

## **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.

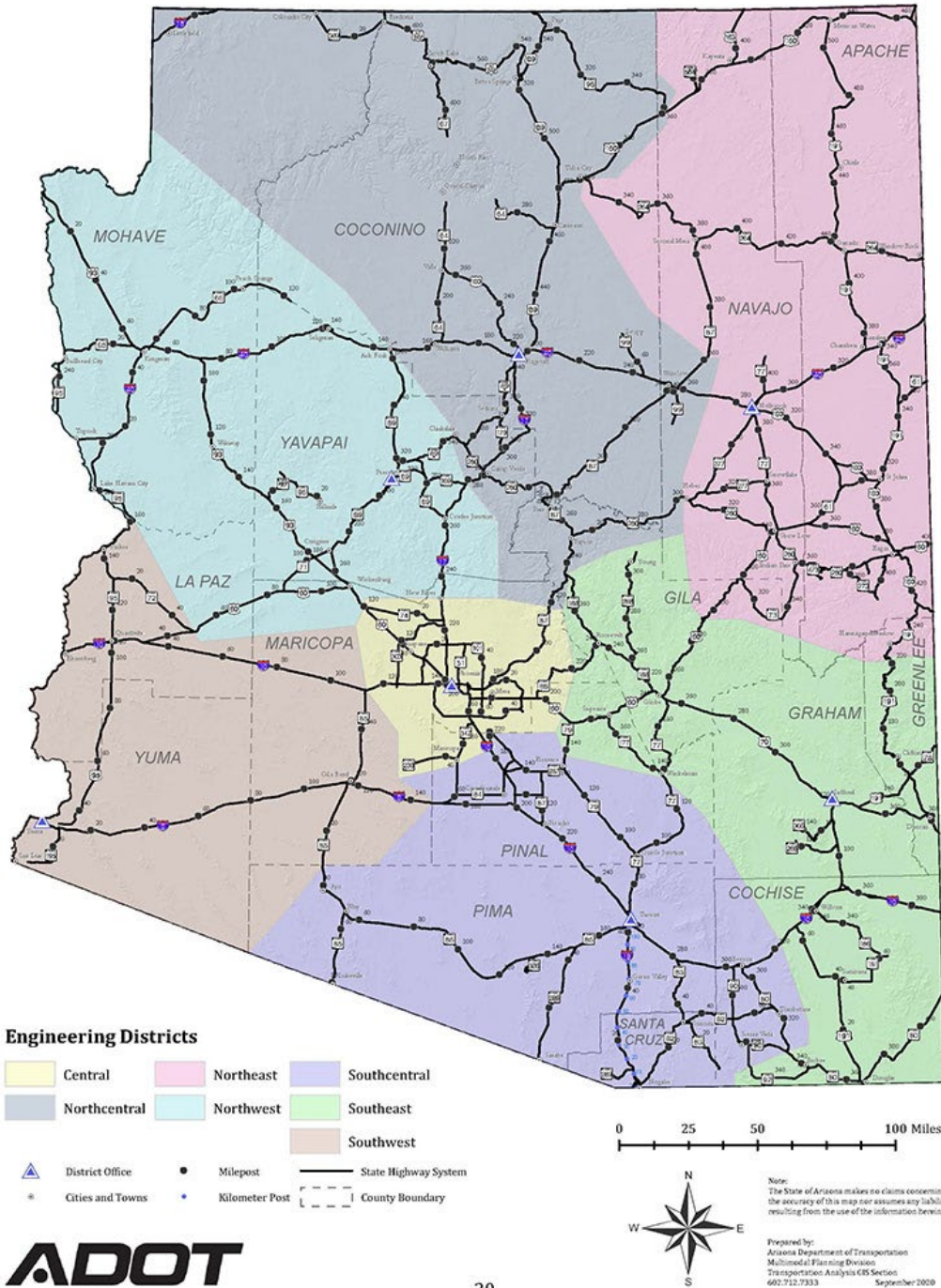
1. **NAME OF ENCROACHMENT OWNER** – Owner of, or person authorized to accept responsibility, during and following construction, of the encroachment.
2. **ADDRESS OF OWNER** – Where the Owner or authorized agent receives correspondence.
3. **CITY, STATE, & ZIP CODE** - Owner's
4. **PHONE** – Best phone or cell phone number to contact owner during business hours. When helpful include the best time to call.
5. **EMAIL** – Owner email address.
6. **LOCAL POINT OF CONTACT NAME** – Provide name and phone number if not owner.
7. **SIGNATURE OF OWNER** – The signature of Owner or Owner's authorized agent to accept responsibility for owner. If an agent signature is used, the Owner must provide documentation of authorization for agents' signature, signed by the Owner.
8. **ALL SIGNATURES** – Signatures shall be a "wet" or a digitally traceable electronic signature and shall be unique to the person using it.
9. **NAME OF PRIME CONTRACTOR / FIRM** – Usually the individual or firm responsible for design and/or construction, and is 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 during working hours.
11. **MAILING ADDRESS** – Prime Contractor / Firm address where correspondence is received and/or Prime Contractor / Firm resides.
12. **CITY, STATE, ZIP CODE** – Prime Contractor / Firm's address
13. **EMAIL** – Email where the Prime Contractor / Firm can be reached during working hours.
14. **SIGNATURE OF Prime Contractor / Firm** – Signature for Prime Contractor / Firm responsible for the conditions of the permit.

