



"SIMPLE 21" UTILITY ENCROACHMENT PERMIT CHECKLIST

Intermodal Transportation

In order to expedite processing, please check your Utility Permit Application Packet to verify the following:

| Customer | ADOT | REQUIRED FOR UTILITY PERMIT APPLICATION PACKET |
|-----------------------------|------|--|
| APPLICATION: | | Permit application is completely filled out and signed in accordance with the application instructions provided by ADOT to include: |
| | | Authorized representative from the utility company has legibly printed and signed as the Encroachment Owner |
| | | Authorized representative initials and date are included on the bottom of page 2 of the application |
| | | Provided a specific description of the proposed work (no abbreviations or acronyms). If available, ADOT stationing was provided. |
| INSURANCE: | | Valid certificates of insurance and endorsement forms for completed operations and ongoing operations (link to Example certificates and requirements): http://www.azdot.gov/docs/default-source/business/insurance_requirements.pdf?sfvrsn=4 |
| | | Certificates of insurance for Encroachment Owner provided at time of application submission |
| | | Certificates of insurance for all parties working in the right-of-way must be provided to ADOT prior to work performed under the approved permit (Customer acknowledges requirement by initial on this checklist, ADOT initials to verify they have reminded customer of requirement). |
| TRAFFIC CONTROL: | | If the requested activity will impact traffic in anyway; a traffic control plan must be submitted (link to Manual of Uniform Traffic Control Devices (MUTCD) and the ADOT Work Zone Safety and Mobility Guidelines): http://azdot.gov/business/engineering-and-construction/traffic/traffic-engineering-references |
| | | Traffic Plans included and are in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and ADOT Work Zone Safety and Mobility Guidelines. |
| CONSTRUCTION PLANS*: | | Must be provided to show scope of work and location in reference to ADOT roadway and include the following: |
| | | Title block identifying company and project name/number |
| | | Identified access control and right-of-way boundaries on plans |
| | | Location of the planned activity: Must include detail to identify edge of roadway pavement and identifiable points to fixed objects so reviewer can identify exactly where work will take place in reference to ADOT facilities (milepost markers, other permanent signs, fixed utility boxes, names of cross streets, etc) |
| | | Legend to reference symbols used on plans including a North arrow |
| | | Scale is specified or denoted "not to scale" |
| | | Submitted plans are 11x17 format (if sent via email: printable PDF format, no larger than 10MB) |

*Schematics and photos may be submitted in addition to, but not in place of construction plans.

Please contact the ADOT District Encroachment Permit Office for questions regarding permits or visit us at <http://azdot.gov/business/Permits/encroachment-permits>.