

Right-of-Way Use Permit Application

Pima County Department of Transportation
201 North Stone Avenue, 4th Floor
Tucson, Arizona 85701-1207



- 1. Applicant: _____ Contractor: _____
- 2. Address: _____ Address: _____
- 3. City: _____ ST: _____ Zip _____ City: _____ ST: _____ Zip: _____
- 4. Contact Name: _____ Contact Name: _____
- 5. Email: _____ Email: _____
- 6. Phone: _____ Phone: _____
- 7. _____ ROC #: _____

8. Owner: _____ Phone: _____ Email: _____

9. Work Location: _____

10. Nearest Cross Street: _____ Township _____ Range _____ Section _____

11. Work Start Date: _____ Work Duration (working days M – F): _____ days

12. Utility Work: Aerial/Underground: _____ If Trench Pavement: _____ If Trench Dirt: _____ If

13. Construction Cost \$: _____ (Provide itemized cost breakdown)

14. Is work within a county project or disturbs one or more acres of land? (If yes, provide ADEQ Notice of Intent AZCON Permit No.: _____) YES NO

15. Is length of work more than 500 lf? (If yes, provide clearance letter from Pima County Office of Sustainability & Conservation. For more information call 520-724-6940) YES NO

16. Is there vegetation disturbance? (If yes, provide photographs showing disturbance area) YES NO

17. Is land stripping or earthmoving over 1 acre; trenching over 300 feet; road construction over 50 feet; or blasting required? (If yes, provide copy of PDEQ Fugitive Dust Permit) YES NO

18. Is work within a regulatory floodplain, drainageway, erosion hazard area, or mapped riparian habitat? (If yes, provide written authorization from the Regional Flood Control District) YES NO

19. Is a public sewer located within the work area? Only applicable to municipalities, water companies and utility companies. (If yes, provide RWRD Utility Coordination Letter of Clearance) YES NO

20. Description of Work:

21. **Payment By:** Applicant Contractor Owner **Method:** Check Bank Card APA

22. **Applicant Signature:** _____ **Date:** _____

****All requested information must be provided. If not applicable enter "NA".****

23. **Office Use Only:** _____ **Permit No:** _____

Pima County DOT, 201 N. Stone Ave, Tucson, AZ 85710 • Fax 724-9862 • Phone 724-6410 or 724-6508

Right-of-Way Use Permit Application

Pima County Department of Transportation
201 North Stone Avenue, 4th Floor
Tucson, Arizona 85701-1207



Permit Application Notices

Under A.R.S. §11-1604 *Prohibited acts by county and employees; enforcement; notice* Pima County is required to give you the following information:

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- H. A county shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.
- I. The licensing application may be in either print or electronic format.

Under A.R.S. §11-1606 *License application process* Pima County is required to provide the following information:

Permit Process:

Step One: Obtain a Permit Application Package (Forms A, B, C) from the Pima County Department of Transportation, Fourth Floor, Public Works Building, 201 N. Stone Avenue, Tucson, Arizona 85701 or on-line at <http://dot.pima.gov/right-of-way-use-permit>

Step Two: Submit the permit application package for review and acceptance online by email to DOTPermitSubmittal@pima.gov or to Pima County Department of Transportation, Fourth Floor, Public Works Building, 201 N. Stone Avenue, Tucson, Arizona.

Step Three: Once your permit package is accepted and the record is in Application Status: Approved and applicable fees have been invoiced and are ready for payment. You may proceed to pay your balance due by using the online Payment and Project portal at <https://permits.pima.gov> to begin have your record/permit number available or pay in person at Development Services, First Floor, Public Works Building, 201 North Stone Avenue, Tucson, Arizona.

Time Frames:

Right-of-Way Use Permit - Administrative Review, 3 days; Substantive Review, 10 days.
Right-of-Way Use Permit (CIP) - Administrative Review, 3 days; Substantive Review, 20 days.
Oversize/Overweight Permit – Administrative Review, 2 days; Substantive Review, 3 days

Right-of-Way Use Permit Application

Pima County Department of Transportation
201 North Stone Avenue, 4th Floor
Tucson, Arizona 85701-1207



Name and telephone number of a person(s) who can answer questions or provide assistance during the application process: Ted Roberts, Larelle Muratti, or Robert Johnson at 724-6410.

The following email address will allow you to electronically communicate with the County:
DOTPermit.Questions@pima.gov

Under *A.R.S. §11-1609 Clarification of interpretation*, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your right-of-way use permit by providing the County with a written request that states: (1) Your name and address; (2) The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; (3) Any facts relevant to the requested ruling (4) Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; (5) Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.

If you disagree with a staff interpretation, you may appeal to the County Engineer.