



City of Phoenix

ADMINISTRATIVE PROCEDURE (AP) 5.1

Requirements for Obtaining a Permit and Utility Construction Guidelines in Public Rights-of-Way

Prepared by the Street Transportation Director/City Engineer's Office
September 2017



City of Phoenix
Street Transportation Department
Design & Construction Management Division
1034 East Madison Street
Phoenix, Arizona 85034
602-495-2050

Table of Contents

PURPOSE	1
GENERAL INFORMATION	1
Need for a Permit	1 ...
PERMIT APPLICATION AND FEES	2
Permit Application	2
Plan Review and Inspection Fees	3
PAVEMENT CUTS.....	3
Pavement Cut Per Phoenix City Code.....	3
CONSTRUCTION PLAN REQUIREMENTS	5
Plan View Requirements	5
Profile Requirements.....	6
CONSTRUCTION REQUIREMENTS	7
Notification of Construction	7
Inspections	8
Underground and Overhead Installation Requirements	8
Bike Path	8
Moratorium	8
Water & Sewer Horizontal and Vertical Separation Requirements.....	9
Manhole Requirements	10
Facility Attachments to Bridges or Roadway Structures.....	10
Utility Permits in Exclusive Easements	10
LIGHT RAIL UTILITY COORDINATION	11
ABOVE GROUND UTILITY STRUCTURES	11
Submittal Requirements	12
Above Ground Utility Structures in Alleys	13
PUBLIC NOTIFICATION GUIDELINES	15
Public Notification Process	15
Public Notification Process for Wireless Telecommunications Equipment	16
DEVELOPER/CUSTOMER SUPPLIED TRENCH/JOINT TRENCH PROCEDURES FOR SUBDIVISIONS, COMMERCIAL FACILITIES, AND MULTI-FAMILY DWELLINGS	17
Revisions	17
Deviation from Joint Trench.....	17
NOISE ORDINANCE	18

ARIZONA ANTIQUITIES ACT	18
--------------------------------------	-----------

REFERENCES	20
-------------------------	-----------

EXHIBITS

A – Permit Processing Flowchart.....	21
B – Permit Application for Utility Construction in Public Right-of-Way	22
C – Minimum Cover Requirements for Proposed Utilities in the Public Right-of-Way.....	23
D – Plan Review Checklist	24
E – City of Phoenix General Notes for Utility Construction.....	26
F – Permit General Conditions	27
G – Sample Notification Letter for Small Cell Sites	28

REQUIREMENTS FOR OBTAINING A PERMIT AND UTILITY CONSTRUCTION GUIDELINES IN PUBLIC RIGHTS- OF-WAY

PURPOSE

The purpose is to guide you through the process of obtaining permits for utility construction and provide construction guidelines for working in the public rights-of-way and City of Phoenix owned property.

GENERAL INFORMATION

The City of Phoenix grants permission for utility construction and maintenance work in the public rights-of-way and all City of Phoenix owned property by the issuance of a permit. Authority for the administration and enforcement of this administrative procedure is derived from Chapter 31 of the Phoenix City Code.

Governmental agencies, franchised and/or licensed utility companies providing electricity, gas, cable television, and communications, including telephone and wireless communications, receive utility construction permits from the Street Transportation Director. This document discusses utility construction permits issued by the Street Transportation Director only. It does not address private development or water and wastewater permits which are provided by the City of Phoenix Planning and Development Department. Likewise, it does not address permits which may be required by Federal, State, County, or other regulatory agencies.

The City of Phoenix administers all utility planning, permitting, and construction processes in accordance with the Arizona Utility Coordinating Committee (AUCC) Public Improvement Project Guide, City of Phoenix Standard Utility Locations Manual, the Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction, and the City of Phoenix Supplements to MAG except as may be modified by this Administrative Procedure.

NEED FOR A PERMIT

All utility work within the City of Phoenix rights-of-way requires a utility construction permit from the Street Transportation Department Director whether it is for the construction and installation of utility facilities, or for repairs and maintenance of existing facilities. Permits are also issued for traffic control and locating existing facilities.

Permits ensure that all utility company facilities are:

- Constructed in the proper location with adequate spacing
- Built in accordance with acceptable materials and methods
- Installed in a safe and professional manner
- Existing infrastructure is protected
- Landscaping is restored
- Final completion is assured and acceptable
- Liability issues are properly addressed

Engineered construction plans must be submitted for technical review as part of the permit process. The objectives are to make optimum utilization of the space available in the public

rights-of-way; to ensure compliance with all applicable City of Phoenix requirements; to coordinate with other utility companies, agencies, and the City's Capital Improvement Program project activities; and to minimize the risks and inconveniences to the public. During the review process, the City will assist in the resolution of conflicts, which may appear with respect to existing facilities in the area, proposed construction, or future improvements. (See Exhibit A for the utility permit processing flowchart)

PERMIT APPLICATION AND FEES

PERMIT APPLICATION

A Permit Application for Utility Construction in the Public Right-of-Way form (Exhibit B), together with a complete set of construction plans (drawings, details, notes, etc.) is submitted to the City of Phoenix Utility Coordination Section. The application form, including this Administrative Procedure can be found at <https://www.phoenix.gov/streets/designmgmt/utility-coordination>.

The completed application form and drawing(s) are submitted directly to the General Mailbox for the Utility Coordination Section at permits.str@phoenix.gov. All construction drawings (plans) submitted electronically must be in AutoCad format or PDF Format and depict the Blue Stake colors that represent the utility facility. Since the City of Phoenix continues to update AutoCAD software when it becomes available, the City shall inform all companies of which version of the software is currently in use.

Upon receiving the application and appropriate drawings, City staff will log the request into an automated permit system and route the documents for technical review. This review includes:

- Checking for compliance with construction standards and City requirements
- Approving alignments
- Verifying that work is in the public right-of-way
- Determining if other construction is planned in the vicinity or on the same site
- Checking for conflicts with other facility alignments
- Verifying that joint trench opportunities have been explored and incorporated in the design
- Determining if work is proposed in newly paved streets (discouraged by a higher fee schedule)
- Reviewing traffic engineering /ADA (Americans with Disabilities Act) requirements

The City of Phoenix requires all permitted utility construction projects comply with the Arizona Utility Coordinating Committee project models, including the Joint Trench Use Model and the Western Underground Trench Formula. See "References" for more information.

The permit process can take approximately 15 working days. Upon completing the review, a utility construction permit will either be issued or denied. Approved permits are generally issued for 6 months to 1 year. The permit will contain several comments, conditions and traffic control regulations (Exhibit F). The approved permit is given to the applicant for signature indicating acceptance of any stipulations and fees.

If the application is denied, the application and plans will be returned to the applicant along with the reason(s) for denial. The applicant must make the required modification to the plans and/or permit application and resubmit both. From there, the 15-day permitting process begins again.

If the permittee does not complete the work under the approved permit within the 6 months, the permittee must request an extension to the permit prior to the expiration date. Permit extensions shall be requested no more than 30 days before the original expiration date. Extensions are normally granted for an additional 6-month period and can be requested via the General Mailbox for the Utility Coordination Section at permits.str@phoenix.gov or by contacting the appropriate plan reviewer. Utility permits will be extended only ONCE. If work is not completed within that 6-month extension period, the permittee shall submit a new application and plan(s) to the City of Phoenix

Annual permits (sometimes referred to as Annual Blanket Permit) may be issued for emergency work, lane closures, and for reoccurring minor facility maintenance work in public rights-of-way. Annual permits are also issued for locating existing facilities for design purposes.

PLAN REVIEW AND INSPECTION FEES

Any public utility which is subject to regulation of its rates and charges for services by the Arizona Corporation Commission shall pay the Street Transportation Director the amount billed monthly for actual City cost of inspection and review services the City incurred during the month in providing services due to construction activities of the public utilities in public rights-of-way. Plan review and inspection fees are assessed on an hourly rate. The hourly rates are reviewed and amended each fiscal year, July 1 – June 30. The City invoices the permittee within the following month after the plan review or inspection occurs. Please contact the Utility Coordination Section at 602-534-6999 to obtain the hourly rate for the current fiscal year.

PAVEMENT CUTS PER PHOENIX CITY CODE

On April 19, 2017, Phoenix City Council passed Ordinance No. G-6308 amending Chapter 31, Article III, Section 31-38 of the Phoenix City Code to delete Section 31-38 (D); and amending Chapter 31, Article III, Section 31-49.1 of the Phoenix City Code to establish repair requirements for street pavement cuts. The effective date of this ordinance is July 1, 2017.

