



**KIVA #:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Professional Engineer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

The purpose of this checklist is to offer comments on plan design for haul plans required for all hauls over 10,000 cubic yards and to set the minimum submittal requirements for Haul plans. The source of the Haul plan design policy is City Code Chapter 36.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on plans for hauls in excess of 10,000 cubic yards. Plan approval, issuing permits, and certain grading clearances depend on compliance with the comments made on the check prints and this checklist. The designer of record shall satisfy themselves of the completeness and accuracy of the design.

A completed checklist must be attached to the Haul plans when submitted for first review. The following Certification Statement must be signed by the Designer of record certifying that all applicable requirements on this checklist have been met.

**CERTIFICATION**

**I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.**

**Designer's Name:** \_\_\_\_\_

**Designer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please complete and return this checklist and the check prints with each submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

Professional engineer of record (**DES**) must fill out all boxes in the first column as either  (Addressed) or  (Not Applicable).

Civil plan reviewer (**RVW**) shall check the second column as  (Required) when requirements have not been properly addressed.

**REQUIRED SUBMITTALS**

**DES RVW**

- Plan sheets shall be 24" X 36"; submit five (5) sets of Haul plans and a completed and signed Grading and Drainage Plan Checklist.

This publication can be made available in alternate formats (Braille, large print or digital media) upon request. Contact Planning & Development at (602) 262-7811 voice or (602) 534-5500 TTY.

**GENERAL REQUIREMENTS**

A haul plan and permit are required if 10,000 cubic yards or more of material is moved or if haul exceeds 20 days in length.

**DES RVW**

- Provide a vicinity map.
- Property the owner's name, address and phone number (for both source and disposal sites.)
- Provide the contractor's name, address and phone number.
- Provide a north arrow and bar scale; scale shall not be smaller than 1" - 40'.
- Provide the address of the source and disposal sites. In the event of more than one source or disposal site request, a separate Haul Plan for each site will be required. Each disposal site requires a separate Grading and Drainage Plan and Permit.
- Provide a legend identifying grades or symbols.
- Provide dates and hours haul operations will begin and end.
- Provide the amount of haul in cubic yards.
- Provide approval lines as follows:

\_\_\_\_\_

**Right-Of-Way Manager**

\_\_\_\_\_

**Date**

- Upon reviewer's request, provide original and five (5) blue line prints to the City "for signature."

**GENERAL NOTES:**

- A Haul Permit is required under Chapter 36 of the Phoenix City Code.
- Haul Permits must be obtained prior to or concurrently with the Grading and Drainage Permit.
- Excavating Contractor must give location for wasting excess excavation and a letter from the owner giving permission for dumping. The dumping site will require a Grading and Drainage Permit. If a City of Phoenix landfill is to be utilized, dependent on the landfill to be used, a per ton rate will be assessed. Information/permits can be obtained through Solid Waste Management, telephone (602) 262-7251.
- Street Transportation Right-Of-Way Management Section shall be notified 48 hours before any hauling begins. Contact the Right-Of-Way Management Section at (602) 262-6235.
- An approved Haul Plan shall be on the job site at all times. Deviations from the plan must be preceded by an approved plan revision.
- Traffic control measures shown shall conform to the latest edition of the City of Phoenix Barricade Manual and the Arizona Supplement to the Manual on Uniform Traffic Control Devices 2009 Edition..
- The City of Phoenix Police Department enforces laws regulating the operation of commercial vehicles. This includes enforcement of federal, state, county, and local laws and ordinances. Questions regarding Commercial Vehicle Enforcement may be directed to the Commercial Vehicle Enforcement Supervisor at (602) 495-7813 (Traffic Bureau South) or (602) 495-6784 (Traffic Bureau North).
- Streets and sidewalk sweeping will be utilized as necessary to ensure that streets and sidewalks will be kept clean and safe, as directed by the Planning & Development and/or Street Transportation inspector.
- Periodic and final inspections will identify if the need for street repairs are required. Any damage determined to be the result of the haul will be paid by the contractor.

