



## 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 **two copies** of all required documents listed below:
  - A. Engineer detailed plans showing proposed locations of encroachment or locations to be under License. If in road rights-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 Applicant, 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:

Pima County Real Property Services  
Attn: Bob Beecher  
201 North Stone Ave., 6th Floor  
Tucson, AZ 85701-1215  
Phone: (520) 724-6624

3. Your request and attachments will then be forwarded to the appropriate County departments by Real Property Services for review.
4. Upon completion of this review, the Applicant will be notified if any objections or changes are noted. If applicable, the Applicant 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 Applicant should then sign the Agreement and have it notarized. Unless a reduced amount is approved by Risk Management Department, the Applicant must obtain a \$5,000,000 commercial general liability insurance policy to cover the intended encroachments. The CGL liability policy must be primary and must treat any insurance carried by County as excess and not contributory insurance; the policy shall include a waiver of subrogation in favor of Pima County as an additional insured. The Applicant shall send the Certificate of Insurance verifying the insurance requirements along with the signed and notarized License Agreement to Real Property Services.
6. Real Property Services will forward the License Agreement to the County Attorney's Office and Board of Supervisors for approval (please note this may take up to 90 days). 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 724-9000.

A sample of a License Agreement is attached for your review.

If you only have landscaping and you comply with the Board of Supervisors Policy 54.1 (attached), then no license will be required. Keep in mind that if you add irrigation or lighting, you will then need the License.

Also please note that per zoning code 18.79.040.B1 "A sign shall not be located: within a roadway right-of-way or on public property..."

## **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 will be the key contact for the lifetime of this agreement, unless a change is received in writing by Pima County

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

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

LicenseApplicationPackage