PAVEMENT CUT PER PHOENIX CITY CODE

Art. III § 31-49.1

AMENDING ORDINANCE G-6308

Sec. 31-49.1 Duty of person to repair street; **CUTS IN NEW STREET PAVEMENT.**

(A) **DEFINITIONS.** THE FOLLOWING DEFINITIONS APPLY TO THIS SECTION. THE PLURAL OF THE WORD OR PHRASE INCLUDES THE SINGULAR, AND THE SINGULAR INCLUDES THE PLURAL.

1. "ARTERIAL STREET" MEANS ALL MAJOR STREETS AND ARTERIAL STREETS AS DESIGNATED ON THE EXISTING STREET CLASSIFICATION MAP.

2. "ASPHALT MILL AND OVERLAY/INLAY PAVEMENT TREATMENT" MEANS REMOVAL OF THE TOP TWO INCHES OF STREET PAVEMENT WITH A MILLING MACHINE

AND REPLACING THE REMOVED STREET PAVEMENT WITH A NEW LAYER OF STREET PAVEMENT.

3. "COLLECTOR STREET" MEANS ALL STREETS DESIGNATED AS COLLECTOR STREETS AND MINOR COLLECTOR STREETS ON THE EXISTING STREET CLASSIFICATION MAP.

4. "CRACK FILL AND SEAL" MEANS APPLICATION OF FILL AND SEAL TO CRACKS IN THE PAVEMENT SURFACE.

5. "LOCAL STREET" MEANS ALL STREETS THAT PROVIDE DIRECT ACCESS TO RESIDENTIAL, COMMERCIAL, INDUSTRIAL, OR OTHER ABUTTING LAND AND FOR LOCAL TRAFFIC MOVEMENTS, AND THAT CONNECT TO COLLECTOR OR ARTERIAL STREETS.

6. "NEW STREET" MEANS A STREET THAT WAS CONSTRUCTED, RECONSTRUCTED, OR RESURFACED, AND THAT RECEIVED FINAL ACCEPTANCE FROM THE STREET TRANSPORTATION DIRECTOR OR DESIGNEE LESS THAN TWO YEARS BEFORE THE PROPOSED STREET PAVEMENT CUT.

7. "PERMITTEE" MEANS A PERSON THAT POSSESSES A PERMIT ISSUED BY THE CITY OF PHOENIX TO CUT STREET PAVEMENT.

8. "RECONSTRUCTED STREET" MEANS THE REMOVAL OF EXISTING PAVEMENT TO ITS SUB-BASE AND INSTALLATION OF NEW PAVEMENT.

9. "RESURFACED STREET" MEANS ANY SURFACE TREATMENT APPLIED TO THE ROADWAY INCLUDING ASPHALT MILL AND OVERLAY/INLAY PAVEMENT TREATMENT.

10. "SLURRY SEAL PAVEMENT TREATMENT" MEANS TO APPLY A MIXTURE OF WATER, ASPHALT EMULSION, AGGREGATE, AND ADDITIVES TO AN EXISTING ASPHALT PAVEMENT SURFACE.

(B) **DUTY TO REPAIR DAMAGED STREET.** A PERSON THAT CAUSES DAMAGE TO A PUBLIC STREET WHILE WORKING IN THE PUBLIC RIGHT-OF-WAY MUST REPAIR THE STREET AT THE PERSON'S SOLE COST AND EXPENSE IN ACCORDANCE WITH CITY STANDARDS AND SPECIFICATIONS. THE DAMAGED STREET MUST BE RETURNED AS CLOSE TO ITS ORIGINAL CONDITION AS PRACTICABLE AND THE REPAIR MAINTAINED FOR A MINIMUM OF ONE YEAR.

(C) **PAVEMENT CUT TO NEW STREET.** EXCEPT FOR A SINGLE PAVEMENT CUT OF TWO SQUARE FEET OR LESS MADE AS PART OF A SINGLE PERMIT, IF A PAVEMENT CUT IS MADE TO A NEW STREET, ALL OF THE FOLLOWING REQUIREMENTS APPLY:

1. THE PERMITTEE MUST APPLY AN ASPHALT MILL AND OVERLAY/INLAY PAVEMENT TREATMENT TO THE FULL WIDTH OF ALL LANES OF AN ARTERIAL, COLLECTOR, OR LOCAL STREET IMPACTED BY THE CUT(S). THE TREATMENT MUST EXTEND A MINIMUM OF 25 FEET IN BOTH DIRECTIONS FROM THE PAVEMENT CUT(S); AND

2. THE PERMITTEE MUST APPLY A SLURRY SEAL PAVEMENT TREATMENT TO THE HALF WIDTH OF AN ARTERIAL OR COLLECTOR STREET, OR THE FULL WIDTH OF A LOCAL STREET. THE TREATMENT MUST EXTEND A MINIMUM OF 25 FEET IN BOTH DIRECTIONS FROM THE PAVEMENT CUT(S).

{D) **PAVEMENT CUT TO STREET OTHER THAN NEW STREET.** IF A PAVEMENT CUT OF ANY SIZE IS MADE TO A STREET OTHER THAN A NEW STREET, THE PERMITTEE MUST APPLY A SLURRY SEAL PAVEMENT TREATMENT TO THE HALF WIDTH OF AN ARTERIAL OR COLLECTOR STREET, OR THE FULL WIDTH OF A LOCAL STREET. THE TREATMENT MUST EXTEND A MINIMUM OF 25 FEET IN BOTH DIRECTIONS FROM THE PAVEMENT CUT(S).

1. FOR PURPOSES OF THIS SECTION ONLY, THE PERMITTEE MUST APPLY TYPE IV SLURRY SEAL TO AN ARTERIAL OR COLLECTOR STREET, OR TYPE II SLURRY SEAL TO A LOCAL STREET.

(E) **CRACK FILL AND SEAL.** FOR ALL PAVEMENT CUT REPAIR AREAS, PERMITTEE MUST APPLY CRACK FILL AND SEAL BETWEEN EXISTING AND NEW PAVEMENT AREAS PRIOR TO ANY PAVEMENT TREATMENT.

(F) **PAVEMENT TREATMENT FOR EXCEPTIONS.** A SLURRY SEAL PAVEMENT TREATMENT IS NOT REQUIRED FOR A NEW STREET OR STREET OTHER THAN A NEW STREET IF THE PAVEMENT CUT IS LESS THAN TWO SQUARE FEET AND THE PERMIT ALLOWS NO MORE THAN ONE PAVEMENT CUT.

CONSTRUCTION PLAN REQUIREMENTS

PLAN VIEW REQUIREMENTS – Refer to Plan Review Checklist (Exhibit D) - Complete construction plan drawings shall be provided showing:

1. A scale or dimension adequate to accurately depict relationships among the physical features within the construction area and to identify potential conflicts. Scale should be no smaller than 1" = 40'.
2. Stationing and offsets for all existing and proposed facilities within the proposed construction site.
3. Existing and proposed right-of-way and adjacent easements clearly labeled and dimensioned. Right-of-way lines shall be labeled "R/W" or "ROW."
4. Location and size of all existing aboveground and underground utilities such as sanitary sewer, storm drain, water lines, manholes, and valves that the proposed utility construction would either cross or run parallel within the limits of the right-of-way corridor and the adjacent easement.
5. Existing or proposed improvements including landscaping, above and underground structures, lip-of-gutter, back of curb, back of sidewalk, and front of sidewalk if not adjacent to the curb. When proposed construction is located within the asphalt surface of the right-of-way, lip-of-gutter and/or edge of pavement shall be indicated.

6. Storm drains, sanitary sewer lines, and water lines over 12" in diameter drawn to scale. Simply using a line symbol to indicate these facilities is not sufficient. NOTE: All conduits or conduit systems over 12" in diameter or wide shall be shown to scale if proposed construction is within 2 feet of existing conduit system.
7. Total linear trench/bore footage and total linear trench/bore footage in the right-of-way.
8. Joint trench must identify all companies sharing the trench.
9. Bore/receiving pits and potholes street cuts.
10. Proposed utility crossings (underground and overhead) at a 90-degree angle with the road monument line.
11. Locations and limits of proposed construction, e.g. City of Phoenix boundary between other right-of-way owners.
12. Dimensioned ties to nearest cross street. Dimensioned ties to monument lines (not centerline of asphalt) in streets and to property lines in alleys and easements.
13. Topography taken by field or aerial surveys or from up-to-date City record drawings showing the area of the proposed construction.
14. Complete title block including the job number and construction address.
15. Vicinity map indicating major cross streets.
16. North arrow on each plan sheet.
17. Street names.
18. Property addresses and lot lines.
19. City of Phoenix General Notes for Utility Construction. (Exhibit E)
20. A legend showing all symbols used on drawings.
21. A note stating "Notify Arizona Blue Stake two working days before construction". (In Maricopa County call 602-263-1100; statewide call 811 or 1-800-782-5348.)
22. All revisions to approved drawings must be made distinctive on revised drawings. The change to the drawing must be clearly marked where the change was made. "Clouded" representation of revisions to approved drawings is the preferred method.

