

# RIGHT OF WAY/PUBLIC EASEMENT ENCROACHMENT PERMIT APPLICATION

City of Casa Grande Planning & Development, 510 E. Florence Blvd, Casa Grande, AZ 85122

Phone: 520.421.8630 Submittal Email: [epermitscasagrande@gmail.com](mailto:epermitscasagrande@gmail.com)

Inspection Request: <https://casagrandeaz.gov/504/Engineering-Inspections>

## Description & Permit Usage

The E14C Right of Way/Public Easement Encroachment permit is intended for permanent or long-term encroachment within the public ROW/easement. These encroachments involve **fixed, non-utility installations** or structures that remain in place beyond a temporary period and may require review for compatibility with surrounding development and public infrastructure. Uses include (but are not limited to) drainage facilities, driveway access improvements, structural installations (e.g. walls, overhangs, footings, fencing), permanent landscaping features, or private signage. This permit is **not intended** for short-term or temporary encroachments (see E14B), for small wireless facilities (see E14D), nor for permanent utility installations (see E14A).

If closures are required for installation, please also submit an E14B permit.

E14C permits are required to be renewed annually and will need to be resubmitted upon expiration.

Please provide all necessary information and include all necessary attachments (see page 3 for submittal requirements).

Applicants may obtain clarification on the specific steps involved in processing this application, as well as information about any applicable codes or regulations, by contacting an Engineering Technician via email at [epermitscasagrande@gmail.com](mailto:epermitscasagrande@gmail.com) or by calling 520-421-8630 and requesting to speak with the Development Center engineering technician

**Upon completion, please send application and submittal items to: [epermitscasagrande@gmail.com](mailto:epermitscasagrande@gmail.com)**

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Specify type of Encroachment being requested:

Structural Encroachment  
 Signage

Landscaping  
 Other (Specify) \_\_\_\_\_

1. Project Location: \_\_\_\_\_

2. Renewal of previous EI4C permit?  Yes, permit number: \_\_\_\_\_  No

3. Description of Work: (Include scope of work in terms understood by the general public.)  
\_\_\_\_\_  
\_\_\_\_\_

4. Does the improvement described above produce income for the applicant?

Yes  No

5. Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

6. Contractor Performing Work: \_\_\_\_\_

ROC License Number & Class \_\_\_\_\_ ACC Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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## **Submittal Requirements**

### **1. Site Plan (see page 4)**

### **2. Engineering Plan (see page 5)**

An engineering plan is required when infrastructure poses a potential risk to Right of Way users

### **3. Application Review Fees**

- a. Review Fees (Non-Franchise Applicants): \$73.50
- b. Review Fees (Franchise Applicants): No Fee
- c. Technology Recovery Fee: 5% of Total permit Fees

## **Public Notice**

When deemed necessary, City staff will prepare and mail a notification of the proposed Right of Way encroachment proposal to all surrounding property owners within 200 ft. of the project location. Public input will be considered in determining the extent to which the proposal is compatible with the surrounding development

## **Encroachment Permit Review Criteria**

City staff will review each Encroachment permit in compliance with the following criteria as appropriate:

1. Will the private improvements (structures/equipment) conflict with City and/or private utility use of the Right of Way?
2. Will the private improvements (structures/equipment) pose a traffic hazard?
3. Will the private improvements (structures/equipment) be compatible with the surrounding development?

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## **Site Plan Requirements**

This list is intended to serve as a guideline for applicants who are submitting site plans for City of Casa Grande review. This list is not meant to serve as an all-encompassing list of requirements, and all plans should follow public works standards and must conform to or be of a higher standard than the requirements outlined below.

1. All site plans must be clearly presented with a north arrow, scale bar, and legend.
2. The site plan must clearly define the work area. At minimum, plans must illustrate the following:
  - a. ROW area to be affected
  - b. Property lines & dimensions
  - c. Names of adjacent streets & alley ROW
  - d. Location of public infrastructure within the work zone
  - e. Utilities (if affected)
  - f. Locations & dimensions for all private improvements, structures, and equipment to be within public ROW.

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## Engineering Plan Requirements

This list is intended to serve as a guideline for applicants who are submitting engineering plans for City of Casa Grande review. This list is not meant to serve as an all-encompassing list of requirements, and all plans should follow engineering & public works standards and must conform to or be of a higher standard than the requirements outlined below.

