



City of Phoenix

ADMINISTRATIVE PROCEDURE (AP) 5.1

Requirements for Obtaining a Permit and Utility Construction Guidelines in Public Rights-of-Way

Prepared by the Street Transportation Director's Office and
the Office of the City Engineer



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Table of Contents

PURPOSE	1
GENERAL INFORMATION	1
Need for a Permit	1
PERMIT APPLICATION AND FEES	2
Permit Application	2
Permit Extensions	2
Annual Permits.....	3
Plan Review and Inspection Fees	3
PAVEMENT CUTS	3
Pavement Cut Restoration – Phoenix City Code	3
CONSTRUCTION PLAN REQUIREMENTS	4
Plan View Requirements	4
Profile Requirements.....	6
FACILITY ATTACHMENTS TO BRIDGES OR ROADWAY STRUCTURES	6
UTILITY PERMITS IN EXCLUSIVE EASEMENTS	6
CONSTRUCTION REQUIREMENTS	7
Notification of Construction	7
72-Hour Revision	7
Inspections.....	7
Restoration of ADA Ramps	7
Underground and Overhead Installation Requirements	8
Underground Installations	8
Overhead Cable Installations.....	8
Bike Paths	8
Construction Moratorium	8
Water & Sewer Horizontal and Vertical Separation Requirements.....	9
Horizontal Separation.....	9
Vertical Separation.....	9
Water & Sewer Variance Requests	9
Manhole, Handhole, and Pull Box Requirements.....	10
PERMITS ENCROACHING LIGHT RAIL TRANSIT (LRT) FACILITIES	10
ABOVE-GROUND UTILITY STRUCTURES	11
Submittal Requirements.....	11
Above-Ground Utility Structures in Alleys.....	11
Sanitation Truck Vehicles.....	11
Public Works Requirements.....	12-13

PUBLIC NOTIFICATION GUIDELINES	14
Public Notification Process Steps	14
Public Notification Process for Wireless Communication Equipment (WCE)	
Sites in Right of Way	15
DEVELOPER/CUSTOMER-PROVIDED TRENCHES AND JOINT BUILD TRENCHES FOR PRIVATE DEVELOPMENT PROJECTS	15
Revisions	16
Deviation from Joint Trench.....	16
NOISE ORDINANCE	16
ARIZONA ANTIQUITIES ACT	17
REFERENCES.....	18
EXHIBITS	
A – Permit Processing Flowchart.....	19
B – Minimum Cover Requirements for Proposed Utilities in the Public Right-of-Way	20
C – Plan Review Checklist	21
D – City of Phoenix General Notes for Utility Construction	24
E – Permit General Conditions	25
F – Sample Notification Letter for Wireless Communication Equipment	26

REQUIREMENTS FOR OBTAINING A UTILITY PERMIT AND UTILITY CONSTRUCTION GUIDELINES FOR WORK IN PUBLIC RIGHTS-OF-WAY

PURPOSE

The purpose of this document is to guide you through the process of obtaining utility permits for utility construction and provide construction guidelines for working in the public rights-of-way and on City of Phoenix-owned property.

GENERAL INFORMATION

The City of Phoenix grants permission for utility construction and maintenance work in the public rights-of-way and on all City of Phoenix-owned property by the issuance of a permit. The authority for administering and enforcing this administrative procedure is derived from Chapter 31 of the Phoenix City Code.

Governmental agencies, franchised and/or licensed utility companies providing electricity, gas, cable television, and communications, including telephone and wireless communications, receive utility construction permits from the Street Transportation Director. This document discusses utility construction permits issued by the Street Transportation Director only. It does not address private development or water and wastewater permits which are provided by the City of Phoenix Planning and Development Department. Likewise, it does not address permits that may be required by Federal, State, County, or other regulatory agencies.

The City of Phoenix administers all utility planning, permitting, and construction processes in accordance with the Arizona Utility Coordinating Committee (AUCC) Public Improvement Project Guide (PIPG), City of Phoenix Standard Utility Locations Manual, the Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction, and the City of Phoenix Supplements to MAG except as may be modified by this Administrative Procedure.

Need for a Permit

All utility work within the City of Phoenix rights-of-way requires a utility construction permit from the Street Transportation Director, whether for the construction and installation of utility facilities or repairs and maintenance of existing facilities. Permits are also issued for traffic control and locating existing facilities.

Permits ensure that all utility company facilities are:

- Constructed in the proper location with adequate spacing
- Built in accordance with acceptable materials and methods
- Installed in a safe and professional manner
- Existing infrastructure is protected
- Landscaping is restored
- Final completion is assured and acceptable
- Liability issues are properly addressed

Engineered construction plans must be submitted for technical review as part of the permit process. The objectives are to make optimum utilization of the space available in the public rights-of-way; to ensure compliance with all applicable City of Phoenix requirements; to coordinate with other utility companies, agencies, and the City's Capital Improvement Program project activities; and to minimize the risks and inconveniences to the public. During the review process, the City will assist in the resolution of conflicts, which may appear with respect to existing facilities in the area, proposed construction, or future improvements. (See **Exhibit A** for the utility permit processing flowchart.)

PERMIT APPLICATION AND FEES

Permit Application

A Permit Application for Utility Construction in the Public Right-of-Way, together with a complete set of construction plans (drawings, details, notes, etc.) and any additional required documentation (staking sheets, water/sewer variance forms, etc.) are submitted to the City of Phoenix Utility Coordination Section via the Utility Permit portal. The link to the Utility Permit portal and this Administrative Procedure can be found at:

<https://www.phoenix.gov/streets/utility-coordination/permits> and click on the Cloud Citizenserve button.

All construction drawings (plans) submitted electronically must be in PDF format and depict the Blue Stake colors that represent the utility facility.

Upon receiving the application and appropriate drawings, City staff will assign a reviewer and route the documents for technical review. This review includes:

- Ensuring compliance with construction standards and City requirements
- Determining whether proposed alignments are appropriate and maintaining proper clearances
- Verifying that work is in the public right-of-way
- Researching whether additional construction is planned in the vicinity and reviewing for conflicts with other facility alignments
- Verifying that joint trench opportunities have been explored and incorporated into the design
- Determining if work is proposed in newly paved streets and advising of City of Phoenix pavement restoration requirements. (see Phoenix City Code, Chapter 31, Sec. 31-49.1).
- Ensuring compliance with traffic engineering and ADA (Americans with Disabilities Act) requirements

The City of Phoenix requires all permitted utility construction projects to comply with the Arizona Utility Coordinating Committee project models, including the Joint Trench Use Model and the Western Underground Trench Formula. See "References" for more information.

The utility plan review and permitting process is 15 working days, not including City holidays. Upon completing the review, a utility construction permit will either be issued or denied. Approved permits are generally issued for 6 months. The permit will contain several comments, conditions, and traffic control regulations (**Exhibit E**). The approved permit is returned to the applicant electronically and the receipt indicates acknowledgment and acceptance of any stipulations and fees.

If the submittal is denied, the plans will be returned to the applicant along with the reason(s) for denial. The applicant must make the required modification to the plans and resubmit all pertaining documents, into the Utility Permit Portal. It is important that when resubmitting, the Utility Company job number remains the same as the original submittal. Upon receipt of resubmittal, the 15 working day plan review and permitting process begins again.

Permit Extensions

If the permittee does not complete the work under the approved permit within the provided timeframe, the permittee must request an extension to the permit before the expiration date. Permit extensions shall be requested no more than 30 days before the original expiration date. Extensions are normally granted for an additional 6-month period and can be requested via the Utility Permit Portal. Utility permits will be extended only ONCE. If work is not completed within that 6-month extension period, the permittee shall submit for a new permit. A permit extension fee applies.

Annual Permits

Annual Permits (sometimes referred to as Annual Citywide or Blanket Permits) may be issued for emergency work, lane closures, reoccurring minor facility maintenance work, and when authorized, replacement of minor above-ground equipment like-for-like, in public rights-of-way. Annual permits are also issued for locating existing facilities for design purposes (potholing).

