Town of Oro Valley
Public Works Department

Application to Use Town Right-of-Way

The undersigned makes application for a Permit to enter and use a portion of the right-of-way of the Public Highway, Street, Alley, Drainageway or Easement for construction improvement purposes.

PLEASE ALLOW 48 HOURS TO PROCESS REQUEST.

Location:		
Applicant:		
Address:		
City:	State:	Zip:
Phone (work:)	Phone (emergency):	

Contractor:		
Address:		
City:	State:	Zip:
Phone:	**Emergency contact name:**	**Emergency contact phone:**

Description of work:

Pavement cut required? ☐ **Yes** ☐ **No**	(See #8 on the Permit Conditions)	
Start Work Date:	**End Work Date:**	☐ **Traffic Control Plan attached**

FOR AND IN CONSIDERATION of the granting of the Permit, the Applicant applies for permission to enter upon and use a portion of the Town's right-of-way of the Public Highway, Street, Alley, Drainageway or Easement for construction improvement purposes. Said undersigned has read and agrees to observe and comply with any and all conditions as specified on Page 2 of this Application, all applicable Sections of the Oro Valley Town Code, the Oro Valley Standard Plans and Specifications, any relevant County, State and/or Federal regulations, and any special conditions imposed by the Town Engineer or designee, and to complete said work, all in accordance with the approved/accepted plan(s) and/or Standard Plans and/or Town of Oro Valley Engineering Division directives.

A Permit for work not started shall expire thirty (30) days after issuance of the Permit. The Permit shall expire on the designated End Work Date unless the Applicant has requested in writing and received approval of an extension. A one-time Permit extension, not to exceed one hundred eighty (180) days, may be applied for prior to the Permit expiration date at the Oro Valley Public Works Department, Engineering Division. The Town of Oro Valley accepts no responsibility for engineering design work covered by this permit. The Applicant accepts all financial and/or legal liabilities and/or obligations that may result from the work performed under this permit.

The Contractor, person or firm performing work shall call the Oro Valley Public Works Department, Engineering Division at (520) 229-4869 no less than forty-eight (48) hours prior to the start of work. The Applicant shall notify the Oro Valley Police Department, Golder Ranch Fire Department, and Emergency Services prior to starting any work or placing any barricades within the Town's right-of-way.