1. All engineering plans must be clearly presented with a north arrow, scale bar, and legend.
2. The engineering plan must clearly define the work area. At minimum, plans must illustrate the following:
  - a. ROW area to be affected
  - b. Property lines & dimensions
  - c. Names of adjacent streets & alley ROW
  - d. Location of curbs, sidewalks, benches, landscaping, buffers, etc.
  - e. Utilities
  - f. Drainage features with indication of existing drainage patterns
  - g. Locations & dimensions for all private improvements, structures, and equipment to be within public ROW
3. Include general notes or callouts addressing:
  - a. City of Casa Grande standards and details (can be found [here](#))
  - b. ADA standards & compliance
  - c. Dust & noise control measures
  - d. Utility undergrounding
  - e. Trench restoration
  - f. Surface repair details
  - g. ROW landscaping, lighting, signage coordination
  - h. Utility conflict & mitigation
  - i. Cross sections of underground installations per City standards
  - j. Precise measurements for all installations

**Over-All Review Timeframe for Engineering Permits <sup>1,7,8</sup>**

Permit Classification	Administrative Completeness Review (CR) of Initial Submittal <sup>2</sup>	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter <sup>4,8</sup>	CR Review of Re-Submittal	Review of Resubmittal <sup>5,7,8</sup> and Staff Decision to Approve/Deny	Over-All Review Timeframe <sup>6,7,8</sup>
ROW Encroachment (E41C)	2	30	2	30	64

<sup>1</sup>All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible

<sup>2</sup>Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

<sup>3</sup>Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

<sup>4</sup>Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the 1<sup>st</sup> comprehensive review document.

<sup>5</sup>Review of resubmittal shall be limited to:

- a) Addressing 1<sup>st</sup> review comments that the applicant failed to adequately address in their resubmittal; or
- b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.

<sup>6</sup>Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

<sup>7</sup>If an applicant requests significant changes, alterations, additions or amendments to an application that are not in response to the request for corrections, the City may make **one additional comprehensive written request for corrections (i.e., review of 2<sup>nd</sup> resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

<sup>8</sup>The Substantive Review timeframe and the Overall Review timeframe may be extended by mutual consent of the applicant and the City. Said extension shall not exceed 50% of the Overall timeframe.

<sup>9</sup>Indicates that the Project will require a public hearing and Board/Commission and/or City Council approval. For these Projects the Substantive Review period ends when staff schedules the application for the public hearing and Board/Commission/City Council action.

In accordance with the Regulatory Bill of Rights (ARS 9-835), the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd review if necessary, within the stated prescribed timeframe. Your consent is not required at time of application submittal. Applicants who do not sign below will be contacted by City staff if a 2nd review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the review cycle are eligible for re-application to address the code/policy deficiencies which were the basis for the application denial with the payment of a fee equal to 25% of original application fee amount. Said re-application shall occur within 90 days of the application denial.

I hereby consent to an extension of the stated Substantive Review timeframe from a maximum of \_\_\_\_\_ additional days

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Agreed to by City

A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town.
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

B. An employee who is authorized and able to provide information about any communication that is described in subsection A of this section shall reply within five business days after the city or town receives that communication

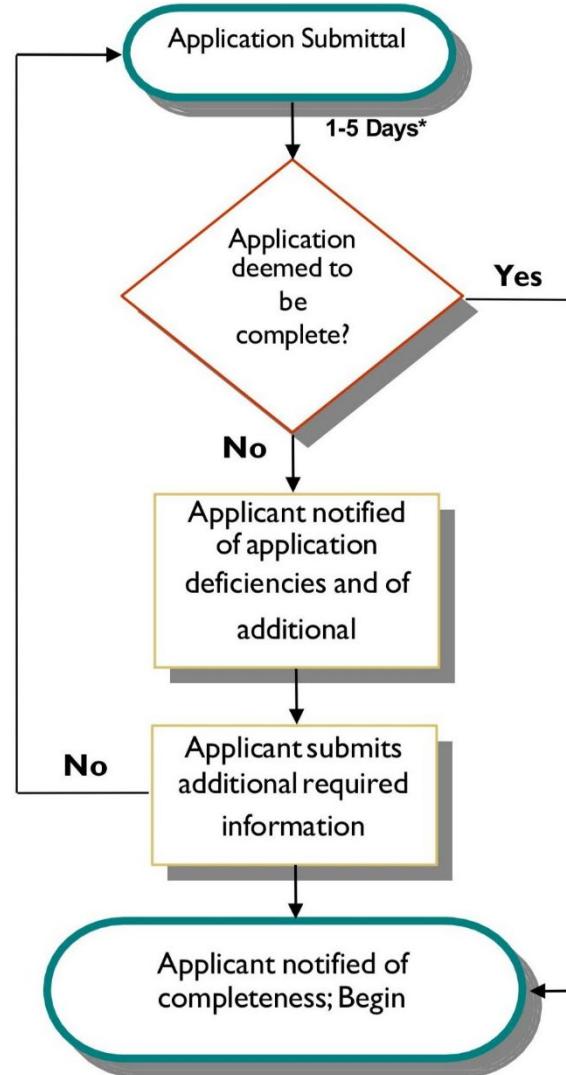
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## Administrative Completeness Review Process



\* All time frames are listed as business days

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## Substantive Review Process