PROFILE REQUIREMENTS – The profile shall include, but not be limited to, the following:

1. Existing and proposed grades at intervals of 100' or less in the same alignment as the proposed construction. The profile shall be shown as a continuous line on the plans throughout the project.

2. Existing and proposed facilities that the proposed utility will cross. Storm drains, irrigation lines, sanitary sewer lines, waterlines, services, chilled waterlines, conduit systems and underground utilities shall be drawn to scale. Simply using a line symbol to indicate these facilities is not sufficient. NOTE: All conduit systems over 12" in diameter or higher shall be shown to scale if proposed construction is within 2' of existing conduit system.
3. Existing facilities shall be drawn showing their approximate outside dimensions.
4. For clarity, a vertical scale that adequately depicts installation of existing facilities is required. Please specify scale (1" = 2', 1" = 5', etc.). It is recommended to use different vertical and horizontal scales on profile details.
5. Elevations shall be City of Phoenix datum and indicated on the plans. The City of Phoenix Street Transportation Department Survey Section (602) 495-2050 may provide elevations datum information. City of Phoenix NGVD -1929 Benchmark Elevations can be found at http://www.surveyorresourcepage.com/cop_bm/srchbm.asp.

CONSTRUCTION REQUIREMENTS

The latest applicable MAG Uniform Standard Specifications and Details for Public Works Construction and the current City of Phoenix Supplements to MAG shall be followed for the installation of facilities. City of Phoenix Utility Inspection Section reserves the right, at their discretion, to request a land survey of the proposed improvements, running line and right-of-way per MAG Section 601.2.3 and 608.4.3.

All work must comply with the requirements of the current City of Phoenix Traffic Barricade Manual and specific traffic regulations, which are contained in the approved permit.

The City of Phoenix Street Transportation Department's Right-of-Way Management Program governs all street and sidewalk restrictions and traffic control devices utilized in the right-of-way.

The permittee is responsible for insuring the natural drainage is not impeded during and after construction. Storm water management within the construction site is the responsibility of the permittee. Where required, the permittee shall obtain all necessary National Pollution Discharge Elimination System (NPDES) permits and comply with all applicable requirements therein.

Notification of Construction

The permittee is required to submit a construction schedule, noting start and completion dates, five working days prior to the start of construction. Permittee must fax or email information to the City of Phoenix Street Transportation Department - Utility Inspection Section via fax (602-534-1403) or email (utility.inspectors.streets@phoenix.gov), at least two working days prior to start of work to schedule appropriate inspections. A copy of the approved utility construction permit and approved construction plans shall be maintained at every job site and such items made readily available when requested by authorized City personnel.

Inspections

Requests for inspections for City inspections must be coordinated with the Utility Inspector assigned to the project. Excavations may not be backfilled without a satisfactory inspection by the City of Phoenix inspection staff. Prior to starting work on a major or collector street, the permittee shall schedule a pre-construction meeting 5 working days in advance with the utility inspector.

Record drawings (a.k.a. As-Builts and Installation Records) of the completed construction must be maintained by the permittee in accordance with Arizona Revised Statutes and made available to the Street Transportation Director upon request. The record drawings shall be submitted in a format usable by the City and clearly labeled as such.

UNDERGROUND AND OVERHEAD INSTALLATIONS REQUIREMENTS

1. The latest MAG Standard Specifications and Details, including City of Phoenix Supplements to MAG shall be followed for the installation and maintenance of both underground and overhead facilities. Permits for overhead lines must comply with any agreement with licensed and franchised companies.
2. Minimum cover requirement (depths) shall be in accordance with Exhibit C of this manual.
3. Minimum overhead clearance shall be 18 feet. Overhead lines shall not obstruct or interfere with traffic signal visibility. Other governmental agencies or codes may require a greater distance. In such cases, the greater distance required shall prevail as the rule.
4. Existing underground facilities need not be shown on plans for overhead installations or maintenance (including over lashing) if excavations do not exceed 20 feet total.
5. When plans are submitted for utility pole relocation(s) and/or removal(s), all utility owners that may be attached to the pole (s) will be issued a joint use utility permit. All occupants must relocate their facilities within 30 business days. When all attachments are clear, the pole(s) must be removed by the utility owner.

BIKE PATHS

The City of Phoenix has adopted the following guidelines for work in bike lanes. If you cut pavement in a bike lane, you will be required to mill 1" and overlay the pavement matching the existing material full width of the lane for the entire length of the trench cut. If you trench or cut horizontally across a bike lane, you will be required to mill and overlay 5 feet on either side of the trench. Copies of the Bike Route Map can be obtained from the City of Phoenix Street Transportation Department.

MORATORIUM

During certain times of the year and during special events the City of Phoenix does not allow pavement cuts and/or lane restrictions. An example would be the areas near major shopping centers during the holiday season, Thanksgiving to New Year's Day; due to the volume of traffic in these areas we try not to disrupt traffic flow with barricading or trench plates. The City of Phoenix Street Transportation Department will inform you of any restrictions to construction

when you call-in to start construction, and work with you throughout construction to obtain the timeliest completion of your construction. For further information on traffic restrictions contact your City of Phoenix Utility Construction Inspector assigned to the area of your build, or the Area Supervisor north of Bethany Home Road **(602) 534-1405**, Area Supervisor south of Bethany Home Road **(602) 534-1406**.

WATER AND SEWER HORIZONTAL AND VERTICAL SEPARATION REQUIREMENTS

The City of Phoenix "Design Standards Manual for Water and Wastewater Systems" mandates horizontal and vertical clearances from City of Phoenix water and sewer lines. The clearances are measured from outside of pipe to outside of pipe and are as follows:

1. A six (6) foot minimum horizontal separation from any dry underground and above ground utility shall be provided for water mains and sewer mains.
2. A three (3) foot minimum horizontal separation from any dry underground utility shall be provided for water and sewer service connections.
3. A one (1) foot minimum vertical separation from any dry underground utility crossing shall be provided above and below water distribution, reclaimed, and sewer mains. NOTE: Distribution mains are water mains 16-inches and small in diameter.
4. A two (2) foot minimum vertical separation from any dry underground utility crossing shall be provided above and below transmission water mains. NOTE: Transmission mains are water mains 16-inches and larger in diameter.
5. A six (6) inch minimum vertical separation from any dry underground utility crossing shall be provided above and below water and sewer service connections.
6. Clearance around pre-stressed concrete cylinder pipe (PCCP) will require four (4) foot vertical clearance or as required by the City of Phoenix Water Services Department.
7. Any and all more stringent separation requirements required by Federal, State, or Local codes or ordinances take precedence.

A utility company requesting a variance from the above minimum clearances must do so in writing on a City of Phoenix Variance form. This form is available on the Utility Coordination Section's website and can be submitted with the permit application. The request shall identify each utility clearance requirement for which a variance is requested and the reasons why a variance should be granted. The Utility Coordination Section along with the Water Services Department, shall decide whether a variance should be granted. When utility conflicts are found during construction, all changes and variances must be preceded by an approved plan revision.

Construction plans showing water and sewer mains/service connections that do not agree with the City of Phoenix record drawing information must be accompanied by stamped utility location sheets showing the exact location of the underground structures. Construction plan approvals will be based on this information and will be forwarded to the utility construction inspector for use in the inspection of your installation.

MANHOLE REQUIREMENTS

The Street Transportation Director must approve placement of all manholes and hand holes in advance. A detail drawing of the manhole must be submitted to the Street Transportation Department, Utility Coordination Section for review, where it will be kept on file. The drawings must include the ring and lid detail. The City will review the submittal for approval to construct in asphalt and landscape areas. Placement of manholes, hand holes, and pull boxes in sidewalks, unless approved by the Street Transportation Director, is prohibited. The City will review on a case-by-case basis, instances where the permittee provides a substantial reason why placement of the manhole, hand hole or pull box in the sidewalk is necessary.

When plans are submitted for permit approval the manhole type must be called out to be cross-referenced with the manhole detail on file. If a manhole has not been submitted for approval, the permit application will be returned with a comment stating no manhole detail has been approved to date.