Plan Review and Inspection Fees

Any public utility which is subject to the regulation of its rates and charges for services by the Arizona Corporation Commission shall pay the Street Transportation Director the amount billed monthly for the actual City cost of inspection and review services the City incurred during the month in providing services due to construction activities of the public utilities in public rights-of-way.

Plan review and inspection fees are assessed at an hourly rate. The hourly rates are reviewed and amended each fiscal year, July 1 – June 30. The City invoices the permittee within the following month after the plan review or inspection occurs. Please contact the Utility Coordination Section at 602-256-3341 to obtain the hourly rate for the current fiscal year.

PAVEMENT CUTS

Pavement Cut Restoration – Phoenix City Code

On December 13, 2017, Phoenix City Council passed Ordinance No. G-6395, amending Chapter 31, Article III, Section 31-38 of the Phoenix City Code to delete Section 31-38 (D); and amending Chapter 31, Article III, Section 31-49.1 of the Phoenix City Code to establish repair requirements for street pavement cuts. The effective date of this ordinance is December 13, 2017.

PAVEMENT CUT PER PHOENIX CITY CODE, CHAPTER 31, Article III § 31-49.1

Sec. 31-49.1. Duty of person to repair street; cuts in new street pavement.

A. *Definitions.* The following definitions apply to this section. The plural of the word or phrase includes the singular, and the singular includes the plural.

1. *Arterial street* means all major streets and arterial streets as designated on the existing street classification map.
2. *Asphalt mill and overlay/inlay pavement treatment* means removal of the top layer of street pavement with a milling machine and replacing the removed street pavement with a new layer of street pavement.
3. *Collector street* means all streets designated as collector streets and minor collector streets on the existing street classification map.
4. *Crack fill and seal* means application of fill and seal to cracks in the pavement surface.
5. *Local street* means all streets that provide direct access to residential, commercial, industrial, or other abutting land and for local traffic movements, and that connect to collector or arterial streets.
6. *New street* means a street that was constructed, reconstructed, or resurfaced, and that received final acceptance from the Street Transportation Director or designee less than two years before the proposed street pavement cut.
7. *Permittee* means a person that possesses a permit issued by the City of Phoenix to cut street pavement.
8. *Reconstructed street* means the removal of existing pavement to its sub-base and installation of new pavement.
9. *Resurfaced street* means any surface treatment applied to the roadway including asphalt mill and

overlay/inlay pavement treatment.

10. *Slurry seal pavement treatment* means to apply a mixture of water, asphalt emulsion, aggregate, and additives to an existing asphalt pavement surface.

B. *Duty to repair damaged street.* A person that causes damage to a public street while working in the public right-of-way must repair the street at the person's sole cost and expense in accordance with City standards and specifications. The damaged street must be returned as close to its original condition as practicable and the repair maintained for a minimum of one year.

C. *Pavement cut to new street.* Except for a total of three or less pavement cuts of two square feet or less made as part of a single permit, if a pavement cut is made to a new street, all of the following requirements apply:

1. The permittee must apply an asphalt mill and overlay/inlay pavement treatment to the full width of all lanes of an arterial, collector, or local street impacted by the cut(s). The treatment must extend a minimum of 25 feet in both directions from the pavement cut(s); and
2. The permittee must apply a slurry seal pavement treatment to the half width of an arterial or collector street, or the full width of a local street. The treatment must extend a minimum of 25 feet in both directions from the pavement cut(s).

D. *Pavement cut to street other than new street.* If a pavement cut of any size is made to a street other than a new street, the permittee must apply a slurry seal pavement treatment to the half width of an arterial or collector street, or the full width of a local street. The treatment must extend a minimum of 25 feet in both directions from the pavement cut(s).

1. For purposes of this section only, the permittee must apply Type IV slurry seal to an arterial or collector street, or Type II slurry seal to a local street.

E. *Crack fill and seal.* For all pavement cut repair areas, permittee must apply crack fill and seal between existing and new pavement areas prior to any pavement treatment.

F. *Pavement treatment for exceptions.* A slurry seal pavement treatment is not required for a new street or street other than a new street if there are no more than a total of three pavement cuts less than two square feet for each permit. (Ord. No. G-2470, § 1; Ord. No. G-3313, § 1; Ord. No. G-6308, 2017; Ord. No G-6395, 2017)

CONSTRUCTION PLAN REQUIREMENTS

Plan Review Requirements

Refer to Plan Review Checklist (**Exhibit C**) - Complete construction plan drawings shall include, but not be limited to the following:

- Proposed utility work should be designed in a continuous run, any breaks in work will require designs to be submitted and permitted separately.
- Proposed utility running lines cannot exceed 2,640 linear feet in length.
- A scale or dimension adequate to accurately depict relationships among the construction area's physical features and to identify potential conflicts. The scale should be no smaller than 1" = 40'.
- Stationing and offsets for all existing and proposed facilities within the proposed construction area.
- Existing and proposed right-of-way and adjacent easements are clearly labeled and dimensioned. Right-of-way lines shall be labeled "R/W" or "ROW".

- Location and size of all existing aboveground and underground utilities that the proposed utility construction would either cross or run parallel within the limits of the right-of-way corridor and the adjacent easement.
- Existing or proposed improvements including landscaping, above and underground structures, lip-of-gutter, back of curb, back of sidewalk, and front of sidewalk if not adjacent to the curb. When the proposed construction is located within the asphalt surface of the right-of-way, lip-of-gutter and/or edge of pavement shall be indicated.
- Storm drains, sanitary sewer lines, and water lines over 12 inches in diameter drawn to scale. Simply using a line symbol to indicate these facilities is not sufficient.
- All conduits or conduit systems over 12 inches in diameter or width shall be shown to scale if the proposed construction is within 2 feet of the existing conduit system.
- Total overall linear trench/bore and/or utility work footage for proposed work.
- Total linear trench/bore and/or utility work footage for proposed work in the right-of-way.
- Joint trench must identify all companies sharing the trench and include correlating joint trench details.
- Bore/receiving pits and potholes street cuts.
- Proposed utility alignment changes and crossings (underground and overhead) at a 90-degree angle with the road monument line.
- Locations and limits of the proposed construction, e.g., City of Phoenix boundary between other right-of-way owners.
- Dimensioned ties to the nearest cross street.
- Dimensioned ties to monument lines (not centerline of asphalt) in streets and to property lines in alleys and easements.
- Topography taken by field or aerial surveys or from up-to-date City record drawings showing the area of the proposed construction.
- Complete title block including the job number and construction address.
- Vicinity map indicating major cross streets and identifying the location of proposed work.
- North arrow on each plan sheet.
- Street names for all streets where the proposed work will be occurring.
- Property addresses and lot lines.
- City of Phoenix General Notes for Utility Construction. **(Exhibit D)**
- A legend showing all symbols used on drawings.
- A note stating, "Notify Arizona 811 at least two working days before construction". (In Maricopa County call 602-263-1100; statewide call 811 or 1-800-782-5348).
- All revisions to approved drawings must be made distinctive on revised drawings. The change to the drawing must clearly identify where the change was made. "Clouded" representation of revisions to approved drawings is the preferred method.

Profile Requirements

The profile shall include, but not be limited to, the following:

- Existing and proposed grades at intervals of 100 feet or less in the same alignment as the proposed construction. The profile shall be shown as a continuous line on the plans throughout the project.
- Existing and proposed facilities that the proposed utility will cross. Storm drains, irrigation lines, sanitary sewer lines, water lines, services, chilled waterlines, conduit systems, and underground utilities shall be drawn to scale. Simply using a line symbol to indicate these facilities is not sufficient. NOTE: All conduit systems over 12 inches in diameter or higher shall be shown to scale if the proposed construction is within 2 feet of the existing conduit system.
- Existing facilities shall be drawn showing their approximate outside dimensions.
- For clarity, a vertical scale that adequately depicts the installation of existing facilities is required. Please specify scale (1" = 2', 1" = 5', etc.). It is recommended to use different vertical and horizontal scales on profile details.
- Elevations shall be City of Phoenix datum and indicated on the plans. The City of Phoenix Street Transportation Department Survey Section ([602 495-2050](tel:6024952050)) may provide elevations datum information.

