

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 owners 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.
14. **HIGHWAY ROUTE NUMBER** - State Highway Route, example: SR 77, I-10, B- 19.
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.

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

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

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

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

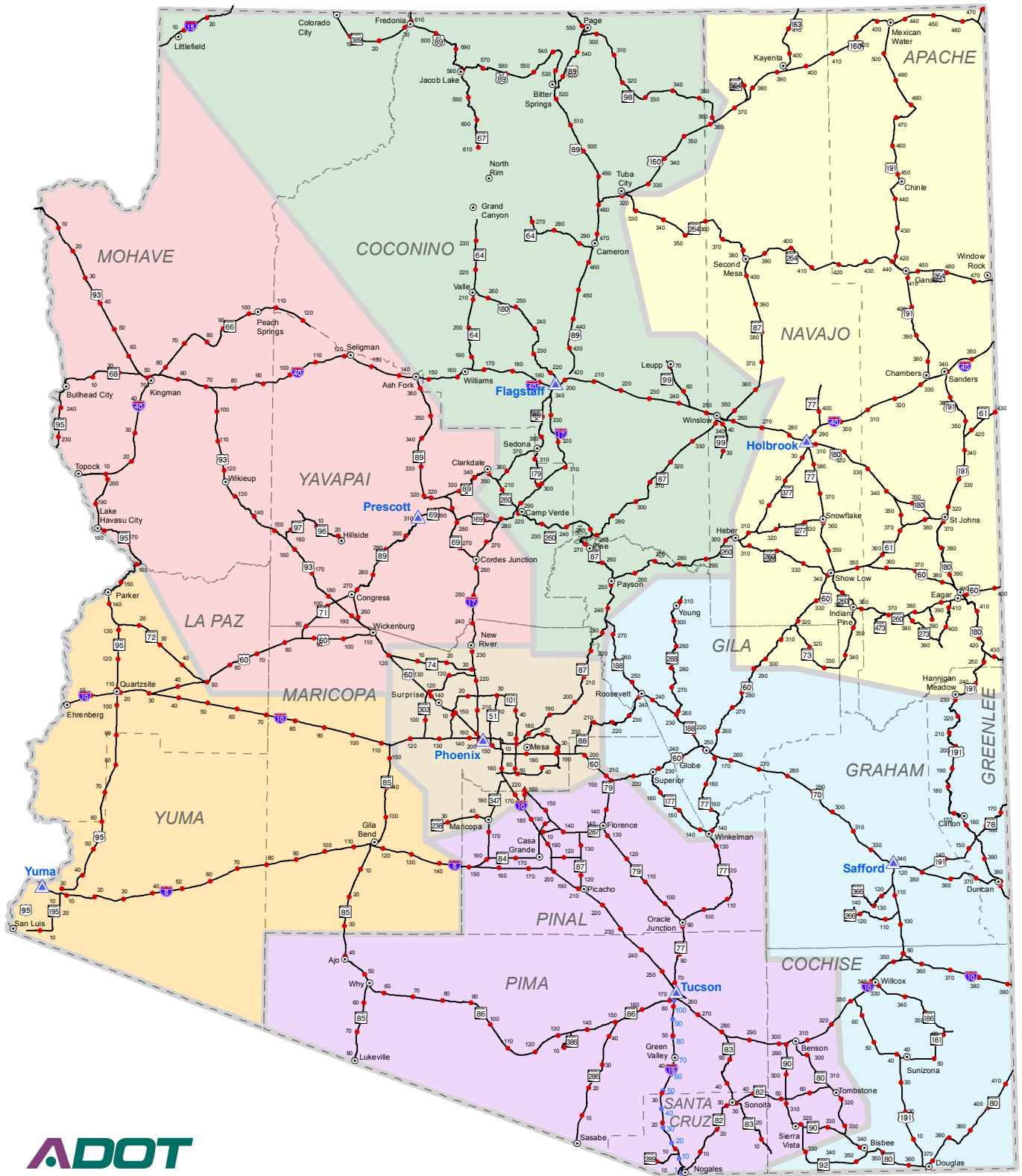
Southcentral District Permits Office
1221 S. Second Avenue
Tucson, AZ 85713
Phone: 520.388.4200
E-Mail: southcentralpermit@azdot.gov

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

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

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

ADOT Engineering and Maintenance Districts with State Milepost System



- District Office
- Cities and Towns
- Milepost
- Kilometer Post
- State Highway System
- County Boundary

- Engineering Districts**
- Central
 - Northcentral
 - Northeast
 - Northwest
 - Southcentral
 - Southeast
 - Southwest



Note:
The State of Arizona makes no claims concerning the accuracy of this map nor assumes any liability resulting from the use of the information herein.

Prepared by:
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Multimodal Planning Division
Transportation Analysis GIS Section
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