



LICENSE APPLICATION PROCEDURE

1. Encroachments upon County rights of way are only allowed under extreme and unusual conditions. A License Agreement must be executed and all appropriate permits must be acquired prior to installation.
2. Requests to place encroachments within County rights of way shall be submitted to Real Property Services on the attached application along with **eight copies** of all required documents listed below:
 - A. Engineer detailed plans showing proposed locations of encroachment or locations to be under License. If in a road right of way, show roadway dimensions, centerline and widths.
 - B. 8.5" x 11" location map showing proposed location with nearest major arterial roadway intersections, or other prominent landmark, with section, township and range and parcel boundary lines.
 - C. Legal descriptions of area of proposed encroachment/License completed by a Registered Land Surveyor.
 - D. Legal descriptions of adjoining land owned by the Licensee, if License is for encroachment of landscaping or other improvements from adjoining property, completed by a Registered Land Surveyor.
 - E. Landscaping plan (if applicable).
 - F. **Non-refundable** administrative filing fee of \$2,900.00 in the form of a check made payable to "Pima County Treasurer."

Return above items to:

Real Property Services
Dana Hausman/Debbie Knutson
201 North Stone Avenue, 6th Floor
Tucson, Arizona 85701-1215
Phone (520) 740-6313

3. Your request and attachments will then be forwarded to the following departments by Real Property Services for review. The License requires compliance with all applicable County Offices, which will be initiated by this application:

Utilities Coordination

Field Engineering

Development Services - Right of Way Use Permit is required by separate application.

Department of Transportation

Maintenance Operations

Traffic Engineering

Radio Maintenance - For Cell Facilities and Radio Antennas.

Cultural Resources - Survey and/or investigation may be required in known historic sites.

Environmental/Landscaping - Pima County has Native Plant Preservation Ordinance and requires minimal disturbance of existing vegetation and/or re-vegetation.

Floodplain Management - Crossings through washes, drainageways, arroyos or water courses require Floodplain Use Permit, by separate application.

4. Upon completion of this review, the requestor will be notified regarding the disposition of the request. If applicable, the requestor may have the opportunity to comply with any issues that arise and resubmit information to Real Property Services.
5. If the request is approved, a License Agreement will be mailed to the applicant. The Agreement should then be signed, notarized and returned to Real Property Services. In addition, it will be necessary to obtain a \$5,000,000 commercial general liability insurance policy to cover the intended encroachments. The policy should name "Pima County" as an additional insured and a Certificate of Insurance should be returned with the License Agreement.
6. Real Property Services will forward the License Agreement to the County Attorney's Office and Director of Procurement for approval. The document will then be recorded by the Pima County Recorder's Office. Once this process is completed, a copy of the executed Agreement will be mailed to the applicant.
7. Prior to installing the encroachment, the permit application procedure must be completed. This includes a Right of Way Use Permit and, when applicable, a County Use Permit or Building Permit (which can be obtained from Central Permits) or Floodplain Use Permit (which can be obtained from the Flood Control District). If you have any questions regarding this procedure, please contact the Permit Section 740-2650.

A sample of a license is attached for your review.

LICENSE APPLICATION

APPLICANT INFORMATION:

Name of Proposed Licensee: _____
(This should be the legal name of the proposed Licensee as it operates in the State of Arizona and as will be entered on the License document, and a Certificate of Insurance.)

The person listed below is: Applicant [] or Representative (Engineer, Architect, Surveyor, etc.) []

Last Name: _____ First Name: _____ M.I.: _____

Phone: _____ Fax Number: _____

E-Mail Address: _____

Applicant's Address: _____

City/State/Zip: _____

Proposed use of Right of Way Encroachment License: _____

PROPERTY DESCRIPTION:

Address: _____

Tax Code: _____ Section/Township/Range: _____

Property Owner's Name: _____

Owner's Address: _____

City/State/Zip: _____

Owner's Phone(Home): _____ (Work): _____

I (We) enclose herewith a check made payable to: **Pima County Treasurer** in the amount of **\$2,900.00** as an application fee in connection with the above request. I (We) understand that the enclosed \$2,900.00 application fee is **non-refundable** regardless of the outcome of the attempt to obtain the requested License.

Applicant (please print)

Signature of Applicant

Date

I (We) do not object to the proposed License:

Property Owner Name (If different than Applicant)

Signature of Property Owner

Date

Signature of Property Owner

Date