FACILITY ATTACHMENTS TO BRIDGES OR ROADWAY STRUCTURES

The City of Phoenix discourages the attachment of facilities to bridges and roadway structures. Facilities may be considered for installation only in situations where the utility company has demonstrated on their submitted utility drawing that all other means of installation are not practicable. Approval for attachments is granted by the City of Phoenix Bridge Section. If the attachment is approved, the utility company will be provided the structure number and a public records request can be made to obtain the bridge as-built drawings. The resubmitted drawing must include the following:

- Sealed plans
- Profiles and details on the proposed attachment to the structure
- Method of attachment
- Sealed structural calculations for all brackets and connection devices into the structure
- Plans and calculations must be sealed by an Arizona Registered Structural Engineer

Facility installations transporting commodities that are volatile, flammable, corrosive, or present high degrees of risk to persons and property in the event of damage to or failure of that facility are highly discouraged but may be reviewed and approved on a case-by-case basis.

UTILITY PERMITS IN EXCLUSIVE EASEMENTS

Exclusive easements such as sidewalk, landscape, trail, drainage, etc., are dedicated to the public for specific purposes and typically do not include the right of use for utility purposes. As custodians of the public rights-of-way, which includes these easements, the City of Phoenix cannot grant permission for additional uses of easements above what has been dedicated.

If a utility company has been granted a subordinate easement to the original dedications, then this must be noted on the plans and the utility company must supply dedication documents with the permit application and plans. The Utility Coordination Section will review the construction plans that contain work within the right-of-way and approve if the required criteria are met. The City will acknowledge the utility company's claim of easement based on the submitted documentation, but it will not be approved as part of the permit.

CONSTRUCTION REQUIREMENTS

The latest applicable MAG Uniform Standard Specifications and Details for Public Works Construction and the current City of Phoenix Supplements to MAG shall be followed for the installation of facilities. City of Phoenix Utility Inspection Section reserves the right, at its discretion, to request a land survey of the proposed improvements, running line, and right-of-way per MAG Section 601.2.3 and 608.4.3.

All work must comply with the requirements of the current City of Phoenix Traffic Barricade Manual and specific traffic regulations, which are contained in the approved permit.

The City of Phoenix Street Transportation Department's Right-of-Way Management Program governs all street and sidewalk restrictions and traffic control devices utilized in the right-of-way.

The permittee is responsible for ensuring the natural drainage is not impeded during and after construction. Stormwater management within the construction site is the responsibility of the permittee. Where required, the permittee shall obtain all necessary National Pollution Discharge Elimination System (NPDES) permits and comply with all applicable requirements therein.

Notification of Construction

The Permittee or its contractor is required to notify Utility Inspections, at least two business days before the start of work. Notification is made via the Utility Inspections portal:

<https://www.phoenix.gov/streets/utility-coordination/permits> and click the Cloud Citizenserve button.

A copy of the approved utility construction permit and approved construction plans shall be maintained at every job site and such items made readily available when requested by authorized City personnel.

72-Hour Revision

In the event a contractor encounters a conflict during construction that requires a redesign, the inspector may allow work to proceed if the contractor is able can work within a location of the permitted work that is free of conflicts. The utility company will be directed to submit a redesign to Utility Coordination within 72 hours. Upon receipt, Utility Coordination will confirm the 72 Hour Revision with the inspector and review the redesign within 15 business days. If the conflict is discovered during the pre-construction meeting, work will not commence on any portion of the job until a revision is submitted to and approved by Utility Coordination.

Inspections

Requests for City inspections must be coordinated with the Utility Inspector assigned to the project. Excavations may not be backfilled without a satisfactory inspection by the City of Phoenix inspection staff. Before starting work on a major or collector street, the permittee shall schedule a pre-construction meeting 5 working days in advance with the utility inspector.

Record drawings (a.k.a. As-Builts and Installation Records) of the completed construction must be maintained by the permittee in accordance with Arizona Revised Statutes and made available to the Street Transportation Department upon request. The record drawings shall be submitted in a format usable by the City and clearly labeled as such.

Restoration of ADA Ramps

The City's utility permit allows the permittee or its contractors to conduct work in the rights-of-way and requires that any work which alters streets, sidewalks, and ADA ramps comply with City Code, Maricopa Association of Governments (MAG) standards, City-adopted supplements to MAG, and all state and federal regulations and laws. Alterations include but are not limited to, resurfacing, rehabilitation, reconstruction, historic restoration, or

changes or rearrangements of structural parts of elements of a facility or any changes to a facility in the public right-of-way that affects or could affect pedestrian access, circulation, or use.

Any company that performs work that is deemed to cause an alteration to an existing ADA ramp will be required to restore the ADA ramp in conformance with the 2010 ADA Standards and details in MAG and City supplements.

Underground and Overhead Installation Requirements

The latest MAG Standard Specifications and Details, including City of Phoenix Supplements to MAG, shall be followed for the installation and maintenance of both underground and overhead facilities. Permits for overhead lines must comply with any agreement with licensed and franchised companies.

Underground Installations

- Minimum cover requirement (depths) shall be in accordance with **Exhibit B** of this manual.
- Existing underground facilities do not need to be shown on plans for overhead installations or maintenance (including overlashing) if excavations do not exceed 20 linear feet total, however, all ROW dimensions must be provided for the roads where work is taking place.

Overhead Cable Installations

- Minimum overhead clearance shall conform to National Electrical Safety Code vertical clearance requirements. No additional overhead storage will be considered, and excess facilities must be stored in an underground vault or cable enclosure.
- Overhead lines shall not obstruct or interfere with traffic signal visibility. Other governmental agencies or codes may require a greater distance. In such cases, the greater distance required shall prevail as the rule.
- When plans are submitted for utility pole relocation(s) and/or removal(s) by the pole owner, all secondary utility owners that are occupying the pole (s) must relocate their facilities within 30 business days of the new pole installation. When all attachments are clear, the pole(s) must be removed by the utility owner.
- Aerial storage or “slack loop” i.e., all excess facilities, must be placed into an underground vault or a ground-level #7 or #9 pull box UNLESS there is no room in the ROW or PUE for the vault.

Bike Paths

The City of Phoenix has adopted the following guidelines for work in bike lanes. If a pavement cut is made in a bike lane, the permittee or its contractor will be required to remove and replace the existing asphalt for the full width of the bike lane from edge of pavement to the outside edge of the bike lane for the entire length of the trench cut. If the trench or cut is across a bike lane, the permittee or its contractor will be required to mill and overlay 5 feet on both sides of the trench. Copies of the Bike Route Map can be obtained from the City of Phoenix Street Transportation Department.

Construction Moratorium

During certain times of the year, and for specific special events, the City of Phoenix does not allow pavement cuts and/or lane restrictions. For example, in areas near major shopping centers during the holiday season, (Thanksgiving to New Year’s Day) where an increase in traffic flow is expected, construction activities along with barricading, and trench plates may not be allowed. The City of Phoenix Street Transportation Department will inform the permittee or its contractor of any restrictions to construction when the request to start construction is submitted and will work throughout construction to obtain the timeliest completion of your construction.

For further information on traffic restrictions, contact the City of Phoenix Utility Construction Inspector assigned to the area of your build, or the Area Supervisor north of Bethany Home Road **(602) 228-0981**, or the Area Supervisor south of Bethany Home Road **(602) 206-0480**.

Water and Sewer Horizontal and Vertical Separation Requirements

The City of Phoenix “Design Standards Manual for Water and Wastewater Systems” mandates horizontal and vertical clearances from City of Phoenix water and sewer lines. The clearances are measured from outside of pipe to outside of pipe and are as follows:

Horizontal Separation

- Water and Sewer Mains - a six (6) foot minimum horizontal separation from any dry underground and above-ground utility shall be provided for water mains and sewer mains.
- Fire Hydrants - a six (6) foot minimum horizontal separation from any dry underground and above-ground utility shall be provided for fire hydrants.
- Private Fireline Services – a six (6) foot minimum horizontal separation from any dry underground and above-ground utility shall be provided for private fireline connections
- Water and Sewer Service Connections - a three (3) foot minimum horizontal separation from any dry underground utility shall be provided for water and sewer service connections.

