



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 (5th 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.

BUSINESS CONTACT INFORMATION			
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			

CONTACT INFORMATION			
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

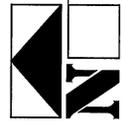
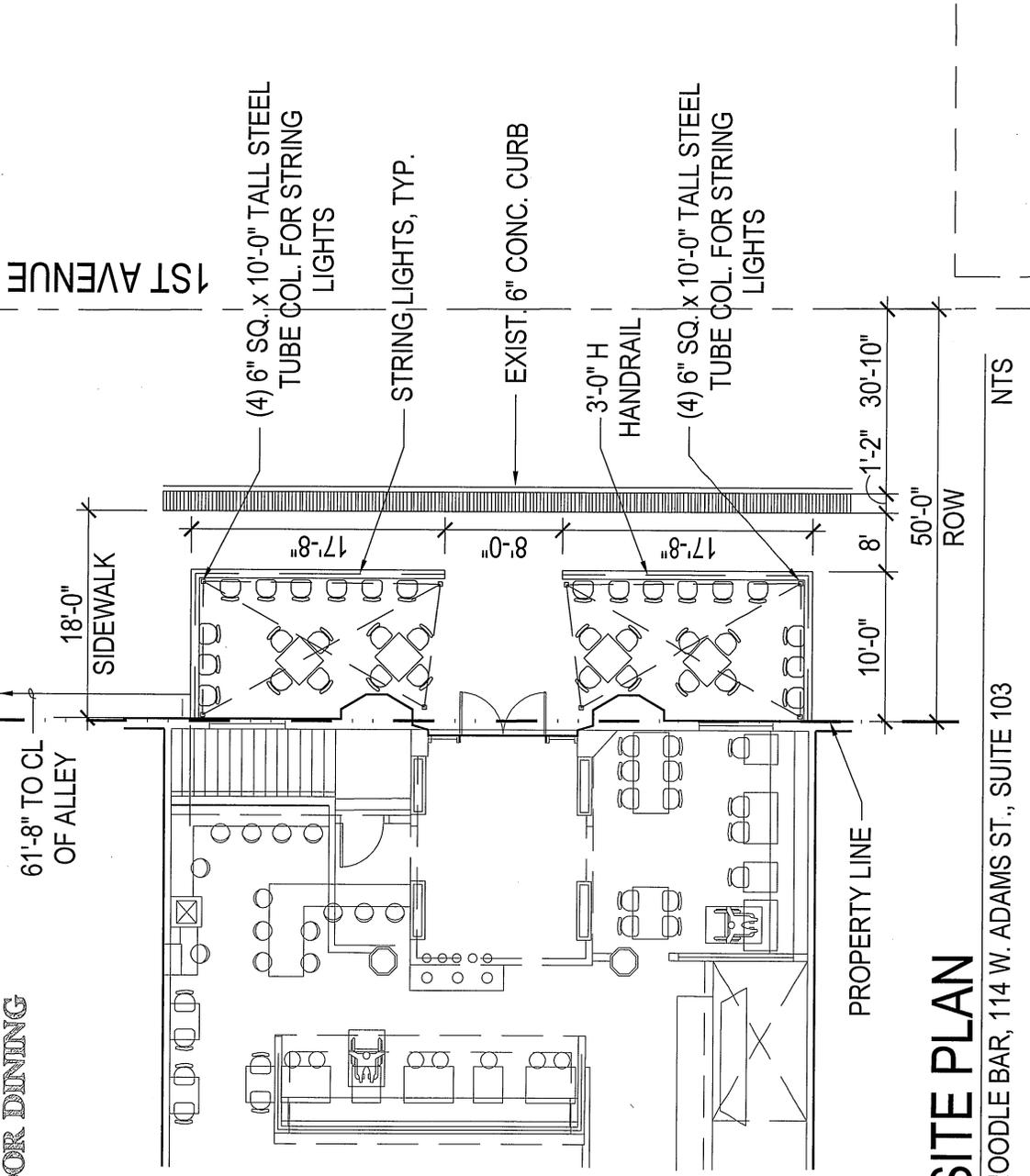
The purpose of this checklist is to maintain consistency and minimize revisions for exhibits.

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