INSTRUCTIONS FOR SUBMITTING AN ENCROACHMENT PERMIT APPLICATION

To use 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 owner or authorized agent resides, and can receive correspondence. The permit applicant receives the copy of the permits. If the owner is not also the applicant and prefers to receive a copy of the permit from ADOT please indicate this when submitting your application. Standard distribution is to send the copy to the applicant who has been authorized to work as an agent on behalf of the owner.

3. **CITY, STATE, & ZIP CODE** - Of owner’s address.

4. **PHONE** - Phone number at which the owner may be contacted during working hours. If contact only after working hours list times available.

5. **SIGNATURE OF OWNER** - The signature of owner or owners’ agent authorized to accept responsibility for owner. If agent signature is used, provide documentation of agent authorization signed by the owner.

6. **NAME OF PRIME CONTRACTOR / FIRM** - Name of firm applying for a permit on behalf of the owner. The applicant should be the individual or firm responsible for design and/or construction operations and accountable for the conditions of the permit. The prime contractor/firm may be the same as the owner. In that case, only enter and sign as owner, then write in "SAME AS OWNER" on the name of the prime contractor/firm line.

7. **INDIVIDUAL CONTACT INFORMATION** - Phone number at which the Prime Contractor/Firm may be contacted during working hours. If contact only after working hours list times available.

8. **MAILING ADDRESS** - Prime Contractor/Firm address where correspondence is received and/or Prime Contractor/Firm resides. (Permit, when complete, will be forwarded to the Prime Contractor/Firm at the address provided.)

9. **CITY, STATE, ZIP CODE** - Of Prime Contractor / Firm address.

10. **PHONE** - Phone number where the Prime Contractor / Firm can be reached during working hours.

11. **SIGNATURE OF APPLICANT** - Prime Contractor / Firm, responsible and accountable for the conditions of the permit. Please print name to the right.

12. **CITY** - City, or closest City, where permit work will be constructed.

13. **PROJECT NUMBER** - To be completed by ADOT.


15. **APPROXIMATE FEET FROM MILE POST AND IN WHAT DIRECTION** - Milepost markers are located along the sides of every highway. They are green and white sign panels marked with the word mile and a number. Using this as a guide, a distance can be measured in feet from the marker to the proposed site to provide this information. An example might be: 123 feet east of MP 279.
16. **WHICH SIDE OF HIGHWAY (N.S.E.W.)** – Location of the permit work. Is the permit work located on the North, South, East or West side of the Highway? (Please circle)

17. **PURPOSE** – This section must be a complete description of the work or activity you propose to do or conduct within the State’s Right-of-Way. Examples are: Construct a 30’ Asphalt turnout with 30’ radii including fence and gate; install a commercial driveway for Big Burger Foods, 40’ Asphalt with 40’ radii; install underground utilities, etc.

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**FOR ADDITIONAL REQUIREMENTS, QUESTIONS, OR TO SCHEDULE A PRE-APPLICATION MEETING, PLEASE CONTACT THE PERMIT OFFICE IN THE DISTRICT WHICH THE WORK IS BEING PERFORMED OR BEGINNING IN (SEE CONTACT INFORMATION AND DISTRICT MAP BELOW).**

Send application and attachments by mail or e-mail to the respective Permits Office in the ADOT Districts below:

- **Northcentral District Permits Office**
  1959 S. Woodlands Village Blvd.
  Flagstaff, AZ 86001
  Phone 928.774.1491
  E-Mail: northcentralpermit@azdot.gov

- **Central District Permits Office**
  2140 W. Hilton Avenue
  Phoenix, AZ 85009
  Phone: 602.712.7386
  E-Mail: centralpermit@azdot.gov

- **Southcentral District Permits Office**
  1221 S. Second Avenue
  Tucson, AZ 85713
  Phone: 520.388.4200
  E-Mail: southcentralpermit@azdot.gov

- **Southeast District Permits Office**
  2082 US Highway 70
  Safford, AZ 85546
  Phone: 928.432.4916
  E-Mail: southeastpermit@azdot.gov

- **Northeast District Permits Office**
  2407 Navajo Blvd.
  Holbrook, AZ 86025
  Phone: 928.524.5400
  E-Mail: northeastpermit@azdot.gov

- **Northwest District Permits Office- Kingman**
  3660 E. Andy Devine Avenue
  Kingman, AZ 86401
  Phone: 928.681.6010
  E-Mail: northwestpermit@azdot.gov

- **Northwest District Permits Office- Prescott**
  1109 E. Commerce Drive
  Prescott, AZ 86305
  Phone: 928.777.5861
  E-Mail: northwestpermit@azdot.gov

- **Southwest District Permits Office**
  2243 E. Gila Ridge Road
  Yuma, AZ 85365
  Phone: 928.317.2100
  E-Mail: southwestpermit@azdot.gov