



Development and Infrastructure Services Department

Engineering Division

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4869 • 520-229-4871(Fax)

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: _____

Telephone Number: (Work) _____ (Emergency) _____

CONTRACTOR:

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: (Work) _____ (Emergency) _____

Contact person in case of emergency: _____

DESCRIPTION OF WORK: _____

WILL A PAVEMENT CUT BE REQUIRED? YES NO (See Note #8 on the Permit Conditions)

START WORK _____ **END WORK** _____ **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 the back of the Permit, all applicable sections of the Oro Valley Town Code, the Oro Valley Standard Plans and Specifications, any relevant County, State, or Federal Regulations, and any special conditions imposed by the Town Engineer, and to complete said work all in accordance with the approved/accepted plan(s) and/or Standard Plans and/or Engineering Directives.

A permit shall expire for work not started within thirty days after issuance of the permit. If the work is not completed by the designated date, the permit shall expire unless the applicant has requested an extension in writing. A one time permit extension not to exceed one hundred and eighty (180) days may be obtained at the Development & Infrastructure Services Department, Engineering Division prior to expiration date. The Town of Oro Valley accepts no responsibility for the Engineering Design for work covered by this permit. The applicant accepts all financial and/or legal liabilities or obligations which may result from the work performed under this permit.

The Contractor, person, or firm doing work must call the Development & Infrastructure Services Department, Engineering Division at 520-229-4869 at least 48 hours prior to starting work. The applicant shall notify the Police Department, Fire Department and Emergency Service before starting any work or placing any barricades within the Town rights-of-way.

APPLICANT'S 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 (MUTCD), latest edition, including all subsequent revisions thereof and any Town of Oro Valley Engineering Directives, and shall and will take such additional measures of precaution as the Town Engineer or his authorized Representative directs. **NO TRENCHES SHALL REMAIN OPENED OVER NIGHT OR WEEKENDS.**
3. Applicant shall submit Detailed Plans and Record Drawings as required by the Town Engineer.
4. The applicant shall indemnify and hold the Town of Oro Valley and all 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, be it vehicular or pedestrian traffic, as directed by the Town Engineer, or his authorized Representative.
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 his authorized Representative, 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 his authorized Representative.
8. Boring(s) shall be required on all pavements unless specific authorization to cut the pavement is granted by the Town Engineer or his authorized Representative. 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 his authorized Representative. 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 his authorized Representative. Permanent pavement repair must be completed by a duly licensed Contractor of the State of Arizona, qualified to make such repairs. Major 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 from the street cut. The minimum restoration fee would be \$1337.50 based on 535 square yards at an average cost of \$2.50. This would be in addition to sections "a and b" above, therefore the total permit fees in these instances would be \$1487.50 and \$1787.50.A Town representative shall approve the striping layout 24 hours prior to commencing placement of the striping.
9. **All final pavement restoration is per the Oro Valley Town Engineer's approval.**
10. The applicant will not allow any condition to occur or exist which would be a hazard or source of danger to the public, be it vehicular or pedestrian traffic, or to 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 of 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 A.M. – 9 A.M. or 4 P. M. – 6 P.M.**
12. It shall be the responsibility of the applicant to notify Blue Stake or any affected utility company 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 permit in addition to any civil or criminal penalties.
14. If at any time hereafter the rights-of-way or any portion thereof, occupied and used by the applicant under this Permit is needed or required by the Town, upon sufficient notice, the applicant, at their expense, shall remove all property belonging to the applicant or placed in the rights-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 Inspector to detect flaws in workmanship or materials shall not relieve the applicant of this responsibility.
17. If conditions of the permit are not met a stop work order will be issued and work will be stopped for a minimum of 2 working days.
18. Proposed communication facilities within the Town or A.D.O.T. rights-of-way will require the Development & Infrastructure Services Department Planning Division approval prior to applying for or obtaining a right-of-way use permit.
19. **Any flagmen used as a part of the traffic control plan shall be certified by completing a recognized Flagger Instruction Training Course.**