posted on the property during the maintenance of the drainage ditch.

**This Permit is not valid until signed and dated.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Work not complying in full with the requirements of this Permit will require obtaining a separate right-of-way permit. Please contact Right-of-Way staff at 928-203-5100 if you have questions regarding whether you may use this Permit for your project.