"SIMPLE 21" Utility Encroachment Permit Checklist

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

Customer	ADOT	Application Requirements
		Permit application is completely filled out and signed in accordance with the application instructions. Encroachment Application Instructions (link is external)
		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). Provide Route and MIlepost information. If available, ADOT stationing.
		Insurance Requirements
		Valid certificates of insurance and endorsement forms for completed operations and ongoing operations (link to Example certificates and requirements): Encroachment Permit Insurance Requirements and Example Certificate (link is external)
		Certificates of insurance for Encroachment Owner & contractor are 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 Requirements
		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): Work Zone Safety and Mobility Implementation Guidelines (link is external)
		Traffic Plans included and are in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and ADOT Work Zone Safety and Mobility Guidelines. ADOT Temporary Traffic Control Design Guidelines (link is external)
		Utility Plan Requirements
		Plans must be provided to show scope of work and the location occurring in or near ADOT Right of way, including any traffic control encroaching in ADOT right of way.
		Title block identifying company and project name/number

		Identified access control and right-of-way boundaries on all utility plan sheets and temporary traffic control 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)
		Identify all existing utilities.
		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.