FORM **C**
06/30/2016

Right-of-Way Use Permit Application Package Materials

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

PIMA COUNTY TRANSPORTATION

Below is a list of materials to include with the right-of-way use permit application to be considered administratively complete. The materials required in the application package will depend on the type of permit and work activity. Contact the Department of Transportation, Utility/Right-of-way Section at (520)740-6410 or 6508 should you have questions. An incomplete application package will be returned to the applicant along with a Notice of Deficiencies which will identify the missing or incorrect materials.

Type of Permit
Type A: General construction
Type B: Utility construction greater than 200 feet in length
Type C: Utility construction 200 feet or less in length

Application Package Materials	
1c	Permit application (Required All Permits)
2c	Proof of current contractor license and liability insurance (Required All Permits)
3c	Drawings (Required All Permits)
Type A	
4c	Drainage report or statement
5c	Traffic impact study
6c	Photographs of vegetation disturbance
7c	Construction cost itemization (Required)
8c	Utility construction footage (Applies only when utility work is part of general construction)
9c	Arizona state museum records search
10c	Fugitive dust permit
11c	Access point(s) sight visibility analysis
Type B	
12c	Photographs of vegetation disturbance
13c	Arizona state museum records search
14c	Fugitive dust permit
Type C	
15c	Photographs of vegetation disturbance
16c	Fugitive dust permit

INFORMATION

Type A: All activities excluding utility work. General construction includes, but is not limited to, excavating, clearing and grubbing, paving, curbing, sidewalk, landscaping, slope stabilization, drainage features, walls, driveways, sleeves, lighting, guardrail, signing, striping, wells, minor and major structures and handrail.
Type B: Installation/maintenance of a utility facility greater than 200 feet in length.
Type C: Installation/maintenance of a utility facility 200 feet or less in length.

Line 1c. PERMIT APPLICATION. A completed application signed and dated by the applicant. All information requested must be provided. An application with missing or incorrect information will be considered administratively deficient and returned for correction. A list of deficiencies will be provided with the Notice of Deficiency. The permit application may be found at Transportation-Right-of-Way Use Permits: Form-A Application

Line 2c. PROOF OF CONTRACTOR LICENSE AND LIABILITY INSURANCE. Provide a certificate of insurance with a cover letter from the insurance agency identifying the contractor and amount of insurance not less than $1,000,000. The county shall be named as an additional insured under a commercial general liability insurance policy. Applicant may request that proof of contractor license and liability insurance be kept on file with the department.

Line 3c. DRAWINGS. Electronic copy of **a**pproved improvement plans or construction drawings depicting work to be completed within a public street, alley, drainageway or thoroughfare including information such as material type, depth of cuts, extent, type and location of existing and proposed improvements. Drawings with a DOT acceptance date greater than 90-days old are subject to a re-review.

Line 4c. DRAINAGE REPORT OR STATEMENT. Required for construction that alters drainage patterns or, in the judgment of the department or RFCD, adversely affects public or private property. For information on preparing a drainage report refer to the Regional Flood Control District checklist.

Line 5c. TRAFFIC IMPACT STUDY. Required for development that either generates 100 or more gross trips during the morning or afternoon peak hour or, in the judgment of the department, may generate traffic that impacts a roadway's current operation. Refer to Subdivision and Development Street Standards, Chapter 3, Section 3.1.2.1.

Line 6c, 12c, 15c. PHOTOGRAPHS OF VEGETATION DISTURBANCE. Required when vegetation is being disturbed. Provide clear color photographs of the area of vegetation disturbance. The area of disturbance should be clearly identified and labeled. Upon review of the photographs, additional information such as the type of vegetation disturbed may be requested by the department.

Line 7c. CONSTRUCTION COST ITEMIZATION. An itemization of construction costs, excluding utility construction costs, of work within any public street, alley, drainageway or thoroughfare such as roadway excavation, pavement, borrow, major/minor structures, storm drains, guardrail, handrail, drainage features, landscaping, sidewalks, curb, signs, walls, striping, fencing, flood control improvements, riprap, and traffic control.

Line 8c. UTILITY CONSTRUCTION FOOTAGE. If utility civil work is to be included as part of the general construction work, then an itemized breakdown of linear footage for aerial, underground and trenching for each utility is to be provided.
Reminder: the cost for utility civil work should not be included in the cost of construction (line 7c). Examples of utility cost estimates may be found at RWRD-Utility Coordination

Line 9c, 13c. Pima County Office of Sustainability & Conservation, Cultural Resources and Historic Preservation Record Check. For work 500 lineal feet or greater provide a copy of the Cultural Resources and Historic Preservation Division Clearance Letter. For more information go to Cultural Resources Review & Compliance Process click the *Right-of-Way Use Permit* Tab or call (520) 724-6940.

Line 11c. ACCESS POINT SIGHT VISIBILITY ANALYSIS. All points of vehicular access onto a road right-of-way (i.e. street, driveway, alley, access easement, etc.) require an intersection sight visibility analysis showing conformance with intersection sight distance requirements per "A Policy on Geometric Design of Highways and Streets" (latest edition), American Association of State Highway and Transportation Officials.

Line 10c,14c,16c. FUGITIVE DUST PERMIT. Required when land stripping and/or earthmoving that disturbs one or more acres, trenching more than 300 feet, road construction 50 feet or more in length, or blasting. For more information go to: PDEQ-Fugitive Dust Permit