

Encroachment Permit Pre-Application Checklist & Meeting Request

SECTION I: Instructions

Page one of this form provides links to guidance for all possible requirements for a permit submittal. Please fill out page two to request a meeting with District Staff.



SECTION II: Proposed Project Overview

Provide the location, scope, project name and brief description and type of permit you will be applying for. Add any additional notes as needed.

Applicable N/A Type of Permit

Utility

Ext. Development

Municipality

SECTION III: ADOT Permit Process Overview



Applicable N/A

SECTION IV: Application Requirements, Documents and Resources

Click on the links in Section IV & V for additional information.

[Application & Instructions](#)

[Insurance](#)

[Traffic Control Plan](#)

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

[Utility & Railroad Accommodation Guideline](#)

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

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

[Roadway Design Guidelines \(RDG - Chapter 600\)](#)

[Drainage Resources](#)

[CADD Resources and Guides](#)

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

[Construction Standard Drawings](#)

[Bond Requirement](#)

[3rd Party Inspections for Right of](#)

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

[Permit Guideline & Procedures](#)

Applicable N/A

SECTION V: Environmental

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

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

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

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

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

[AZPDES/NPDES Construction General Permit](#)

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

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

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

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

SECTION IV: Miscellaneous

Applicable N/A

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

[Obtain Underlying Land-Owner Permission](#)

[Upcoming Projects in Area](#)

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

[Special Cases](#)

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

Pre-application meeting Request Form

To request a meeting between ADOT, the applicant, and/or applicant's contractor and/or engineer, to discuss permit requirements, plans and specifications prior to submission of a permit application. Please fill out this form and send it to the local District Permits Office.

Route: _____ Milepost: _____ Near: _____

Project Name: _____

Description of work: _____

Proposed date for Meeting: Date: _____ Time: _____



Applicant Name: _____

Applicant Name: _____

Owner Rep.: _____

Owner Rep.: _____

Signature: _____ Date submitted: _____

Was the Encroachment Permit Pre-application Checklist reviewed or utilized prior to meeting? Yes No

Please select the District Permit Office you will be requesting to meet with and send the Email as shown in the drop down box.