**DES RVW**

- Contractor shall submit a weekly report to the Street Transportation Department Right-Of-Way Management listing all complaints including the name, address, phone number of the complainant, time and date the complaint was received and what action was taken to mitigate the complaint.
- Contractor is responsible to resolve all complaints. If complaints are unresolved, the contractor may be required to revise the Haul Plan or the permit may be revoked as directed by Street Transportation Right-Of-Way Manager.
- Tracking onto city streets is prohibited and shall be prevented. Contractor shall provide an ABC all weather surface at the point trucks exit the sites. If the ABC is not adequate in the opinion of the approval agents, AC will be installed with a tire wash area as required. The truck's tires will be washed clean prior to entering City streets. Tire wash area shall be drained, flushed, and re-filled as required to prevent tracking dirt onto City streets.
- Water trucks shall be provided to prevent dust on job and all trucks shall have tarps to prevent blowing dust from trucks. Sweeper shall be provided as per City of Phoenix request or as deemed necessary.
- Trucks will be checked for excess dirt on trailers and/or side-boards and cleaned before leaving the job site so as to prevent spilling dirt on streets.

**Traffic Control Details to be Shown on Plan**

- Show the access to the site.
- Provide the days and hours of operation.
- Night hauls require special submittal and approval. City Code Sections 23-14(h) and (i) authorize issuance of permits for extended construction work hours beyond 6:00 p.m., if certain conditions are met. The Planning & Development Department issues private development permits.
- Provide the number of trucks to be used.
- Provide the frequency of trucks entering and leaving the site.
- Show the primary and alternate haul routes to be used to and from the source and disposal sites.
- Show traffic control measures utilized including police officers, flagmen, signs, barricades, detours, etc.
- Provide a written plan of action detailing methods the contractor will use to prevent tracking dirt onto City streets. Including, but not limited to:

**DES RVW**

- A minimum of 300 feet of temporary asphalt installed and maintained clean at each access point to City streets.
- Provide continuous clean-up of all streets used for hauling.
- Inspect and repair street damage on the route caused by the haul.
- Methods, other than tire washing, that the contractor proposes to use to prevent tracking.

**ADDITIONAL INFORMATION**

- Payment of a \$500.00 cash bond is required per Ordinance G-2817. The bond is required to secure the cost of the removal of any spillage in the City Right-of-Way. The bond will be returned after project acceptance upon the recommendation of the inspector.
- Permit fees are required per Ordinance G-2817 and will be based on the amount of material to be hauled.
- A portion of the haul route for this development is within STATE, COUNTY, or OTHER CITY jurisdiction and is subject to review and approval by that public agency.

**DES RVW**

- A maximum of 30 trucks per route will be permitted during daytime haul operations (one truck exiting every two minutes) with a maximum of 60 trucks allowed per route during night-time operations (one truck exiting every minute).
- All plans revised after the original approval shall be resubmitted for review. The nature of the revision must also be called out on the cover sheet and on the sheet(s) to be revised. The revision number itself shall consist of a numeral within a triangle.  $\Delta$
- Discussion of redline comments on plans or in this checklist should be directed to the plan reviewer.

**APPROVAL PROCESS:**

**The following is the process for getting the haul plan permitted:**

- The “hauler” will submit five (5) copies of the haul plan to the Street Transportation – Right Of way Management Section. Office location and hours of operation is, 1101 E. Jefferson Street, Phoenix, AZ, Monday thru Friday 7:30 A.M. to 3:30 P.M. Main entrance is located in the north side of the building.  
Streets will review the plan and call the hauler to pick up. The hauler will receive two approved copies from Street Transportation.
- The hauler will bring two approved plan sets to Planning & Development Department - Counter 8 on the second floor of Phoenix City Hall located at 200 W. Washington Street, Phoenix, AZ., for permitting.