

# ARIZONA DEPARTMENT OF TRANSPORTATION

Statewide Encroachment Permits Team (SWEPT)

Encroachment Permit Pre-Application Checklist & Meeting Agenda



## SECTION I: Meeting Information

ADOT Point of Contact:

Permittee Name:

[Clear Form](#)

[Print Form](#)

## SECTION II: Proposed Project Overview

Applicable N/A

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[Project Description, Scope, and Location](#)



Notes:

For example: Route XXX, MP 555, Project Name: 123XYZ, Gas line

Applicable N/A

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Type of Permit

[Utility](#)



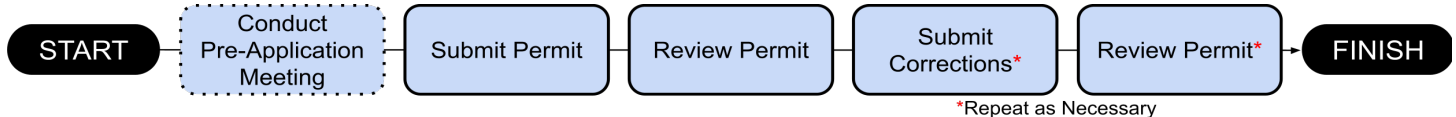
[Ext. Development](#)



[Municipality](#)



## SECTION III: ADOT Permit Process Overview



Applicable N/A

## SECTION IV: Application Requirements, Documents and Resources

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[Application & Instructions](#)

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[Insurance](#)

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[Traffic Control Plan](#)

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[Traffic Impact Analyses \(TIA\)](#)

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[Utility & Railroad Accommodation Guideline](#)

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[Permittee Record Drawings \(As-Built\)](#)

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[ADOT Record Drawings and Plans \(ROAD Portal\)](#)

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[Drainage Guidelines \(RDG - Chapter 600\)](#)

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[Drainage Resources](#)

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[Maintenance Agreement](#)

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[CADD Resources and Guides](#)

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[Rights-of-Way \(R/W\) Plans Index](#)

☐☐

[Construction Standard Drawings](#)

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[Bond Requirement](#)

☐☐

[3rd Party Inspections for Right](#)



[Way Improvements \(QA/QC \)](#)

Applicable N/A

## SECTION V: Environmental

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[Cultural Resources consultation](#) (NHPA or SHPA) - if ground disturbance outside roadway prism.

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[Cultural Resources consultation](#) (NHPA Sec. 106) - if Federal R/W permit required.

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[Biology - Endangered Species Act, Migratory Bird Treaty Act](#), other sensitive species, [Native Plant Law](#) and Other Ecological Resources.

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[Clean Water Act \(CWA\) Section 404/401](#) - for work in any waterway.

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[CWA Section 402](#) - temporary or permanent discharge of water to ADOT ROW; change or connection to ADOT dry well, drainage structure or conveyance system;

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[AZPDES/NPDES Construction General Permit](#)

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[SWPPP](#) for construction activities with an acre or more of ground disturbance.

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[Clean Air Act \(air quality\)](#) - dust, ground disturbance, traffic changes in non-attainment areas.

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[Hazardous Materials - Asbestos and lead paint testing](#).

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[ADOT Roadside Development](#): Removal/change to landscaping

## SECTION IV: Miscellaneous

Applicable N/A

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[Upcoming Moratoriums, Fire Restrictions, etc...](#)

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[Obtain Underlying Land-Owner Permission](#)

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[Upcoming Projects in Area](#)

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[Design Concept Reports \(DCR\)](#)

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[Special Cases](#)

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[Historic and Scenic Roads and Guidelines & Rules for Construction & Maintenance](#)



Where to Send Application  
Click Drop-Down List:

[northeastpermit@azdot.gov](mailto:northeastpermit@azdot.gov)



[Click Here to Submit Feedback for this Form](#)

SWEPT Form 100: v2.0 - FEB 2024