"SIMPLE 21" Utility Encroachment Permit Directions

DESCRIPTION:

Utility companies may request Simple 21 Utility Processing for encroachment permit requests where the proposed utility work is considered low complexity for the utility company and processing is low complexity for the Department. Provided that the initial application package is complete as per the "Simple 21 Utility Encroachment Permit Checklist" the department will process the request in 21 days.

The intent of the definition below is to provide guidelines for ADOT permit technicians and utility staff on work types that qualify or not qualify for Simple 21 Processing. Utility staff are encouraged to contact local district permit staff with any qualification questions in advance of submitting the permit application package to the local district office to eliminate Simple 21 Utility Processing request rejection. Simple 21 Utility Processing requests are subject to review and final approval at the discretion of ADOT.

Simple 21 Definition – Utility		
Qualifiers		**Disqualifiers**
Short construction duration (less than 7 calendar days)		Pavement cutting, existing roadway section
No detours		Ramp Restrictions
No road closures		Detours
Vacuum potholes		Aerial Utility Crossings
Pull new facilities through existing conduit		Traffic control plans that do not match the utility plan set.
Install or replace facilities less than or equal to twenty feet		Plans that do not show ADOT Right of way.

PERMIT APPLICANT STEPS:

Step 1:

- Write "Simple 21" on the top of the completed ADOT Encroachment Permit Application if the permittee is requesting Simple 21 processing for a low complexity utility permit request **AND** the work description meets the description as outlined above.

Step 2:

- Submit the completed "Simple 21 Utility Encroachment Permit Checklist" and all corresponding checklist documents with the initial complete permit application package to the appropriate ADOT District Encroachment Permit Office. Incomplete initial submittal packages will not be processed under "Simple 21."