Vertical Separation

- Distribution Mains (16-inch Diameter and Smaller) - a one (1) foot minimum vertical separation from any dry underground utility crossing shall be provided above and below water distribution, reclaimed, and sewer mains.
- Transmission Mains (Larger than 16-inch Diameter) - a two (2) foot minimum vertical separation from any dry underground utility crossing shall be provided above and below transmission water mains.
- Private Fireline Services – a one (1) foot minimum vertical separation from any dry underground utility crossing shall be provided above and below private fireline services
- Water and Sewer Service Connections – a six (6) inch minimum vertical separation from any dry underground utility crossing shall be provided above and below water and sewer service connections.
- Pre-Stressed Concrete Cylinder Pipe (PCCP) - clearance around PCCP requires four (4) foot vertical clearance or as required by the City of Phoenix Water Services Department.

Any Federal, State or Local codes or ordinances with stricter separation requirements will take precedence over the ones listed above.

Water and Sewer Variance Requests

A utility company requesting a variance from the above minimum clearances must do so in writing on a City of Phoenix Variance Request form. This form is available on the Utility Coordination Section’s website and shall be completed by the company and included with the company’s permit application submittal. A separate request is required for each variance request and will include the total encroachment measurement from outside-of-pipe to outside-of-pipe. The request will also include reasoning as to why the variance is being requested. The Utility Coordination Section will forward the request to the Water Services Department, which will either grant or deny the variance. When utility conflicts are found during construction, all changes and variances must be preceded by an approved plan revision.

Construction plans showing water and sewer mains/service connections that do not match the City of Phoenix record drawing information must be accompanied by stamped utility location sheets showing the exact location

of the underground structures. Construction plan approvals will be based on this information and will be forwarded to the utility inspector for use during the inspection of the installation.

Manhole, Hand Hole, and Pull Box Requirements

The Street Transportation Department must approve the placement of all manholes and hand holes in advance. A detailed drawing of the manhole must be submitted to the Street Transportation Department, Utility Coordination Section for review, where it will be kept on file. The drawings must include the ring and lid detail. The City will review the submittal for approval to construct in asphalt and landscape areas.

Placement of manholes, hand holes, and pull boxes in sidewalks is prohibited unless approved by the Street Transportation Department. On a case-by-case basis, the City will review instances where the permittee provides a substantial reason why placement of the manhole, hand hole or pull box in the sidewalk, is necessary. Placement of pull boxes under the sidewalk may be permitted provided the following note is placed on the plan sheet "Pull box to be installed under the sidewalk".

When plans are submitted for permit approval the manhole type must be called out to be cross-referenced with the manhole detail on file. If a manhole has not been submitted for approval, the permit application will be returned with a comment stating no manhole detail has been approved to date.

Due to the size of various manholes, the City of Phoenix Water Services Department may allow proposed manhole installations to encroach on the six-foot minimum horizontal separation requirement as long as the manhole extends at least to the bottom level of the City's water or sewer facility. This requirement is needed so that the City's facility does not undermine the permittee's facility. The City still requires at least three feet of clearance in these cases, but the utility lines still need to maintain the required six-foot horizontal separations from water and sewer facilities. A City of Phoenix Variance Request Form must accompany the submittal.

PERMITS ENCROACHING LIGHT RAIL TRANSIT (LRT)

Utility Coordination receives numerous utility drawing submittals for companies that desire to install new facilities, upgrade existing or relocate within LRT boundaries. Drawings that encroach LRT boundaries require an approval stamp from Valley Metro Rail (VMR) **before** submitting to the City of Phoenix. Encroachments are identified as:

- Utility work proposed within 10 feet and/or crossing existing tracks.
- Utility work proposed within ROW identified as future Light Rail alignment.

In addition, utility work within the right-of-way that is less than 10 feet from the Light Rail Guideway will require a Track Access Permit issued by VMR. The Light Rail Guideway is an area in which the light rail vehicles will operate and is defined by the limits of the curb and gutter and the adjacent roadway, sidewalk, or adjacent facility.

If a utility design within the LRT boundaries will also require a water or sewer variance, the utility company will submit a Deviation Form (available from VMR) when submitting drawings to VMR for an approval stamp. The approved Deviation Form will then be included in the submittal documents to the City of Phoenix as part of the utility permit application process.

All plans and permitting documentation must conform to the latest edition of the following references:

- City of Phoenix Administrative Procedure 5.1 (2023 Edition)
- Light Rail Design Guidelines Manual (METRO Operations and Maintenance Center, 602-652-5062)
- Light Rail Safety Maintenance Manual (METRO Operations and Maintenance Center, 602-652-5062)

ABOVE-GROUND UTILITY STRUCTURES

Submittal Requirements

All permit applications, excluding those inside the boundaries of new subdivisions that place an above-ground structure greater in height than 36 inches, must be accompanied by the following:

- Verify unobstructed sight-triangle compliance to Phoenix City Code, Chapter 31, Article 1, §31-13, Obstructing visibility at intersections. Structures over 36 inches in height are prohibited from being placed within the sight triangle.
- Three (3) photo simulations of the proposed structure's locations, one at 90 degrees, and the other two at 45 degrees on either side of the proposed location. Identify the location of the proposed structure, mark the location with white paint, use an orange traffic cone, etc.
- Submit a detailed drawing of the structure to be placed on file with the Street Transportation Department. All future permit plan submittals using the same structure can call out the structure type on the plan to be cross-referenced with our file. An acceptable alternative to a file copy of the structure would be to place a structure detail once on each permit plan submittal for every type of structure being placed.
- In addition to structure details, the plans must also include details of concrete pads that the equipment will be placed upon.
- Concrete pads must be the same height as the adjacent sidewalks and all cabinets and above-ground structures must be set back a minimum of 18 inches from the edge of the sidewalk. The distance from the front of the structure to the edge of the sidewalk must be shown on the plans.
- No structure will exceed 36 inches in height in the front yard of residential homes.

All drawings submitted for a utility permit, excluding new subdivisions, that place an above-ground structure equal to or less than 36 inches in height must call out structure size on the plans for each structure being placed, i.e., 24" x 24" x 36", or placed in a detail book supplied to the Utility Coordination Section.

All above-ground structures will adhere to applicable City of Phoenix planning and zoning ordinances. Copies of the ordinances pertaining to your specific job requirements are available through the City of Phoenix Planning and Development Department. Any variations to the above requirements must be agreed to in advance by the City of Phoenix Street Transportation Department. Please contact your Utility Coordination Team Liaison to set up a meeting to discuss a request for a variance.

The City understands that above-ground structures are necessary to serve utility customers, however, will review their placement and request redesign if the proposed location will cause more than a minimal disruption to a citizen's yard. In addition, the City urges utility companies to take into consideration the locations of existing structures in the area and ensure that when designing a new above-ground structure it is not placed in a way that any one citizen's yard becomes a "*utility box dumping ground*."

Above-Ground Utility Structures in Alleys

All utility equipment such as pedestals, cabinets, and transformers should be installed on the same side as the trash containers to avoid being hit by trash collection vehicles.

Sanitation Truck Vehicles

Residential alleys are typically 16 feet across, the truck is 8 feet wide at the wheels, and containers are 4'-3/4" feet across at the top.

The alley width must meet Field Services' safe alley collection standard of maintaining a continuous width of 14' throughout the alley to allow for the safe passage of the collection vehicle.