_____ _____

Applicant signature Date

RIGHT-OF-WAY PERMIT CONDITIONS

1. **A copy of this permit shall be kept at the worksite at all times.**
2. The applicant shall provide or cause to be provided a detailed Traffic Control Plan conforming to the requirements as outlined in Part VI of the Manual of Uniform Traffic Control Devices, latest edition, including all subsequent revisions thereof and any Town of Oro Valley Engineering Division directives, and shall take such additional measures of precaution as directed by the Town Engineer or designee. **No trenches shall remain open overnight or during weekends.**
3. The Applicant shall submit detailed Plans and Record Drawings as required by the Town Engineer or designee.
4. The Applicant shall indemnify and hold the Town of Oro Valley and its officers and agents harmless from any and all claims, demands and suits arising out of the Applicant's use and occupancy of the Town right-of-way, both during the course of construction by the Applicant of any improvements in the Town right-of-way, and during the existence of any such improvements in the Town right-of-way. The Applicant may be required to submit bonds or insurance to hold the Town harmless and free of liability arising from said work.
5. A cash bond or similar security may be required to ensure satisfactory and workmanlike completion of the work covered by this Permit. This determination and the amount thereof shall be made on a case-by-case basis.
6. All work shall be done at the sole cost and expense of the Applicant and shall be done at such a time and in such a manner as to be the least inconvenient to the public, including vehicular and pedestrian traffic, as directed by the Town Engineer or designee.
7. If the work performed under this Permit fails to pass final inspection, the Applicant will remove or replace the same within such time as specified by written notice from the Town Engineer or designee, or if any material used by the Applicant in replacing or reconstructing any part of the work, or workmanship performed under this Permit proves defective, the Applicant will replace the same, as specified by the Town Engineer or designee.
8. Boring(s) shall be required on all pavements unless specific authorization to cut the pavement is granted by the Town Engineer or designee. If the work requires cutting the existing pavement, temporary pavement must be completed prior to leaving the worksite. All trenching under paved streets shall be backfilled with controlled low-strength material, per ADOT Specification 501-3.02(A) (3). Temporary pavement repair shall be provided and maintained in a condition acceptable to the Town Engineer or designee. Permanent pavement repairs shall be provided within fourteen (14) calendar days of the initial pavement removal, or sooner if requested by the Town Engineer or designee. Permanent pavement repair shall be completed by a Contractor licensed by the State of Arizona to make such repairs. Arterial and collector streets will require boring; if boring is not feasible, then the surface of the roadway shall be milled to a depth of 1" for a distance of at least 500' in each direction from the patch and repaved with a 2' course of rubberized asphalt. Any existing rubberized pavement shall be entirely removed. The Applicant shall submit an AR-AC mix design to the Town for approval prior to issuance of the permit. All pavement cuts are subject to the following fee schedule:
    a. Pavement cuts up to 20 square feet: $150.00 (includes permit and inspection fees)
    b. Pavement cuts in excess of 20 square feet: $450.00 (includes permit and inspection fees)
    c. Pavement cuts across streets which have been constructed or overlaid within the previous 48 months or received a surface treatment within the previous 24 months shall be assessed a pavement restoration impact fee equivalent to the cost of a surface treatment for the full width of the pavement for a length of 100' in each direction form the street cut. The minimum restoration fee will be $1,337.50, based on 535 square yards at an average cost of $2.50 per square yard. This restoration fee is in addition to items a and b above. A Town representative shall approve the striping layout a minimum of two (2) hours prior to placement of the striping.
9. **All final pavement restoration shall be subject to approval by the Oro Valley Town Engineer.**
10. The Applicant shall not allow any condition to occur or exist that poses a hazard or source of danger to the public, including vehicular and pedestrian traffic, as well as the individuals engaged in performing the work. If the work presents or becomes a hazard to the public, the Town of Oro Valley (without the transfer or liability) may take corrective action(s) to mitigate said condition(s), and bill the Applicant for the full cost incurred for the said action(s).
11. **There shall be no disruption of traffic flows on high-volume streets between the hours of 7 AM and 9 AM, nor between 4 PM and 6 PM.**
12. It shall be the responsibility of the Applicant to notify Bluestake and any affected utility companies before starting any work which may involve their facilities, and make all necessary arrangements therewith, including any payments required for any necessary removal or relocation work or permits.
13. No work shall commence without first obtaining a Permit from the Town of Oro Valley. A Permit Penalty Fee of two hundred and fifty dollars ($250.00) will be charged for work started prior to the issuance of a Town of Oro Valley Permit, in addition to any civil and/or criminal penalties.
14. If at any time hereafter the right-of-way, or any portion thereof, occupied and used by the Applicant under this Permit is needed or required by the Town, the Applicant, at his expense, shall remove all property belonging to the Applicant or placed in the right-of-way by the Applicant.
15. The Contractor shall minimize disturbance of the surrounding natural vegetative community. All native trees and cacti shall be salvaged and replanted to maintain the existing vegetative density.
16. All workmanship and materials shall be guaranteed for a period of one (1) year after the acceptance of said work by the Town. Failure of the Town to detect any flaws in workmanship or materials shall not relieve the Applicant of this responsibility.
17. If conditions of this Permit are not met, a Stop Work Order will be issued and work will be stopped for a minimum of two (2) working days.
18. Proposed communication facilities within the Town or ADOT rights-of-way will require Town of Oro Valley Public Works Department approval prior to application for or obtaining a Right-of-Way Use Permit.
19. **Any flaggers used as a part of the Traffic Control Plan shall be fully certified.**