



This application must be submitted to begin the revocable permit process. A completed application must be submitted, together with an exhibit of the area affected by the encroachment and the appropriate fee to the Street Transportation Department, 200 West Washington Street (5<sup>th</sup> floor), Phoenix, Arizona 85003. Allow fifteen business days from the time of submittal to process, failure to submit the proper documentation may delay the procedure.

<b>BUSINESS CONTACT INFORMATION</b>			
Company contact		Title	
Phone		<input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other	
Email			
Registered company name			
Registered company address			
City, State			
Zip code			
Billing address (If different from above)			
City, State			
Zip			

<b>CONTACT INFORMATION</b>			
Property owner name			
Phone		Email	
Property address			
City, State, Zip			

Address or street name of encroachment: \_\_\_\_\_

Description of encroachment and type of material used: \_\_\_\_\_

Dimensions or square footage of right-of-way impacted by encroachment: \_\_\_\_\_

Full legal description of property address to proposed encroachment: \_\_\_\_\_

\_\_\_\_\_  
DATE

## EXHIBIT CHECKLIST

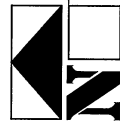
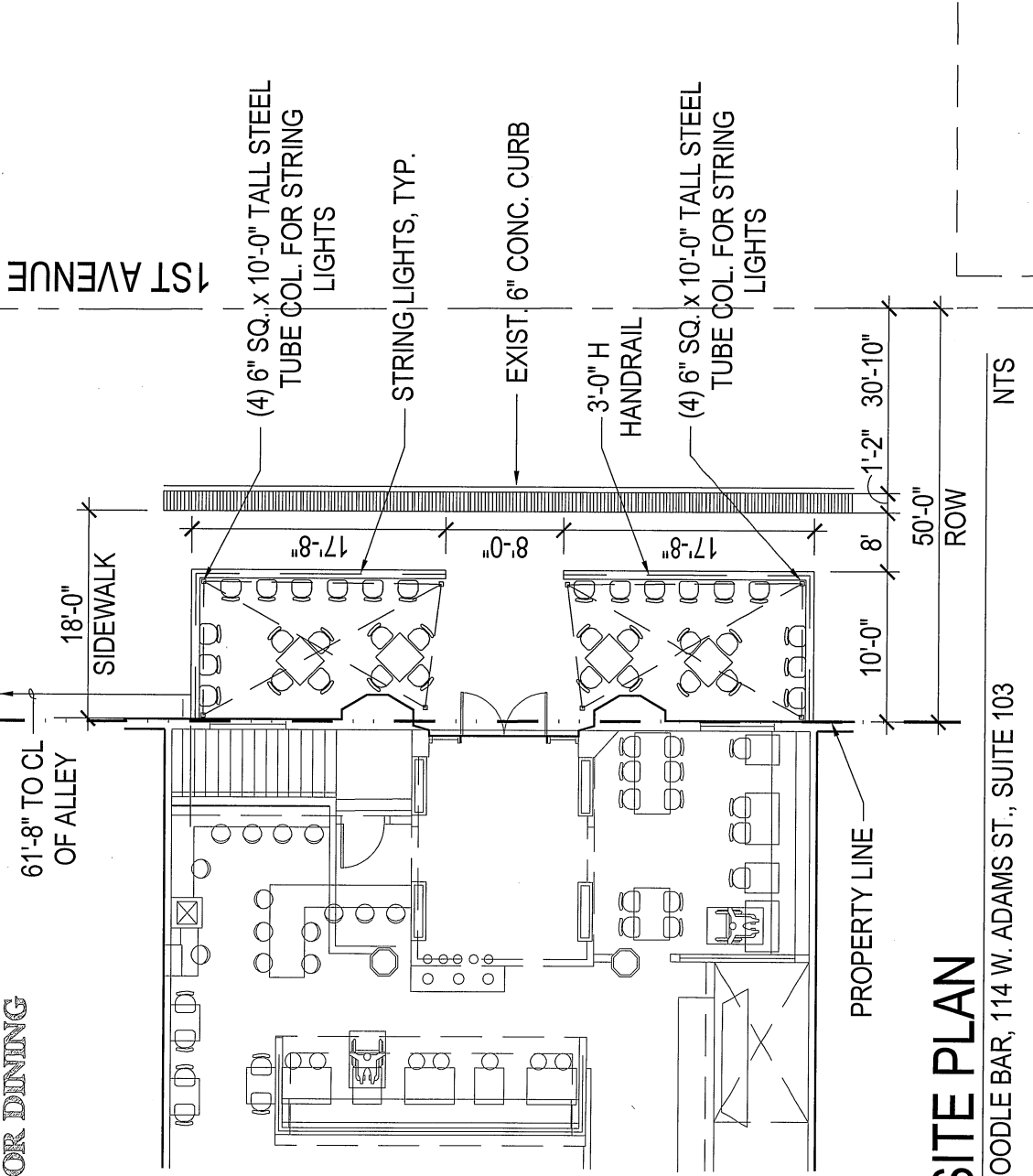
The purpose of this checklist is to maintain consistency and minimize revisions for exhibits.

### **EXHIBIT REQUIREMENTS**

- Prepare an 8 ½" X 11" exhibit drawing for inclusion in the application.  
(two for a maintenance agreement).
- One inch margins are required on all borders of the exhibit drawing.
- Exhibits are to show right-of-way dimensions; right-of-way lines shall be labeled "ROW".
- Identify dimensions to monuments lines, property lines and other physical references, such as sidewalk or curb.
- Legibility – All exhibits lettering size must be a minimum of eleven (11) point font size.
- Each exhibit drawing shall include the purposed encroachment, providing dimensional location of the encroachment within the public right-of-way.
- Trench cross-section drawings, with dimensions, are required for underground encroachments.
- Elevation drawings with dimension of height, width and length, are required for above ground encroachments.
- Provide a description of the type of material used for the feature (features are distinguishing elements within the right-of-way area).
- Maintain a minimum of 4' pedestrian access route and ADA access.
- North arrow, preferably with north up or to the right.
- Identify street names.
- Exhibits will not be accepted with printing or markings that are lighter than the rest of the drawing, have information overlapping, mirrored, have color or shading.
- For a sign in the public right-of-way – a special inspection certificate by a registered design professional will be required.

# EXAMPLE

OUTDOOR DINING



**SITE PLAN**

NOODLE BAR, 114 W. ADAMS ST., SUITE 103

NTS