Public Works Requirements

- Structure must be placed far enough into the alley to allow the vehicle to enter without needing to maneuver around it. The required clearance for a structure in the alley is a minimum of 35 feet from the mouth of the alley. **(Figure 3)**
- If an alley has a turn or bend, the required clearance for a structure in the alley is a minimum of 35 feet from the turn or bend in the alley. No structure will be allowed placement in the turn or bend movement area of the alley.
- Structures on either side of the mouth must conform to Street Transportation Department visibility sight triangle standards, which are a minimum of 10 feet.
- Structures that exceed 36 inches in height will not be permitted for placement within 10 feet of either side of the mouth of the alley.
- Structures that are less than 36 inches with desired placement within the sight triangle will be reviewed on a case-by-case basis.
- Alley width must meet Field Services' safe alley collection standard and maintain a continuous width of 14 feet throughout the alley to allow for the safe passage of the collection vehicle
- Any above-grade pads for structures approved and permitted for installation in an alley must have rounded edges to decrease the possibility of damaging or blowing out a truck tire.
- If existing infrastructure is on the opposite side of the trash containers, an exception for installation can be made as long as the new facilities stay in the same alignment as existing structures.
- The following note must be placed on any proposed plan sheet vault is proposed in the alley "Vault will be flush, and traffic rated".

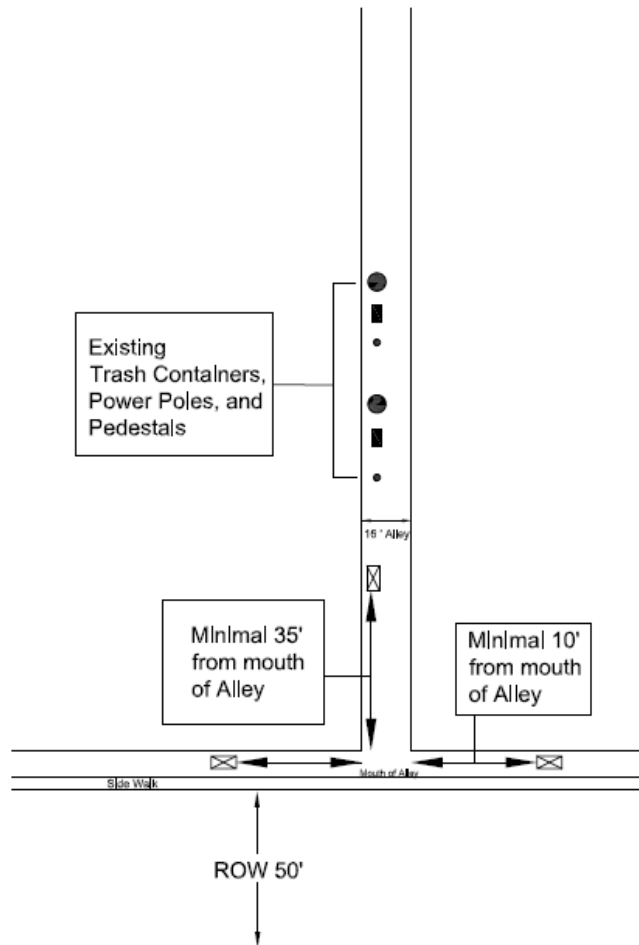
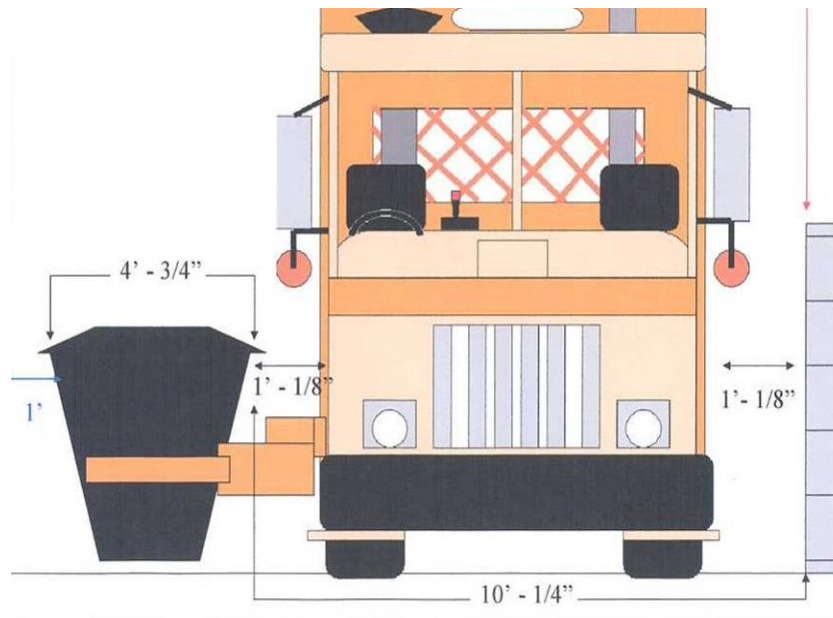


FIGURE 3.

PUBLIC NOTIFICATION GUIDELINES

The public notification process is classified into 3 scenarios:

1. For strictly maintenance projects with like-for-like replacements and no additional structures, no public notification is required.
2. For primarily maintenance projects, where the existing utility facilities are being upgraded, (e.g., replacing wood poles with steel, adding 12kv lines to an existing 69kv system, upgrading cabinets, etc.), compliance with the public notification process is required.
3. For new installations where facilities did not previously exist, compliance with the public notification process is required.

For projects that fall under scenarios 2 and 3, the Utility Company will place the following note on the cover sheet of the plan submittal "This design acknowledges that Public Notification is required" and that they have acknowledged and are following the guidelines provided below.

Public Notification Process Steps

- A. Identify the potential site for placement within the neighborhood. The site will be selected using aesthetics, and technical/engineering restrictions and may include Public Utility Easements (PUE) and/or Right-of-Way (ROW) areas. The preferred location will be outlined with white paint.
- B. Send an Information Packet to abutting property owners and any residences within the proposed structure's lines of sight. The packet will include a "before" and "after" photo simulation plus a diagram showing all work to be performed, including trenching in the area. At this time a 10-day citizen response period will begin.
- C. If the structure is proposed within a PUE or less than 50 feet from a residence, a utility company customer service representative will make personal contact with the property owner either by phone or in person, at the property owner's preference, to discuss any concerns the property owner may have.
- D. When a proposed location is outlined in white paint and continuing through the 10-day waiting period, the utility company shall post a sign with an explanation of the work and the hotline number (similar to what is done with zoning cases). The company shall accumulate feedback via a hotline number or e-mail. If feedback is negative and the citizens' concerns cannot be resolved, the process starts over with a second potential site and again with a third site, if necessary.
- E. Door tags and/or flyers will be provided two days before the start of construction to homes within 300 feet of the proposed site explaining what will occur.
- F. Oversee contract labor completing placement of the structure. A sign with the utility company's customer service hotline number will be placed at the location during the construction phase.
- G. Emphasize public relations and their willingness to work with residents and select alternate locations if there is strong resistance to the company's preferred placement.
- H. The use of the PUE and/or ROW shall be allowed on a case-by-case basis through the permitting process.
- I. For equipment new to the City of Phoenix rights-of-way, the company will establish a dedicated customer service program to serve the citizens of the City of Phoenix for construction issues.

NOTE: The City has the right to increase the notification period and radius of the notification area. Utility Coordination Staff will initiate monthly meetings with the utility company and their contractor, and continue them throughout construction as needed, to assess the effectiveness of the program and may make alterations as necessary to address the concerns of the affected residents.