Due to size of various manholes, the City of Phoenix Water Services Department will allow proposed manhole installations to encroach on the six (6') foot minimum horizontal separation requirement as long as the manhole extends at least to the bottom level of the City's water or sewer facility. This requirement is needed so that the City's facility does not undermine the utility company's facility. The City still requires at least three (3') feet of clearance in these cases, but the utility lines still need to maintain the required six (6') foot horizontal separations from water and sewer facilities.

FACILITY ATTACHMENTS TO BRIDGES OR ROADWAY STRUCTURES

Facilities may be considered for installation as attachments to bridges or roadway structures only where the utility company has demonstrated that all other means of installation is not practicable and approval is granted by the City of Phoenix Bridge Section. Other means shall include, but are not limited to, underground and independent poles. If the attachment must be made, submittals shall include sealed plans, profiles and details on the proposed attachment to the structure and method of attachment, along with sealed structural calculations for all brackets and connection devices into the structure. An Arizona Registered Structural Engineer must seal the plans and calculations.

Facility installations conveying commodities that are volatile, flammable, corrosive or present high degrees of risk to persons and property in the event of damage to or failure of that facility is highly discouraged, but may be reviewed and approved on a case-by-case basis.

UTILITY PERMITS IN EXCLUSIVE EASEMENTS

Exclusive easements such a sidewalk, landscape, trail, etc., are dedicated to the public for specific purposes and typically do not include the right of use for utility purposes. As custodians of the public rights-of-way, which includes these easements, the City of Phoenix cannot grant permission for additional uses of easements above what has been dedicated. If the utility company has been granted a subordinate easement to the original dedications, then this must be noted on the plans. Furthermore, the utility company must supply dedication documents with the permit application and plans. The Utility Coordination Section will review the construction plans that contain work within the right-of-way and approve if the required criteria are met. The City will acknowledge the utility company's claim of easement based on the submitted

documentation, but it will not be approved as part of the permit.

LIGHT RAIL TRANSIT (LRT) UTILITY COORDINATION

All utility company work within the right-of-way that is located less than 10 feet from the LRT Guideway requires a Track Access Permit issued by Valley Metro Rail (VMR). The LRT Guideway means an area in which the light rail vehicles will operate and is defined by the limits of the curb and gutter and the adjacent roadway, sidewalk, or adjacent facility.

REQUIREMENTS FOR SECURING A PERMIT

Engineered plans and permitting documentation must conform to the latest edition of the following references:

- City of Phoenix Administrative Procedure 5.1
- Light Rail Design Guidelines Manual (METRO Operations and Maintenance Center, 602-652-5062)
- Light Rail Safety Maintenance Manual (METRO Operations and Maintenance Center, 602-652-5062)

LIGHT RAIL PERMIT APPLICATION PROCESS

The light rail permit application process shall comply with all procedures already identified in Administrative Procedure 5.1, along with the addition of the following:

- Utility company engineered plans must be approved and permitted by VMR and included in the submittal process for the Permit Application for Utility Construction in the Public Right-of-Way to the Street Transportation Department.

ABOVE GROUND UTILITY STRUCTURES

SUBMITTAL REQUIREMENTS

All permit applications, excluding inside the boundaries of new subdivisions that place an above ground structure greater in height than 36" must be accompanied by the following:

1. Three (3) photographs of the proposed structures location, one at 90 degrees, the other two at 45 degrees on either side of the proposed location. Identify the location of the proposed structure, mark the location with white paint, use an orange traffic cone, etc.
2. Submit a detail drawing of the structure to be placed on file with the Street Transportation Department. All future permit plan submittals using the same structure can call out the structure type on the plan to be cross-referenced with our file. An acceptable alternative to a file copy of the structure would be to place a structure detail once on each permit plan submittal for every type of structure being placed.
3. Verify unobstructed sight-triangle compliance to Phoenix City Code, Chapter 31-13, Obstructing visibility at intersections. Structures over 36-inches in height are prohibited from being placed within the sight-triangle.
4. Concrete pads must be the same height as the adjacent sidewalks and the cabinets must be set back a minimum of 18-inches from the edge of the sidewalk. The distance from the front of the structure to the edge of the sidewalk must be shown on the plans.
5. No structure to exceed 36-inches in height in front yard of residential homes.

All permit applications, excluding new subdivisions, that place an above ground structure equal to or less than 36" in height must call out structure size on the plans for each structure being placed, i.e. 24x24x36, or placed in a detail book supplied to the Utility Coordination Section.

All above ground structures will adhere to applicable City of Phoenix planning and zoning ordinances. Copies of the ordinances pertaining to your specific job requirements are available through the City of Phoenix Planning and Development Department. Any variations to the above requirements must be agreed to in advance by the City of Phoenix Street Transportation Department. Please contact your Utility Coordination Team Liaison to set up a meeting to discuss a request for a variance.

We understand the needs of the utility companies in having these above ground structures to serve the needs of the customers, but we try to minimize disruptions around citizen's yards. When placing a new above ground structure do not place it in such a way that any one citizen's yard becomes a *"utility box dumping ground."*

ABOVE GROUND UTILITY STRUCTURES IN ALLEYS

All utility equipment such as pedestals, cabinets, transformers should be installed on the same side as the trash containers to avoid being hit by trash collection vehicles.

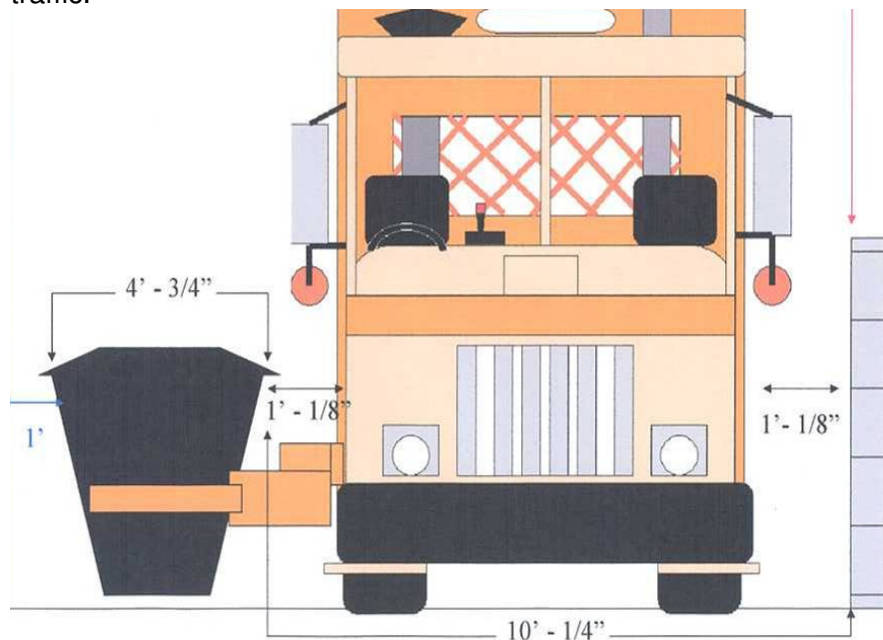
Public Works Requirements

1. The structure has to be far enough in from the end of the alley to allow the vehicle to enter the alley without needing to maneuver around it. The structure must be a minimum of 35 feet from mouth of alley. (Figure 3.)
2. Structures on either side of the entrance must conform to Street Transportation Department visibility sight triangle standards a minimum of 10 feet. Structures that exceed 36" will not be allowed, structures that are less than 36" will be reviewed on a case by case basis.
3. Equipment should not extend into the alley any further than necessary. 4.5 feet is an absolute maximum.
4. Any above grade slab for any structure should be rounded rather than having squared corners. This decreases the possibility of blowing out a truck tire.
5. If existing infrastructure is on the opposite side of the trash containers, an exception can be made as long as the new facilities stay in the same alignment as existing structures.

SANITATION TRUCK VEHICLES

Residential alleys are typically 16 feet across, the truck is 8 feet wide at the wheels, containers are 4'-3/4" feet across at the top.

If the proposed structure extends more than 4.5 feet into the alley, it can interfere with truck traffic.



