

REVOCABLE PERMIT

APPLICATION, PROCEDURES AND REQUIREMENTS



REVOCABLE PERMIT PROCEDURES AND REQUIREMENTS

DEFINITION:

A revocable permit allows minor encroachments in the public right-of-way. Minor encroachments are considered surface or aerial use encroachments that are easily removeable. Use of the public right-of-way shall be consistent with applicable zoning regulations.

APPLICATION:

Complete the application and attach any background information that may be needed to support the request.

Submit request to: City of Phoenix
 Street Transportation Department
 Encroachments
 200 West Washington Street, 5th Floor
 Phoenix, Arizona 85003 – 1611

NOTE – this is **not** an application for construction permit. City of Phoenix, Planning and Development Department issues construction permits which are required for all construction within public right-of-way. A separate building application review and permit will be required for any new structures.

The City of Phoenix, Planning and Development Department is responsible for verifying compliance with the Phoenix Zoning Ordinance, which regulates allowed uses, placement of structures, and permissible height of said structures both on site and in the right-of-way. Obtain clearance to log in the revocable permit application at the Site Planning counter (OK to Log-in) on the 2nd floor of City Hall. The revocable permit application will not be allowed to log in without this prior clearance.

If an agreement is not executed within six (6) months of the application submittal, the request will be null and void. Any renewed interest will require another submittal and will be subject to all associated reviews.

FEE:

The two fees associated with revocable permits are the application fee and annual use fee.

The application fee of \$100.00 applies to the following: single family-owned residential use, nonprofit organization, private sewer lines, use in public right-of-way where required by a zoning ordinance, and for minor improvements to a building façade built adjacent to the public right-of-way.

The application fee for all other uses is \$1,000.00 (unless otherwise specified).

Please note the application fee is due upon final approval of the application.

Annual use fees are calculated by the City and are invoiced each year for the use of the right-of-way. Applicant's failure to pay the invoice shall result in the permit being revoked.

INSURANCE REQUIREMENTS:

Encroachments permitted in the right-of-way must be covered by liability insurance. The certificate shall satisfy the following:

1. Post the certificate with the City of Phoenix and address to:

City of Phoenix
Street Transportation Department
Encroachments RP-[]*
200 W. Washington Street, 5th Floor
Phoenix, AZ 85003-1611

*Please reference the maintenance agreement number.

A certificate is to be posted with the City each time the policy renews, is replace, dropped, or on the date indicated on the certificate for renewal (Accord Form 25). The applicant is responsible for maintaining a current policy and submitting the updated policy on an annual basis to the City. Applicant's failure to supply current insurance documentation shall result in the agreement being revoked.

2. Declare the required limits of coverage:
Single family-owned residential use: \$300,000.00
All other uses: \$2,000,000.00
3. Liability insurance is required and the City of Phoenix is to be named as an additional insured on applicant's insurance policy. The applicant will be required to save and hold harmless the City of Phoenix.

EXHIBIT DRAWING:

Maricopa County Recorder's Office stipulations for recordation:

Prepare an 8 ½" x 11" exhibit drawings for inclusion in the application. One inch margins are required on all borders of the exhibit drawings. The drawings do not need to be to scale. Exhibits are to show and label right-of-way lines, dimensions to monument lines, property lines and other physical references, such as sidewalks or curbs.

Lettering size must be a minimum of eleven (11) point font size. Provide a north arrow, preferably with north up and label street names. Exhibits will not be accepted with printing or marking that are lighter than the rest of the drawing, have information overlapping, or are "mirrored", have color or shading.

Each exhibit drawing shall include the proposed encroachment, providing dimensional location of the encroachment within right-of-way. Trench cross-section drawings, with dimensions, are required for underground encroachments. Elevation drawings with dimensions of height, width, length are required for above ground encroachments.

REVOCABLE PERMIT CONDITIONS:

Revocable Permits are restricted by Zoning Codes, ordinances, policies, traffic regulations, Arizona Statutes, road and utility needs, and in some cases by Federal Regulations and other laws.

This type of agreement contains General Conditions and Special Conditions. Special Conditions, if applicable, will be drafted upon review of the submittal. The applicant can expect the following types of General Conditions.

1. The right-of-way shall be used only according to the purposes and plans as approved by the City.
2. Limitation are set on the extent of the rights to the use of the right-of-way. The permit does not convey exclusive rights to the right-of-way.
3. Liability insurance will be required.
4. The permit may be subject to an annual use fee as required by City Code and is invoiced prior to the beginning of each contract year.
5. The permit is subject to all laws, ordinances, codes, and other regulations and cannot be issued in violation of the intent of such laws, ordinances, codes, and regulations.
6. The applicant has no recourse against the City for any loss, costs, expenses, or damages arising out of any of the conditions or provisions of the agreement.
7. Revocable permits are non-transferable. Change of ownership will require notification to the City and the new property owner will be responsible for entering into a new permit. If a new permit is not recorded, the property owner will be responsible for removing the encroachment at their cost.
8. The permit is revocable by either the City or the applicant. Notification and proof of encroachment removal must be made prior to revocations.
9. The encroachment shall be removed within the time limits specified in the permit upon revocation of the permit.
10. The applicant is required by Arizona Revised Statute 40-350.21 et seq. to become a participating member of the Arizona Blue Stake Center for any facility that is constructed underground.



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			

RESIDENTIAL 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: _____

SIGNATURE

DATE