15. **TRAFFIC CONTROL COMPANY** – Name, name of contact, phone number and email
16. **SIGNATURE OF TRAFFIC CONTROL COMPANY** – Signature of the responsible party accountable for the traffic control related to the permit.
17. **HIGHWAY ROUTE NUMBER** – Interstate, United State, or State Route, example: I-10, US-191, SR-77, SR-19B
18. **APPROXIMATE FEET FROM MILEPOST AND IN WHAT DIRECTION** – Milepost markers are located along the highway, green and white sign panels with the word “MILE” and a number. Provide a distance in feet from the mile marker to the proposed site and check the box that identifies the direction. Example 123 feet east of MP 279, or 315 feet south of MP 132.
19. **SIDE OF HIGHWAY – N, S, E, W** – Is the location of the permit work located on the North, South, East, West side of the highway? Check the box, or boxes to identify the work location.
20. **CITY (in or near)** – City of, or closes City, to the permit work location.
21. **ENCROACHMENT OWNERS PROJECT OR PARCEL NUMBER** – Provide the project name or number, for driveway access the parcel number /s the access will serve.
22. **PROJECT DURATION WITHIN ADOT ROW** – Time required to complete work in the ADOT ROW.
23. **DESCRIPTION OF PROPOSED WORK** – Provide a detailed description of the work or activity you propose within the State’s Right-of-Way. **Example:** Construct one 30’ asphalt turnout with 30’ radii, fence and gate; **Utilities Example:** Bore parallel to highway for 400’, open trench for 300’, to install 1- 2” HDPE water, (name of utility) 2 bore pits, 4 handholes, and 2 pedestals. Always include the detailed description of materials being used, and schematics or detailed drawings of valves, boxes, handholes, thrust blocks, pedestals, cabinets and etc.
24. **NOTE:** A permit application is **ONLY** considered complete when the following are included: Certificate of Insurance form, all required endorsement sheets, a completed insurance checklist for owner, contractor and sub-contractors, design drawings/plans, temporary traffic control plans, reflective of the work to be performed in ADOT Right-of-Way. Complete application packets shall be submitted to appropriate district by mail or to the District Permit’s general email address where the encroachment will occur. Page four is a District Boundary map to assist in finding the appropriate district.
25. **APPLICATION PAGE TWO** – Owner shall acknowledge Items 18, 19, & 20 by initialing on the lines. The initials shall be “wet” or digitally traceable. The application submittal shall be rejected if the lines are left blank or marked N/A.

26. Send **signed** application and **all required attachments** by email or mail to the appropriate District Permit's office.
27. Standard Permit distribution is to the encroachment owner, prime contractor / firm, and sub-contractors who signed a page one application form, and have accepted insurance on file.

<p>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></p>	<p>Northcentral District Permits Office 1959 W. Woodlands Village Blvd., Suite B Flagstaff, AZ 86001 Phone: 928.779.7529 <a href="mailto:northcentralpermit@azdot.gov">northcentralpermit@azdot.gov</a></p>
<p>Northeast District Permits Office 2407 E. Navajo Blvd. Suite A Holbrook, AZ 86025 Phone: 928.524.5455 <a href="mailto:northeast@azdot.gov">northeast@azdot.gov</a></p>	<p>Northwest District Permits Office 1109 E. Commerce Drive Prescott, AZ 86305 or 3661 E. Andy Divine Avenue Kingman, AZ 86401 Phone: 928.777.5874 <a href="mailto:northwest@azdot.gov">northwest@azdot.gov</a></p>
<p>Southcentral District Permits Office 1221 S. 2<sup>nd</sup> Avenue Tucson, AZ 85713 Phone: 520.388.4232 <a href="mailto:southcentral@azdot.gov">southcentral@azdot.gov</a></p>	<p>Southeast District Permits Office 2082 E. Highway 70 Safford, AZ 85546 Phone: 928.432.4916 <a href="mailto:southeastpermit@azdot.gov">southeastpermit@azdot.gov</a></p>
<p>Southwest District Permits Office 2243 E. Gila Ridge Road Yuma, AZ 85365 Phone: 928.777.5861 <a href="mailto:southwestpermit@azdot.gov">southwestpermit@azdot.gov</a></p>	

## *ADOT Engineering and Maintenance Districts with State Milepost System*



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