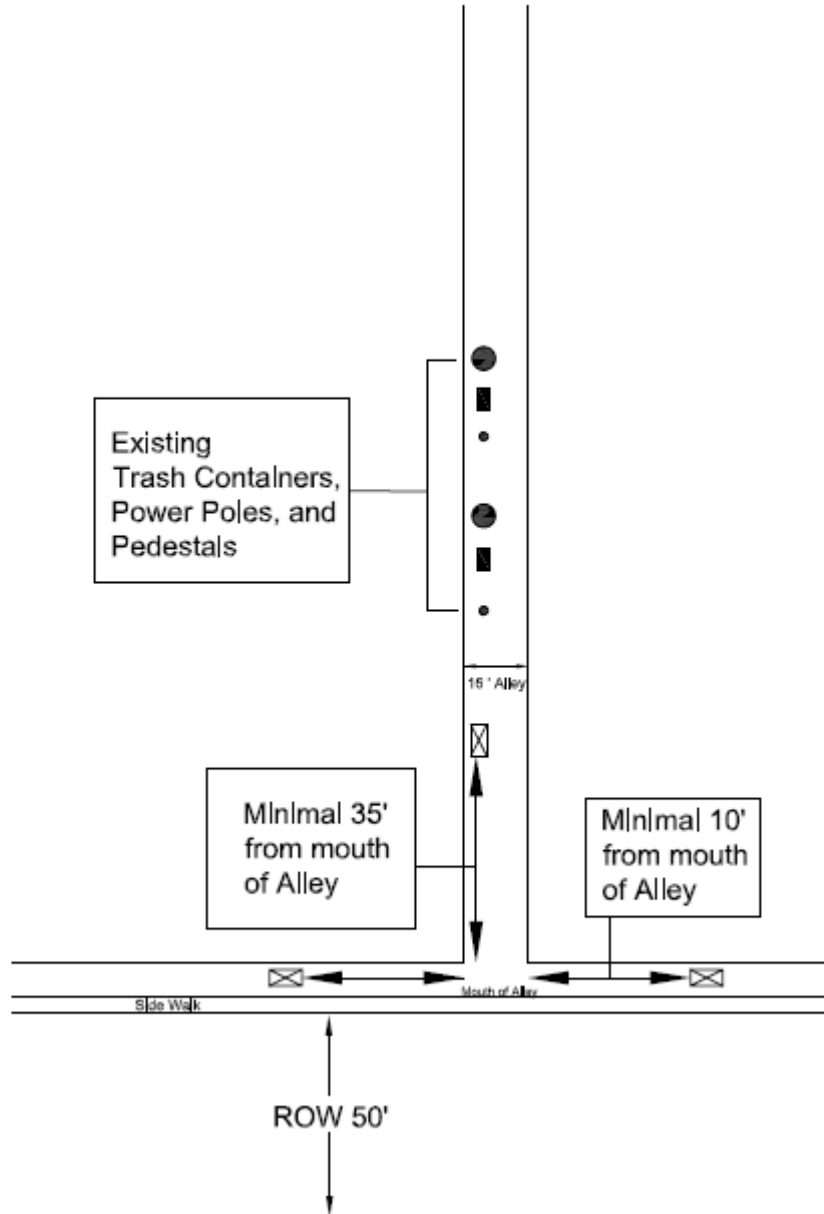


FIGURE 3.

PUBLIC NOTIFICATION GUIDELINES

Break down the public notification process into 3 scenarios:

1. For strictly maintenance projects with like-for-like replacements and no additional structures, there would be no public notification required.
2. For primarily maintenance projects, where the utility would like to upgrade their system (e.g. replacing wood poles with steel, adding 12kv lines to an existing 69kv system, upgrading cabinets, etc.), compliance with the public notification process is required.
3. For completely new installations where nothing existed previously, compliance with the public notification process is required.

Public Notification Process

- A. Identify the potential site for placement within the neighborhood. The site will be selected on the basis of aesthetics, technical/engineering restrictions and may include PUE and/or ROW areas. The preferred location will be outlined with white paint.
- B. Send an Information Packet to abutting property owners and any residence within the proposed structure lines of sight. The packet will include a “before” and “after” (with the new structure superimposed) picture plus a diagram showing all work to be performed, including trenching in the area. At this time a 10-day citizen response period will begin.
- C. If the unit is located in a Public Utility Easement (PUE) or less than 50 feet from a residence, a utility company customer service representative will make personal contact with the property owner either by phone or in person, at the property owner’s preference, to discuss any concerns the property owner might have.
- D. When a proposed location is outlined in white paint and continuing through the 10-day waiting period, the utility company shall post a sign with an explanation of the work and the hotline number (similar to what is done with zoning issues). The company shall accumulate feedback via a hotline number, e-mail, or fax. If feedback is negative and the citizens’ concerns cannot be resolved, the process starts over with a second potential site and again with a third site, if necessary.
- E. Hang door tags and/or flyers two days prior to start of construction on homes within 300 feet of the proposed site explaining what will occur.
- F. Oversee contract labor completing placement of the structure. A sign with the utility company’s customer service hotline number will be placed at the location during the construction phase.
- G. Place an emphasis on public relations and their willingness to work with residents and select alternate locations if there is a strong resistance to the utility company’s preferred placement.
- H. The use of the PUE and/or ROW shall be allowed on a case-by-case basis through the permitting process.

- I. For equipment new to the City of Phoenix rights-of-way, the utility company will establish a dedicated customer service program to serve the citizens of the City of Phoenix for construction issues.

NOTE: The City has the right to increase the notification period and radius of the notification area. Utility Coordination Staff will initiate monthly meetings, and continue them as needed, with the utility companies to assess effectiveness of the program and will make alterations as necessary to protect the needs of the residents.

Public Notification Process for Wireless Telecommunications Equipment in Right-of-Way

All companies authorized to install telecommunications equipment in the City's right-of-way are issued the license "Agreement for Telecommunications Equipment in Right-Of-Way" also known as the Master License Agreement (MLA). A separate license must be issued for each cell site location, which is called a Site License Agreement (SLA). The following is the public notification process:

- All new installations are required to go through a 30-day public notification process.
- The notification area is typically a radius of 300 feet from the proposed site. However, the City reserves the right to increase the radius of the notification area for any reason. The notification area is measured from the center of the proposed location.
- The following items need to be included in the notification package:
 - Standard Notification Letter on Letterhead (Exhibit F)
 - Map of area with notification ring displayed
 - Plan sheet of site plan and elevations at minimum
 - Photo Simulations
- On the day the notification package is mailed out, a copy of the notification package needs to be emailed to Raymond Almanzar at ray.almanzar@phoenix.gov and the General Mailbox for Utility Coordination Section in order for the 30-day period to begin.
- We will enter the Site Name, company and notification start date into the Wireless Notification spreadsheet to begin tracking of 30-day period.
- If the City receives any concerns, comments, or questions during the notification period then they will be relayed to the company for further action if necessary.
- At the conclusion of the 30-day period, the company is required to email Raymond Almanzar and the General Mailbox for Utility Coordination Section to provide all concerns, comments, and questions they received during the notification period.
- If all the concerns, comments, and questions were addressed by the 30-day notification period, then an email from the City will be sent to the company approving them to move forward to permitting.

DEVELOPER/CUSTOMER SUPPLIED TRENCH/JOINT TRENCH PROCEDURES FOR SUBDIVISIONS, COMMERCIAL FACILITIES, AND MULTI-FAMILY DWELLINGS

The developer/customer is responsible for trenching and backfilling for all utility installations for private development in the right-of-way. The lead utility company (typically electric) will design their facilities and submit the plans to the Utility Coordination Section for review. When the plans meet City of Phoenix standards, the plan reviewer will issue a permit to each utility company that will occupy the trench, and forward a copy of these plans to the Planning and Development Department (PDD) to issue a trenching (CUT) permit to the developer/customer. This process will eliminate discrepancies between the trenching and utility plans that are used to issue permits and provide a seamless service to the development community by submitting one set of plans and getting all permits necessary to place dry utilities in the right-of-way.

Plans submitted for review must contain the following information:

1. Dimensioned ties from the monument or property lines to all dry utility trenches including service drop trenches.
2. Dimensioned ties from the monument or property lines to all water and sewer lines, including services to check for appropriate clearances.
3. Trench detail indicating each utility that will occupy trench.
4. Total trench footage for the dry utilities on the plans.
5. Total trench footage for the dry utilities in the right-of-way.
6. Subdivision or development name and PDD project number.
7. The plans must follow all applicable standards as set forth in this administrative procedure.

When the plans are approved, the plan reviewer will send the approved stamped plans and the appropriate copy of the permit to each utility company occupying the trench. The plan reviewer will then forward the stamped plans and a copy of each utility permit to PDD. PDD will then issue the developer/customer a CUT permit and forward a copy of the plans and all permits to the PDD inspection staff.

REVISIONS

All revisions to approved drawings must be made distinctive on revised drawings. The change to the drawing must be clearly marked where the change was made. "Clouded" representation of revisions to approved drawings is the preferred method.

