DESCRIPTION:

Utility companies may request Simple 21 Utility Processing for encroachment permit requests where the proposed utility work is considered low complexity for the utility company, processing is low complexity for the Department, and the initial application package is complete as per the "Simple 21 Utility Encroachment Permit Checklist."

The intent of the definition below is to provide guidelines for ADOT permit technicians and utility staff on work types that qualify or not qualify for Simple 21 Processing. Utility staff are encouraged to contact local district permit staff with any qualification questions in advance of submitting the permit application package to the local district office to eliminate Simple 21 Utility Processing request rejection. Simple 21 Utility Processing requests are subject to review and final approval at the discretion of ADOT. Processing requests granted will be processed in 21 calendar days or less.

Simple 21 Definition – Utility

Qualifiers
Short construction duration (less than 7 calendar days)
No detours
No road closures
Vacuum potholes
Pull new facilities through existing conduit
Install or replace facilities less than or equal to twenty feet

Disqualifiers
Cutting, existing roadway section
Ramp Restrictions
Detours
Aerial Utility Crossings

PERMIT APPLICANT STEPS:

Step 1:

● Write "Simple 21" on the top of the completed ADOT Encroachment Permit Application if the permittee is requesting Simple 21 processing for a low complexity utility permit request **AND** the work description meets the description as outlined above.

Step 2:

● Submit the completed "Simple 21 Utility Encroachment Permit Checklist" and all corresponding checklist documents with the initial complete permit application package to the ADOT District Encroachment Permit Office.

The permit application package must be submitted complete on the first submittal to be considered for Simple 21 processing as per the "Simple 21 Utility Encroachment Permit Checklist." Incomplete initial submittal packages will not be processed under "Simple 21."