Public Notification Process for Wireless Communications Equipment (WCE) sites in Right-of-Way

All companies authorized to install WCE sites in the City's right-of-way with antennas over 6 cubic feet and/or ground equipment over 28 cubic feet are issued a license "Agreement for Telecommunications Equipment in Right-Of-Way" also known as the Master License Agreement (MLA). A separate license must be issued for each separate site location, which is called a Site License Agreement (SLA). The following is the public notification process:

- All new installations are required to go through a 30-calendar-day public notification process.
- The notification area is typically a radius of 300 feet from the proposed site. However, the City reserves the right to increase the radius of the notification area for any reason. The notification area is measured from the center of the proposed location.
- The following items need to be included in the notification package:
 - Standard Notification Letter on Letterhead (**Exhibit F**)
 - Map of the area with notification ring displayed
 - Plan sheet of site plan and elevations at minimum
 - Photo Simulations
- On the day the notification package is mailed out, a copy of the notification package needs to be emailed to Kevin Sonoda at kevin.sonoda@phoenix.gov and the Small Cell Mailbox for Utility Coordination Section in order for the 30-day period to begin.
- We will enter the Site Name, company and notification start date into the Wireless Notification spreadsheet to begin tracking of the 30-day period.
- If the City receives any concerns, comments, or questions during the notification period, they will be relayed to the company for further action if necessary.
- At the conclusion of the 30-day period, the company is required to email Kevin Sonoda and the Small Cell Mailbox for Utility Coordination Section to provide all concerns, comments, and questions they received during the notification period.
- If all the concerns, comments, and questions were addressed, then an email from the City will be sent to the company approving them to move forward to permitting.

DEVELOPER/CUSTOMER-PROVIDED TRENCHES AND JOINT-BUILD TRENCHES FOR PRIVATE DEVELOPMENT PROJECTS

The developer/customer is responsible for trenching and backfilling all utility installations for private development in the right of way. The lead utility company (typically electric) will design its facilities and submit plans to the Utility Coordination Section for review. When the plans meet City of Phoenix standards, a permit will be issued to each utility company that will occupy the trench and a copy of the approved plans will be forwarded to the Planning & Development Department to issue a trenching (CUT) permit. The process eliminates discrepancies between the trenching and utility plans and provides a seamless service to the development community by allowing the lead utility company to submit one set of plans that results in permits for all companies placing facilities in the same trench in the right-of-way.

Plans submitted for joint trench review must contain the following information:

- Dimensioned ties from the monument or property lines to all dry utility trenches including service drop trenches.
- Dimensioned ties from the monument or property lines to all water and sewer lines, including services to check for appropriate clearances.
- Trench detail indicating each utility that will occupy the trench. It is imperative that the trench detail is accurate as this may delay the issuance of the CUT permit or PDD final inspections.
- Total trench and/or utility work footage for the dry utilities on the plans.
- Total trench and/or utility work footage for the dry utilities that fall within the right-of-way.
- Subdivision or development name and PDD project number.
- The plans must follow all applicable standards as outlined in this administrative procedure.

Revisions

All revisions to approved development drawings must be made distinctive on revised drawings. The change to the drawing must be clearly marked where the change was made. **“Clouded”** representation of revisions to approved drawings is the preferred method.

Deviation from Joint Trench

If any utility company facilities are proposed to deviate from the approved joint trench, a separate permit application must be submitted showing the locations of deviation and all applicable information listed above. If these plans also include developer/customer trenching, they will follow the same procedures as new submittals requiring a CUT permit and include the permit number assigned to the original construction plans.

If the plans include utility company trenching only, a CUT permit will not be needed, and the plans will be reviewed by the Utility Coordination Section and forwarded to the appropriate Utility Inspection staff.

NOISE ORDINANCE

The City’s noise Code is in PCC, Chapter 23, Article 1, Section 23-14. The section specifically addressing excavation work are in paragraph (i) and (j):

(i) *Excavation of streets, permit from Street Transportation Department Director.* The excavation of streets and highways in any residential district or section, other than within the hours specified in Section 23-14(h), except in the case of urgent necessity in the interest of public health, safety, and welfare, then only with a permit from the Street Transportation Director, which permit may be granted for a period not to exceed thirty days, while the emergency continues. If the Street Transportation Department Director should determine that the public health, safety, and welfare will not be impaired by the excavation of streets and highways within the hours specified in Section 23-14(h), and if he shall further determine that loss or inconvenience, should not result to any party in interest, he may grant permission for such work to be done other than specified in Section 23-14(h), upon application being made at the time the permit for work is awarded or during the progress of work.

(j) *Noises near schools, hospitals, churches, etc.* The creation of any excessive noise on any street adjacent to any school, institution of learning, church, or court while the same is in session, or adjacent to any hospital, which unreasonably interferes with the workings or session thereof, Provided, that signs must be displayed in such streets indicating that the same is a school, institution of learning, church, court or hospital.

ARIZONA ANTIQUITIES ACT

The state statutes regarding excavation and discovery of artifacts are contained in ARS Title 41, Chapter 4.1, Article 4 §41-841 et seq. and ARS Title 41, Chapter 4.1, Article 4 §41-865.

There are archaeologically sensitive locations throughout the City of Phoenix. If the project is within an archaeologically sensitive area and ground disturbance is greater than a 2-foot by 2-foot area, greater than 1 foot in depth, the permittee will need to enlist a qualified archaeologist to monitor the ground disturbance.

Per the Arizona Antiquities Act – ARS 41-841 et seq. and ARS 41-865, if archaeological resources (pottery, etc.) or human remains are encountered, all work must stop immediately in the area of the discovery and the City Archaeologist (Laurene Montero, 602-495-0901) and City Inspector (602-534-1400) must be notified. The contractor shall take all reasonable steps to secure and protect the discovery until such time as the discovery can be properly assessed. Work shall not resume in the area of discovery until the City Archaeologist has provided authorization.

In 1990, the Arizona legislature amended two state laws (Arizona Antiquities Act & State Historic Preservation Act) that protect human burials and associated artifacts on both private and state land. As specified in these laws and rephrased below:

1) A person shall not knowingly excavate in or upon any historic or prehistoric archaeological site, except when acting as a duly authorized agent of an institution or corporation organized for scientific research or land use planning purposes. [*Arizona Revised Statute §41-841(A) – Archaeological Discoveries*] Any person, institution or corporation violating any provision of the article is guilty of a class 2 misdemeanor. [A.R.S. §41-841-Violation]

2) A person who knowingly excavates in violation of A.R.S. §41-841 is guilty of a class 5 felony pursuant to the Arizona Criminal Code – Title 13. A second or subsequent violation under this subsection is a class 3 felony. [A.R.S. §13-3702.01 – Excavating Certain Sites]

A class 3 felony carries potential penalties of up to two years in prison.

REFERENCES

1. Arizona Utility Coordinating Committee (AUCC) Public Improvement Project Guide:
<http://arizona.apwa.net/Content/Chapters/arizona.apwa.net/Documents/PIPG%20-%202011.pdf>
2. City of Phoenix Standard Utility Locations Manual:
https://www.phoenix.gov/streetssite/Documents/d_050756.pdf
3. The Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction:
https://azmag.gov/Portals/0/Documents/MagContent/2021_MAG_Uniform_Standard_Specifications_for_Public_Works_Construction_SPECS_FINAL.pdf
4. City of Phoenix Supplements to MAG: <https://www.phoenix.gov/streetssite/Documents/092021.pdf>
5. City of Phoenix Design Standards Manual for Water & Wastewater Systems:
<https://www.phoenix.gov/waterservices/publications>
6. City of Phoenix Traffic Barricade Manual: https://www.phoenix.gov/streetssite/Documents/d_039129.pdf
7. Arizona Revised Statutes: <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>
8. Arizona 811: <http://www.arizona811.com/>