DEVIATION FROM JOINT TRENCH

If any utility company deviates from the approved plans they must apply for a separate permit showing the locations and applicable information listed above. If these plans include developer/customer trenching, they will follow the same procedures as new submittals, and include the permit number assigned to the original construction plans. If the plans include utility company trenching, they will be reviewed by the Utility Coordination Section and forwarded to the appropriate utility inspection staff.

NOISE ORDINANCE

Art. I § 23-14

MORALS AND CONDUCT

Art. I § 23-14

(i) EXCAVATION OF STREET, PERMIT FROM STREET TRANSPORTATION DEPARTMENT DIRECTOR.

The excavation of streets and highways in any residential district or section, other than within the hours specified in Section 23-14(h), except in the case of urgent necessity in the interest of public health, safety and welfare, then only with a permit from the Street Transportation Director, which permit may be granted for a period not to exceed thirty days, while the emergency continues. If the Street Transportation Department Director should determine that the public health, safety and welfare will not be impaired by the excavation of streets and highways within the hours specified in Section 23-14(h), and if he shall further determine that loss or inconvenience, should not result to any party in interest, he may grant permission for such work to be done other than specified in Section 23-14(h), upon application being made at the time the permit for work is awarded or during the progress of work.

(j) NOISES NEAR SCHOOLS, HOSPITALS, CHURCHES, ETC.

The creation of any excessive noise on any street adjacent to any school, institution of learning, church or court while the same is in session, or adjacent to any hospital, which unreasonably interferes with the workings or session thereof, Provided, that signs must be displayed in such streets indicating that the same is a school, institution of learning, church, court or hospital.

ARIZONA ANTIQUITIES ACT – ARS 41-841 et seq. and ARS 41-865

There are archaeological sensitive locations throughout the City of Phoenix. If the project is within an archaeologically sensitive area and ground disturbance is greater than a 2 foot by 2 foot area, greater than 1 foot in depth, the permittee will need to enlist a qualified archaeologist to monitor the ground disturbance.

Per the Arizona Antiquities Act – ARS 41-841 et seq. and ARS 41-865, if archaeological resources(pottery, etc.) or human remains are encountered, all work must stop immediately in the area of the discovery and the City Archaeologist (Laurene Montero, 602-495-0901) and City Inspector (602-534-1400) must be notified. The contractor shall take all reasonable steps to secure and protect the discovery until such time as the discovery can be properly assessed. Work shall not resume in the area of discovery until the City Archaeologist has provided authorization.

In 1990, the Arizona legislature amended two state laws (Arizona Antiquities Act & State Historic Preservation Act) that protect human burials and associated artifacts on both private and state land. As specified in these laws and rephrased below:

1) A person shall not knowingly excavate in or upon any historic or prehistoric archaeological site, except when acting as a duly authorized agent of an institution or corporation organized for scientific research or land use planning purposes. *[Arizona Revised Statue §41-841(A) – Archaeological Discoveries]* **Any person, institution or corporation violating any provision of the article is guilty of a class 2 misdemeanor. [A.R.S. §41-841-Violation]**

2) A person who knowingly excavates in violation of A.R.S. §41-841 is guilty of a class 5 felony pursuant to the Arizona Criminal Code – Title 13. A second or subsequent violation under this subsection is a class 3 felony. [A.R.S. §13-3702.01 – Excavating Certain Sites]

A class felony carries potential penalties of up to two years in prison.

REFERENCES

1. Arizona Utility Coordinating Committee (AUCC) Public Improvement Project Guide:
<http://arizona.apwa.net/Content/Chapters/arizona.apwa.net/Documents/PIPG%20-%202011.pdf>
2. City of Phoenix Standard Utility Locations Manual:
https://www.phoenix.gov/streetssite/Documents/d_050756.pdf
3. The Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction:
https://www.azmag.gov/Documents/2017_MAG_Specifications_for_Public_Works_Construction.pdf
4. City of Phoenix Supplements to MAG:
<https://www.phoenix.gov/streetssite/Documents/092021.pdf>
5. City of Phoenix Design Standards Manual for Water & Wastewater Systems:
<https://www.phoenix.gov/waterservices/publications>
6. City of Phoenix Traffic Barricade Manual:
https://www.phoenix.gov/streetssite/Documents/d_039129.pdf
7. Arizona Revised Statutes: <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>
8. Arizona Blue Stake, Inc: <http://www.azbluestake.com/>
9. Light Rail Design Guidelines Manuals:
http://www.valleymetro.org/images/uploads/lightrail_publications/Design_Criteria_Manual_FINAL_030207.pdf

EXHIBIT A

PERMIT PROCESSING FLOWCHART

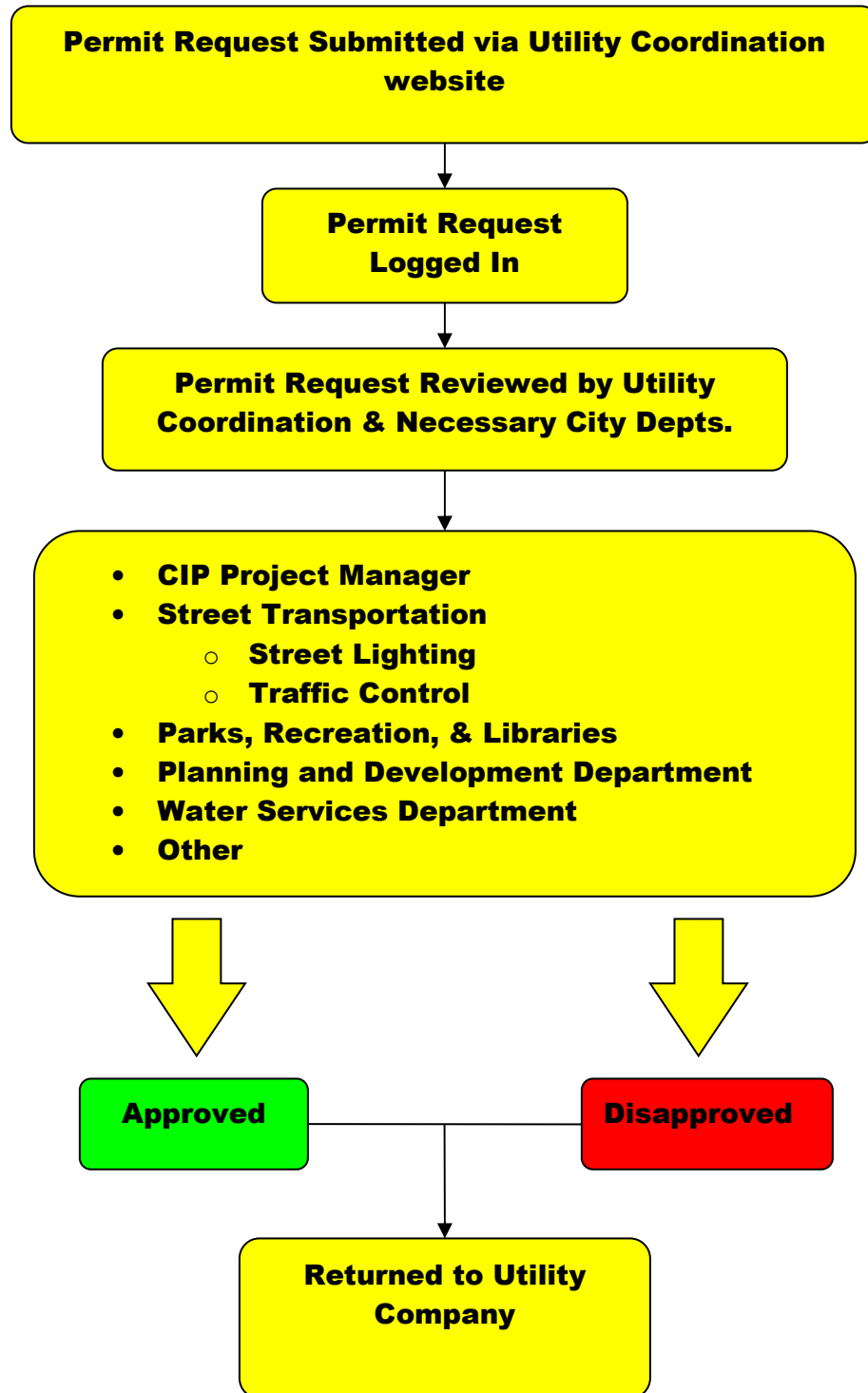


EXHIBIT B

CITY OF PHOENIX STREET TRANSPORTATION DEPARTMENT PERMIT APPLICATION FOR UTILITY CONSTRUCTION IN PUBLIC RIGHT OF WAY

Utility Coordination grants permission for utility construction and maintenance work in the public rights-of-way and all City of Phoenix owned property by the issuance of a permit per A.R.S §9-831-9-840 (SB 1598 Licensing Time Frames). Plans must conform to COP Administrative Procedure 5.1.

