

## Instructions for Submitting an Encroachment Permit Application

To use the Arizona Department of Transportation Highway Right-of-Way, an Encroachment Permit is required. The following instructions will assist you in the completion of your permit application.

1. **NAME OF ENCROACHMENT OWNER** - Owner of, or person authorized to accept responsibility, during and following construction, of the encroachment.
2. **ADDRESS OF OWNER** - Where the owner or authorized agent receives correspondence. The permit owner receives the copy of the permit.
3. **CITY, STATE, & ZIP CODE** - Of owners address.
4. **PHONE** - Phone number to contact the owner during working hours, or list the best time to call after working hours.
5. **EMAIL** - Email address for owner.
6. **LOCAL POINT OF CONTACT NAME** - Fill in name and phone.
7. **SIGNATURE OF OWNER** - The signature of owner or owners' agent authorized to accept responsibility for owner. If agent signature is used, the owner must provide documentation of agent authorization signed by the owner.
8. **ALL SIGNATURES** - Must be a "wet" or a digitally traceable electronic signature which shall be unique to the person using it.
9. **NAME OF PRIME CONTRACTOR / FIRM** - The applicant should be the individual or firm responsible for design and/or construction, and accountable for the conditions of the permit. The Prime Contractor / Firm may be the same as the owner, in that case, circle YES.
10. **LOCAL POINT OF CONTACT NAME** - Name and phone number the Prime Contractor / Firm may be contacted at during working hours or list the best time to call after working hours.
11. **MAILING ADDRESS** - Prime Contractor / Firm address where correspondence is received and/or Prime Contractor / Firm resides.
12. **CITY, STATE, ZIP CODE** - Of Prime Contractor / Firm address.
13. **EMAIL** - Email where the Prime Contractor / Firm can be reached during working hours.

14. **SIGNATURE OF Prime Contractor / Firm** - Prime Contractor / Firm, responsible and accountable for the conditions of the permit.
15. **TRAFFIC CONTROL COMPANY** - Name, Contact Name, Phone Number, and Email.
16. **SIGNATURE OF TRAFFIC CONTROL COMPANY** - Name of the responsible party accountable for the traffic control related to the permit.
17. **HIGHWAY ROUTE NUMBER** - State Highway Route, example: SR-77, I-10, B-19.
18. **APPROXIMATE FEET FROM MILE POST AND IN WHAT DIRECTION** - Milepost markers are located along the highway, as green and white sign panels with the word "MILE" and a number. A distance can be measured in feet from the marker to the proposed site to provide this information. An example might be: 123 feet east of MP 279.
19. **SIDE OF HIGHWAY** (N, S, E, W) – Location of the permit work. Is the permit work located on the North, South, East or West side of the Highway? (Please check box)
20. **CITY (in or near)** - City, or closest City, where permit work will be constructed.
21. **ENCROACHMENT OWNERS PROJECT OR PARCEL NUMBER** - To be completed by the owner.
22. **PROJECT DURATION WITHIN ADOT ROW** - Time needed to complete work in the ADOT ROW.
23. **DESCRIPTION OF PROPOSED WORK** – This section must be a complete detailed description of the work or activity you propose to conduct within the State's Right-of-Way. **Examples** are: Construct a 30' Asphalt turnout with 30' radii including fence and gate; **utilities example**: bore 400' and trench 300' to install 1- 2" HDPE, 2 bore pits and 4 handholes and 2 pedestals. Please provide a description of materials being used.
24. **NOTE:** A permit application is **ONLY** considered complete when the attached Certificates of Insurance with endorsements, and completed insurance checklist have been included along with the required permit design drawing documents and any temporary traffic control plans reflective of the work being performed in ADOT Right-of-Way. Submit the completed application to the District's general email address where your encroachment will take place. See page four for a map with the District Boundaries to assist you in finding the appropriate district.

### Application Page Two Instructions

25. Items: 18, 19, & 20: Owner shall acknowledge by initialing these lines. Application will be rejected if left blank or N/A is used.
26. Send **signed** application and **all required attachments** by email or mail to the respective Permits District Office as listed below:



27. Standard distribution is to send the permit to the encroachment owner, The owner agrees that a copy of the permit will be sent to the Prime Contractor, Firm or other Authorized agent: unless the permit office must receive a letter from the encroachment owner notifying ADOT not to distribute the permit to any other parties.

Central District Permits Office 2140 W. Hilton Avenue Phoenix, AZ 85009 Phone: 602.712.6954 <a href="mailto:centralpermit@azdot.gov">centralpermit@azdot.gov</a>	North Central District Permits Office 1801 S. Milton Road Flagstaff, AZ 86001 Phone: 928.774.1491 <a href="mailto:northcentralpermit@azdot.gov">northcentralpermit@azdot.gov</a>
Southeast District Permits Office 2082 US Highway 70 Safford, AZ 85546 Phone: 928.432.4916 <a href="mailto:southeastpermit@azdot.gov">southeastpermit@azdot.gov</a>	Northeast District Permits Office 2407 Navajo Blvd. Holbrook, AZ 86025 Phone: 928.524.5455 <a href="mailto:northeastpermit@azdot.gov">northeastpermit@azdot.gov</a>
South Central District Permits Office 1221 S. Second Avenue Tucson, AZ 85713 Phone: 520.388.4200 <a href="mailto:southcentralpermit@azdot.gov">southcentralpermit@azdot.gov</a>	Northwest District Permits Office 1109 E. Commerce Drive Prescott, AZ 86305 or 3660 E. Andy Devine Avenue Kingman, AZ 86401 Phone: 928.777.5861 <a href="mailto:northwestpermit@azdot.gov">northwestpermit@azdot.gov</a>
Southwest District Permits Office 2243 E. Gila Ridge Road Yuma, AZ 85365 Phone: 928.317.2100 <a href="mailto:southwestpermit@azdot.gov">southwestpermit@azdot.gov</a>	

For additional permit requirements, questions, or to schedule a pre-application meeting, please contact the appropriate District Permit Office.

## Arizona Department of Transportation Engineering and Maintenance Districts