EXHIBIT A

PERMIT PROCESSING FLOWCHART

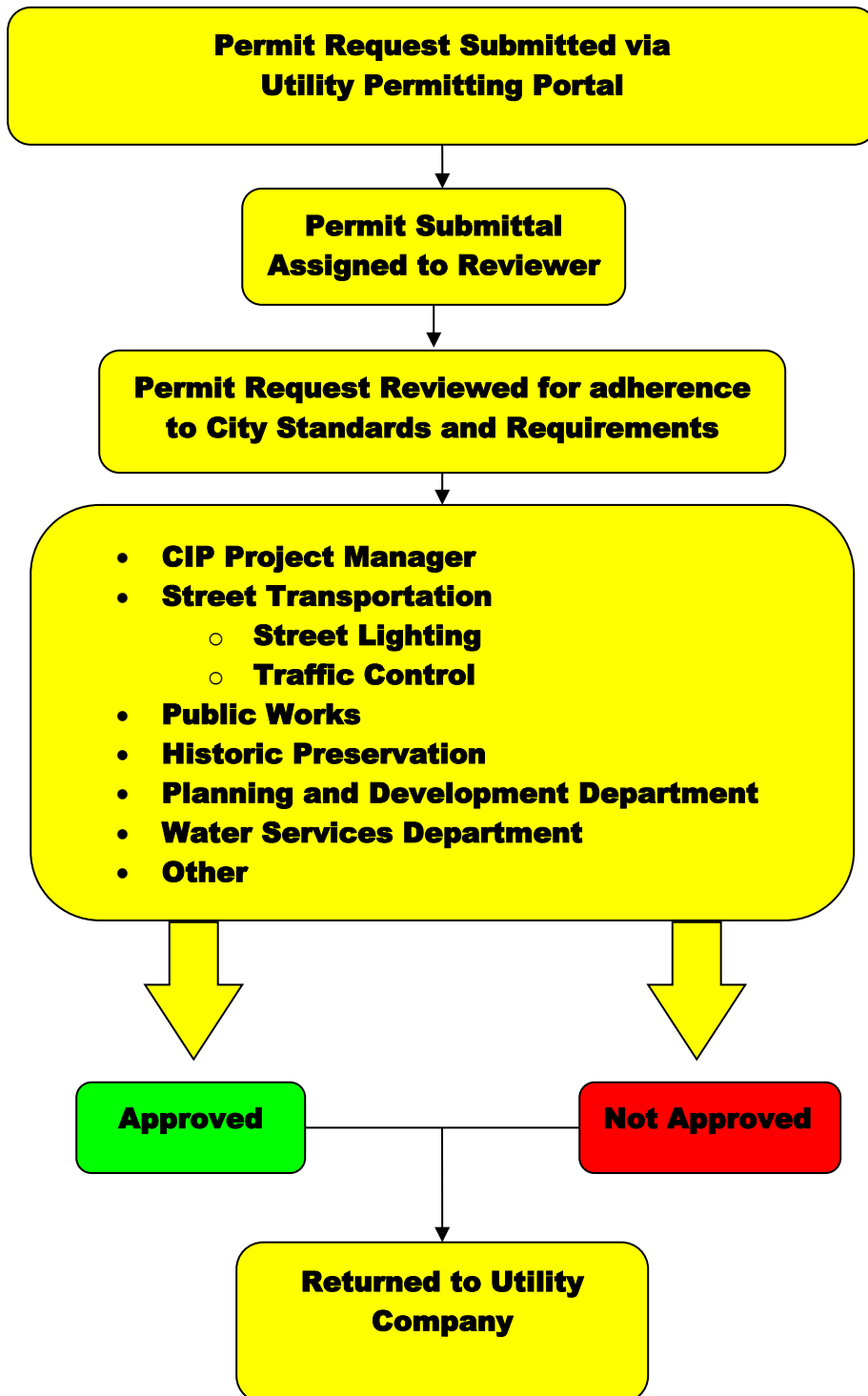


EXHIBIT B

**MINIMUM COVER REQUIREMENTS FOR
PROPOSED UTILITIES IN THE PUBLIC RIGHTS-OF-WAY**

ITEM	DESCRIPTION	MINIMUM COVER
1 – Power	0-600Volt Include Street Light	24"
	601 - < 69KV Less	30"
	>= 69KV	42"
2 – Gas	Services	24"
	Mains	36"
3 – Manholes (APS)		36"
	(SRP)	36"
4 – Telecommunications including fiber optics	Services Major / Collectors	36"
	Services Residential	24"
	Trunklines ^(a)	48"
5 – CATV	Coaxial Collector & Residential	24"
	Major	36"

(a) To include fiber optic cable providing telecommunications serviced by connecting regions or states or by connecting central offices within a metropolitan area.

NOTE: These are the minimum coverage requirements for work in the City of Phoenix rights-of-way. Work in undeveloped rights-of-way should be designed to account for any future grade changes. Depths must meet the minimum cover after any change in the grade of the right-of-way. The Street Transportation Department may authorize deviations from these standards under unusual and compelling circumstances.

EXHIBIT C

PLAN REVIEW CHECKLIST

The purpose of this checklist is to offer comments on the plans submitted for approval for a utility construction permit. This checklist serves to minimize redline comments on the plans and to maintain consistency among plan reviewers. Plan approval and issuing permits depend on compliance with Administrative Procedure 5.1.

CONSTRUCTION PLAN REQUIREMENTS

- Existing and proposed rights-of-way and adjacent easements with dimensions. Right-of-way lines shall be labeled "RW" or "ROW"
- Dimensioned ties to monument lines in streets and to property lines in alleys and easements
- Dimensioned ties to the nearest cross streets
- Identify and dimension roadway improvements. A typical detail is sufficient for every right-of-way on the plan. Detail should include lip-of-gutter, curb, back of sidewalk, and front of sidewalk if not adjacent to curb
- In areas with new development, all existing and proposed roadway improvements should be shown
- A scale or dimension adequate to depict relationships among the physical features within the construction site and to identify potential conflicts. The scale should be no smaller than 1" = 40'
- All existing and/or proposed facilities that the proposed construction would cross and/or parallel within the limits of the right-of-way.
- Station and offsets, or dimensioned tie-downs to all existing and proposed facilities within the proposed work area
- Proposed facilities must provide a 2' horizontal clearance from existing and proposed dry utilities and storm drain facilities, and a 6' horizontal clearance from wet utilities (water, sewer, fire hydrants).
- Storm drains, sanitary sewer lines, and water lines, over 12" in diameter shall be drawn to scale. All conduit systems over 12" in diameter or wide shall be shown to scale if the proposed construction is within 2' of the existing conduit system
- Identify locations and limits of proposed construction. Clearly differentiate between City of Phoenix and others' rights-of-way
- Aerial and underground utility crossings at a 90-degree angle to the road monument line
- Changes to underground utility alignments at a 90-degree angle to the road monument line, no diagonal alignments.
- Current topography showing existing conditions that will be affected by the proposed construction
- Vicinity map indicating major cross streets and identifying the location of proposed work
- North arrow, preferably with north up or to the right
- A legend showing all symbols used on drawings
- Bluestake note or symbol
- Street names for all streets where the proposed work will be occurring
- Completed title block including job number and construction address

EXHIBIT C (continued)

- ❑ Utility company logo and job number
- ❑ City of Phoenix General Notes for Utility Construction (**Exhibit D**)
- ❑ Trench detail showing width and depth and number of conduit or pipe depth shall be in accordance with the requirements in **Exhibit B**.
- ❑ Stationing and offsets for all existing and proposed facilities within the proposed construction site
- ❑ Total overall linear trench/bore and/or utility work footage for proposed work
- ❑ Total linear/bore and/or utility work footage for proposed work in the right-of-way
- ❑ Joint trench designs must be identified as such and details will include all companies that will be occupying the trench
- ❑ Variance letters for clearance less than six feet from water and sewer mains and fire hydrants, and three feet from services; includes private drives per City of Phoenix standard detail P1020-2
- ❑ All proposed equipment details are shown and dimensioned on the plan including but not limited to pedestals, transformers, pads, switching cabinets, and manholes as well as details for any concrete pads the equipment will be placed upon.