Permittee:

Date:

E-Mail Address:

Sub Contractor:

Contact Person:

Phone:

Utility Job No.

Quarter Section:

Please Check appropriate box

☐ New Development _____
☐ Revision Permit # _____
☐ COP Project # _____

☐ Extension Permit # _____
☐ Resubmittal _____
☐ Other _____

Development/Customer Name:

Zip Code:

Construction Address:

Phone No:

Description of Construction / Revision:

**Submit permits with drawing attachments
to: permits.str@phoenix.gov**

Reset Form

EXHIBIT C

MINIMUM COVER REQUIREMENTS FOR PROPOSED UTILITIES IN THE PUBLIC RIGHTS- OF- WAY

ITEM	DESCRIPTION	MINIMUM COVER
1 – Power	0-600Volt Include Street Light	24"
	601 - < 69KV Less	30"
	>= 69KV	42"
2 – Gas	Services	24"
	Mains	36"
3 – Manholes (APS)		36"
	(SRP)	36"
4 – Telecommunications including fiber optics	Services Major / Collectors	36"
	Services Residential	24"
	Trunklines ^(a)	48"
5 – CATV	Coaxial Collector & Residential	24"
	Major	36"

(a) To include fiber optic cable providing telecommunications serviced by connecting regions or states or by connecting central offices within a metropolitan area.

NOTE: These are the minimum cover requirements for work in the City of Phoenix rights-of-way. Work in undeveloped rights-of-way should be designed to account for any future grade changes. Depths must meet the minimum cover after any change in the grade of the right-of-way. The Street Transportation Director may authorize deviations from these standards under unusual and compelling circumstances.

EXHIBIT D

PLAN REVIEW CHECKLIST

The purpose of this checklist is to offer comments on the plans submitted for approval for a utility construction permit. This checklist serves to minimize redline comments on the plans and to maintain consistency among plan reviewers. Plan approval and issuing permits depend on compliance with Administrative Procedure 5.1.

CONSTRUCTION PLAN REQUIREMENTS

- ☐ EXISTING AND PROPOSED RIGHTS-OF-WAY AND ADJACENT EASEMENTS WITH DIMENSIONS. RIGHT-OF-WAY LINES SHALL BE LABELED "RW" OR "ROW"
- ☐ DIMENSIONED TIES TO MONUMENT LINES IN STREETS AND TO PROPERTY LINES IN ALLEY AND EASEMENTS
- ☐ IDENTIFY AND DIMENSION PAVING IMPROVEMENTS. A TYPICAL DETAIL IS SUFFICIENT FOR EVERY RIGHT-OF-WAY ON PLAN. DETAIL SHOULD INCLUDE LIP-OF-GUTTER, CURB, BACK OF SIDEWALK, AND FRONT OF SIDEWALK IF NOT ADJACENT TO THE CURB
- ☐ IN AREAS WITH NEW DEVELOPMENT ALL EXISTING AND PROPOSED PAVING IMPROVEMENT SHOULD BE SHOWN
- ☐ A SCALE OR DIMENSION ADEQUATE TO DEPICT RELATIONSHIPS AMONG THE PHYSICAL FEATURES WITHIN THE CONSTRUCTION SITE AND TO IDENTIFY POTENTIAL CONFLICTS. SCALE SHOULD BE NO SMALLER THAN 1"=40'
- ☐ ALL EXISTING AND/OR PROPOSED FACILITIES THAT THE PROPOSED CONSTRUCTION WOULD CROSS AND/OR PARALLEL WITHIN THE LIMITS OF THE RIGHT-OF-WAY
- ☐ STORM DRAINS, SANITARY SEWER LINES, WATER LINES, OVER 12" IN DIAMETER SHALL BE DRAWN TO SCALE. ALL CONDUIT SYSTEMS OVER 12" IN DIAMETER OR WIDE SHALL BE SHOWN TO SCALE IF PROPOSED CONSTRUCTION IS WITHIN 2' OF EXISTING CONDUIT SYSTEM
- ☐ LOCATIONS AND LIMITS OF PROPOSED CONSTRUCTION. CLEARLY DIFFERENTIATE BETWEEN CITY OF PHOENIX AND OTHERS' RIGHTS-OF-WAY
- ☐ AERIAL AND UNDERGROUND UTILITY CROSSINGS AT A 90 DEGREE ANGLE TO THE ROAD CENTERLINE
- ☐ CURRENT TOPOGRAPHY SHOWING WHAT EXISTS IN AREA OF PROPOSED CONSTRUCTION THAT WOULD BE AFFECTED BY THAT PROPOSED CONSTRUCTION
- ☐ VICINITY MAP INDICATING MAJOR CROSS STREETS
- ☐ NORTH ARROW, PREFERABLY WITH NORTH UP OR TO THE RIGHT
- ☐ A LEGEND SHOWING ALL SYMBOLS USED ON DRAWINGS
- ☐ BLUE STAKE NOTE OR SYMBOL
- ☐ STREET NAMES
- ☐ COMPLETED TITLE BLOCK INCLUDING JOB NUMBER AND CONSTRUCTION ADDRESS
- ☐ UTILITY COMPANY LOGO AND JOB NUMBER
- ☐ CITY OF PHOENIX GENERAL NOTES FOR UTILITY CONSTRUCTION (**EXHIBIT E**)
- ☐ TRENCH DETAIL SHOWING WIDTH AND DEPTH AND NUMBER OF CONDUIT OR PIPE DEPTH SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS IN "EXHIBIT C"
- ☐ STATIONING AND OFFSETS FOR ALL EXISTING AND PROPOSED FACILITIES WITHIN THE PROPOSED CONSTRUCTION SITE
- ☐ TOTAL LINEAR TRENCH/BORE FOOTAGE AND TOTAL LINEAR/BORE FOOTAGE IN THE RIGHT-OF-WAY
- ☐ JOINT TRENCH MUST IDENTIFY ALL COMPANIES IN TRENCH
- ☐ VARIANCE LETTERS FOR CLEARANCE LESS THAN SIX-FEET FROM WATER AND/OR SEWER MAINS AND THREE-FEET FROM SERVICES; INCLUDES PRIVATE DRIVES PER CITY OF PHOENIX STANDARD DETAIL P1020-2
- ☐ ALL PROPOSED EQUIPMENT DETAILS SHOWN AND DIMENSIONED ON PLAN SUCH AS PEDESTALS, TRANSFORMERS & PADS, SWITCHING CABINETS, MANHOLES, ETC.

PROFILE REQUIREMENTS

- ❑ ELEVATIONS TAKEN FROM EXISTING SURFACE GRADE AT INTERVALS OF 100' OR LESS IN THE SAME ALIGNMENT AS PROPOSED CONSTRUCTION
- ❑ CONTINUOUS LINE ON THE PLANS THROUGHOUT THE PROJECT
- ❑ FINISH AND/OR NATURAL GRADE PROFILE IF IT IS WITHIN THE PROPOSED CONSTRUCTION SITE
- ❑ IDENTIFY ALL EXISTING AND PROPOSED FACILITIES THAT THE PROPOSED CONSTRUCTION WOULD CROSS
- ❑ STORM DRAINS, SANITARY SEWER LINES, WATER LINES, AND CHILLED WATER LINES OVER 12" IN DIAMETER SHALL BE SHOWN DRAWN TO SCALE
- ❑ ALL CONDUIT SYSTEMS OVER 12" IN DIAMETER OR HEIGHT SHALL BE SHOWN TO SCALE IF PROPOSED CONSTRUCTION IS WITHIN 2' OF EXISTING CONDUIT SYSTEM
- ❑ VERTICAL SCALE THAT ADEQUATELY DEPICTS INSTALLATION OF EXISTING FACILITIES. 1" = 2' OR 1" = 5'
- ❑ ELEVATIONS SHALL BE CITY OF PHOENIX DATUM AND INDICATED ON PLANS
- ❑ HORIZONTAL SCALE ADEQUATE TO IDENTIFY CONFLICTS, NO SMALLER THAN 1" = 40' IS ACCEPTABLE

SPECIAL REQUIREMENTS

- ❑ MINIMUM OVERHEAD CLEARANCE SHALL BE 18'
- ❑ THE MAG STANDARD SPECIFICATIONS AND DETAILS, INCLUDING CURRENT CITY OF PHOENIX SUPPLEMENTS WILL BE FOLLOWED FOR THE INSTALLATION OF BOTH UNDERGROUND AND OVERHEAD FACILITIES. PERMITS FOR OVERHEAD LINES MUST COMPLY WITH ANY AGREEMENTS WITH LICENSED OR FRANCHISED UTILITY COMPANIES

ABOVE GROUND STRUCTURES

- ❖ ALL STRUCTURES HEIGHT, WIDTH, LENGTH MUST BE DIMENSIONED

CABINETS UNDER THREE-FEET IN HEIGHT

- ❑ NO STRUCTURE TO EXCEED 36-INCHES IN HEIGHT IN FRONT YARD OF RESIDENTIAL HOMES
- ❑ DIMENSIONS OF STRUCTURE
- ❑ EIGHTEEN INCH SETBACK FROM BACK OF SIDEWALK TO FACE OF STRUCTURE
- ❑ FLUSH TO SIDEWALK ELEVATION IF ADJACENT TO SIDEWALK
- ❑ PAD SIZE AND LOCATION IN DETAIL

CABINETS OVER THREE-FEET IN HEIGHT.