PROFILE REQUIREMENTS

- ❑ Elevations taken from existing surface grade at intervals of 100' or less in the same alignment as the proposed construction
- ❑ Continuous line on the plans throughout the project
- ❑ Finish and/or natural grade profile if it is within the proposed construction site
- ❑ Identify all existing and proposed facilities that the proposed construction would cross
- ❑ Storm drains, sanitary sewer lines, water lines, and chilled water lines over 12" in diameter shall be shown drawn to scale
- ❑ All conduit systems over 12" in diameter or height shall be shown to scale if the proposed construction is within 2' of the existing conduit system
- ❑ Vertical scale that adequately depicts the installation of existing facilities. 1" = 2' or 1" = 5'
- ❑ Elevations shall be City of Phoenix datum and indicated on plans
- ❑ A horizontal scale adequate to identify conflicts, no smaller than 1" = 40' is acceptable

SPECIAL REQUIREMENTS

- ❑ All aerial work must conform to NESC vertical clearance requirements
- ❑ No aerial storage or "slack loop", all excess facilities must be placed into an underground vault or a ground-level #7 or #9 pull box
- ❑ The MAG Standard specifications and details, including current City of Phoenix supplements, will be followed for the installation of both underground and overhead facilities. Permits for overhead lines must comply with any agreements with licensed or franchised utility companies

EXHIBIT C (continued)

ABOVE GROUND STRUCTURES

- ❑ All structures height, width, and length must be dimensioned
- ❑ No above-ground structures to be placed within 5.5' back of existing curb in areas with no sidewalk

Cabinets under three feet in height

- ❑ Dimensions of structure
- ❑ Eighteen-inch setback from the sidewalk to the face of the structure
- ❑ Flush to sidewalk elevation if adjacent to the sidewalk
- ❑ Pad size and location in detail

Cabinets over three feet in height.

- ❑ No front yard placement of structures over 36 inches in height is allowed.
- ❑ Dimensions of structure
- ❑ Eighteen-inch setback from the sidewalk to the face of the structure
- ❑ Three pictures (front, left, and right views) of the proposed site with a cone at proposed structure locations
- ❑ Four pictures along a rear yard if structure may affect swimming pools, gates, etc.
- ❑ Pad size and location in detail
- ❑ The structure cannot be placed in sight visibility triangle

EXHIBIT D

CITY OF PHOENIX GENERAL NOTES FOR UTILITY CONSTRUCTION

1. All utility construction shall conform to the latest Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction, and the City of Phoenix Supplements to MAG.
2. All work performed in the City of Phoenix rights-of-way shall be governed by the latest edition of the City of Phoenix Traffic Barricade Manual.
3. This set of plans was reviewed by the City of Phoenix Utility Coordination Section in compliance with City requirements. However, such review shall not prevent the City from requiring correction of errors found to be in violation of any law, ordinance, or City of Phoenix requirement for utility construction in the rights-of-way.
4. The contractor shall have a copy of the approved/stamped construction plans and approved traffic control plan at the project site at all times.
5. All utilities crossing streets must be bored or punched unless permission to open cut has been given in writing by the Street Transportation Director.
6. Before starting any work on a major or collector street, the utility company shall schedule a preconstruction meeting with the City of Phoenix Street Transportation Department's Utility Inspection Section.
7. The City of Phoenix does not warrant any quantities shown on these plans.
8. Utility companies shall coordinate alley work with the City of Phoenix Public Works Department's Solid Waste Division.
9. The utility company shall contact the City of Phoenix Street Transportation Department's Utility Inspection Section a minimum of 48 hours in advance of starting work, giving location and permit number in order to schedule inspections.
10. All work requiring asphalt replacement, concrete replacement, or resurfacing alleys in the City of Phoenix right-of-way will require a final inspection with the utility company representative at time of completion.
11. Maintain a minimum six (6) feet horizontal separation and one (1) foot vertical separation from all water and sewer mains, all measurements outside to outside.
12. City of Phoenix Utility Inspection Section reserves the right, at their discretion, to request a land survey of the proposed improvements, running line and right-of-way per MAG Section 601.2.3 and 608.4.3.

EXHIBIT E

GENERAL CONDITIONS

1. That the permittee assumes the responsibility and all liability for any injury or damage to any person or property while using said right-of-way in a lawful manner, caused by or arising out of the exercise of this permit.
2. That all work done shall be at the sole expense of the permittee and shall be done at such time and in such manner as to be least inconvenient to the traveling public and, as directed by the City, work must be satisfactorily completed in the time specified on this Permit.
3. That when the proposed work is completed, the permittee shall repair the roadbed, replace the surfacing material thereon and repair the entire site to existing conditions or better.
4. If material and/or workmanship fail to pass final inspection, the permittee will remove and/or replace the same within such time as specified by written notice from the City. If at any time thereafter, any material used by the permittee in replacing or reconstructing any part of said right-of-way proves defective, the permittee will replace the same with the kind and quality of material which the City shall specify.
5. That if the title and possession of any property placed upon the right-of-way by the permittee or owner remains in name of said permittee or owner, the permittee or owner shall and will promptly perform all necessary repair work upon written notice from the City, and will not permit or allow any condition to exist which would be a hazard or source of danger to the traveling public.
6. That if anytime the right-of-way or any portion thereof occupied and used by the permittee or owner may be needed or required by the City, any permit granted in pursuance of this application may be revoked by the City and all rights thereunder terminated, and, upon sufficient notice, the permittee or owner shall remove all property belonging to said permittee or owner.
7. That in the event that the work to be done under the authority of the Permit necessitates the creation of any hazard or source of danger to any person or vehicle using said highway, the permittee shall provide and maintain at all times during the existence of said hazard, sufficient barriers, danger signals, lanterns, detours, and shall take such other necessary measures or precautions as the City shall direct. Barricading of streets and channeling of traffic shall conform to the provisions of the current City Of Phoenix Traffic Barricade Manual. All work performed under the authority of this permit shall be in accordance with the City's manuals applicable thereto.
8. That in the event of property, or the area occupied by such property, belonging to or being used by the permittee within any portion of the right-of-way interferes with, or is needed to construct, maintain, reconstruct, improve or relocate any highway, street, road, drainage or sewer lines, or structures pertaining to, by, or for the City, the permittee shall, at its own expense, relocate, remove, lower or raise such property within a reasonable time, when so notified by the City, State or County.
9. That this Permit includes and incorporates all provisions of any applicable City codes and ordinances.
10. This Permit is valid for use by franchised or licensed Utility or CATV companies for work in City of Phoenix right-of-way only.
11. This Permit does not authorize damage to private property or landscaping or infringement of land rights whether in right of way or not.
12. The permittee shall follow all applicable city, county, state, and federal regulations while performing the work under this permit.
13. The permittee shall obtain all necessary city, county, state, and federal permits to perform the work under this permit.

TRAFFIC REGULATIONS

- A. Permittee shall follow all applicable regulations in the current edition of the City of Phoenix Traffic Barricade Manual.
- B. Unless otherwise provided for in the attached Traffic Restriction Checklist, all traffic on this project shall be regulated as specified in the current edition of the City of Phoenix Traffic Barricade Manual.

Permittee agrees to perform all work in accordance with Chapter 32A of PHOENIX CITY CODE, in accordance with the plans and special provisions as approved. This Permit is issued for the purpose described in the application and must conform to CITY OF PHOENIX ADMINISTRATIVE PROCEDURE #5.1.

Approved work or construction shall be provided in accordance with approved plans, standard details, specifications and special requirements, all of which are hereby made a part of this permit.

EXHIBIT F

COMPANY LETTERHEAD

DATE

RE: Company Name Proposed Wireless Communication Equipment in City of Phoenix Right of Way

Dear Resident/Business,

Company Name is sending this letter for the purpose of providing notification and information to you concerning its application with the City of Phoenix for installation of wireless communication equipment within the City of Phoenix right of way.

The proposed site is on an existing streetlight located at the southeast corner of XX Avenue and XX Drive within the City of Phoenix right of way.

The proposed wireless communication equipment is needed to improve coverage and capacity for this area plus will allow for increased access to advanced wireless voice and data services. Proposed improvements will include adding antennas and microwave dish flush mounted to the streetlight, with a cabinet (ground equipment) located in the right of way. The site will blend with the surrounding verticality and will be painted to match the existing streetlight pole. The streetlight will continue to function as normal.

Included with this letter is a copy of a photo simulation and drawing as reference.

If you require more information or have questions, please contact me at (XXX) XXX-XXXX or email at email.name@company.com. If you have jurisdictional questions, please contact the Street Transportation Utility Coordination Special Projects Administrator, Kevin Sonoda at (602) 262-4970 or kevin.sonoda@phoenix.gov.

Regards,

Contact Name

Consultant Company Name for Company Name