- ❑ NO FRONT YARD PLACEMENT OF STRUCTURES OVER 36-INCHES IN HEIGHT ALLOWED.
- ❑ DIMENSIONS OF STRUCTURE
- ❑ THREE PICTURES (FRONT, LEFT AND RIGHT VIEWS) OF PROPOSED SITE WITH CONE AT PROPOSED STRUCTURE LOCATIONS
- ❑ FOUR PICTURES IF ALONG A REAR YARD IF STRUCTURE COULD POSSIBLY AFFECT SWIMMING POOLS, ETC.
- ❑ PAD SIZE AND LOCATION IN DETAIL
- ❑ STRUCTURE CANNOT BE PLACED IN SIGHT-TRIANGLE

EXHIBIT E

**CITY OF PHOENIX GENERAL NOTES FOR UTILITY
CONSTRUCTION**

1. All utility construction shall conform to the latest Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction, and the City of Phoenix Supplements to MAG.
2. All work performed in the City of Phoenix rights-of-way shall be governed by the latest edition of the City of Phoenix Traffic Barricade Manual.
3. This set of plans was reviewed by the City of Phoenix Utility Coordination Section in compliance with City requirements. However, such review shall not prevent the City from requiring correction of errors found to be in violation of any law, ordinance or City of Phoenix requirement for utility construction in the rights-of-way.
4. The contractor shall have a copy of the approved/stamped construction plans and approved traffic control plan at the project site at all times.
5. All utilities crossing streets must be bored or punched unless permission to open cut has been given in writing by the Street Transportation Director.
6. Before starting any work on a major or collector street, the utility company shall schedule a preconstruction meeting with the City of Phoenix Street Transportation Department's Utility Inspection Section.
7. The City of Phoenix does not warrant any quantities shown on these plans.
8. Utility companies shall coordinate alley work with the City of Phoenix Public Works Department's Solid Waste Division.
9. The utility company shall contact the City of Phoenix Street Transportation Department's Utility Inspection Section a minimum of 48 hours in advance of starting work, giving location and permit number in order to schedule inspections.
10. All work requiring asphalt replacement, concrete replacement, or resurfacing alleys in the City of Phoenix right-of-way will require a final inspection with the utility company representative at time of completion.
11. Maintain a minimum six (6) feet horizontal separation and one (1) foot vertical separation from all water and sewer mains, all measurements outside to outside.
12. City of Phoenix Utility Inspection Section reserves the right, at their discretion, to request a land survey of the proposed improvements, running line and right-of-way per MAG Section 601.2.3 and 608.4.3.

EXHIBIT F

GENERAL CONDITIONS

1. That the permittee assumes the responsibility and all liability for any injury or damage to any person or property while using said right-of-way in a lawful manner, caused by or arising out of the exercise of this permit.
2. That all work done shall be at the sole expense of the permittee and shall be done at such time and in such manner as to be least inconvenient to the traveling public and, as directed by the City, work must be satisfactorily completed in the time specified on this Permit.
3. That when the proposed work is completed, the permittee shall repair the roadbed, replace the surfacing material thereon and repair the entire site to existing conditions or better.
4. If material and/or workmanship fail to pass final inspection, the permittee will remove and/or replace the same within such time as specified by written notice from the City. If at any time thereafter, any material used by the permittee in replacing or reconstructing any part of said right-of-way proves defective, the permittee will replace the same with the kind and quality of material which the City shall specify.
5. That if the title and possession of any property placed upon the right-of-way by the permittee or owner remains in name of said permittee or owner, the permittee or owner shall and will promptly perform all necessary repair work upon written notice from the City, and will not permit or allow any condition to exist which would be a hazard or source of danger to the traveling public.
6. That if anytime the right-of-way or any portion thereof occupied and used by the permittee or owner may be needed or required by the City, any permit granted in pursuance of this application may be revoked by the City and all rights thereunder terminated, and, upon sufficient notice, the permittee or owner shall remove all property belonging to said permittee or owner.
7. That in the event that the work to be done under the authority of the Permit necessitates the creation of any hazard or source of danger to any person or vehicle using said highway, the permittee shall provide and maintain at all times during the existence of said hazard, sufficient barriers, danger signals, lanterns, detours, and shall take such other necessary measures or precautions as the City shall direct. Barricading of streets and channeling of traffic shall conform to the provisions of the Manual of the Traffic Engineering Department. All work performed under the authority of this permit shall be in accordance with the City's manuals applicable thereto.
8. That in the event of property, or the area occupied by such property, belonging to or being used by the permittee within any portion of the right-of-way interferes with, or is needed to construct, maintain, reconstruct, improve or relocate any highway, street, road, drainage or sewer lines, or structures pertaining to, by, or for the City, the permittee shall, at its own expense, relocate, remove, lower or raise such property within a reasonable time, when so notified by the City, State or County.
9. That this Permit includes and incorporates all provisions of any applicable City codes and ordinances.
10. This Permit is valid for use by franchised or licensed Utility or CATV companies for work in City of Phoenix right-of-way only.
11. This Permit does not authorize damage to private property or landscaping or infringement of land rights whether in right of way or not.
12. The permittee shall follow all applicable city, county, state, and federal regulations while performing the work under this permit.
13. The permittee shall obtain all necessary city, county, state, and federal permits to perform the work under this permit.

TRAFFIC REGULATIONS

- A. All traffic and/or traffic control devices on this project shall be provided, maintained and/or controlled as specified in the CITY OF PHOENIX TRAFFIC BARRICADE MANUAL, latest edition.
- B. Permission to restrict city streets, sidewalks and alleys (STREET CLOSURE PERMITS) shall be requested as specified in Chapter 3 of the TRAFFIC BARRICADE MANUAL.
- C. Unless otherwise provided for in attached SPECIAL TRAFFIC REGULATIONS, all traffic on this project shall be regulated as specified in Chapter 4 of the TRAFFIC BARRICADE MANUAL.

Permittee agrees to perform all work in accordance with Chapter 32A of PHOENIX CITY CODE, in accordance with the plans and special provisions as approved. This Permit is issued for the purpose described in the application and must conform to CITY OF PHOENIX ADMINISTRATIVE PROCEDURE #5.1.

Approved work or construction shall be provided in accordance with approved plans, standard details, specifications and special requirements, all of which are hereby made a part of this permit.

EXHIBIT G

COMPANY LETTERHEAD

DATE

RE: Company Name Proposed Small Cell Installation in City of Phoenix Right of Way

Dear Resident/Business,

Company Name is sending this letter for the purpose of providing notification and information to you concerning its application with the City of Phoenix for installation of a small cell wireless facility within the City of Phoenix right of way.

The proposed site is on an existing street light located at the southeast corner of XX Avenue and XX Drive within the City of Phoenix right of way.

The proposed small cell wireless facility is needed to improve coverage and capacity for this area plus will allow for increased access to advanced wireless voice and data services. Proposed improvements will include adding 2 small antennas and a temporary Microwave dish flush mounted to the street light, with a small cabinet located in the right of way. The site will blend with the surrounding verticality and will be painted to match the existing street light pole. The street light will continue to function as normal.

Included with this letter is a copy of a photo simulation and drawing as reference.

If you require more information or have questions, please contact me at (602) XXX-XXXX or email at email_name@company.com. If you have jurisdictional questions, please contact Raymond Almanzar at the City of Phoenix, (602) 534-6999 or ray.almanzar@phoenix.gov.

Regards,

Contact Name

Consultant Company Name for Company Name

RAY DOVALINA, PE,
STREET TRANSPORTATION DIRECTOR