

## ANNUAL OPEN OCCUPANCY 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 E14E Annual Open Occupancy Permit is intended to allow continual, city-wide utility maintenance work or civil work by companies within the public Right of Way.

This permit is for a calendar year or for a duration approved by city staff, and is required to be renewed annually. Proper documentation must be submitted upon permit closeout and before renewing. (See submittal requirements.)

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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### I. Applicant Information

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

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

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

2. Renewal of previous EI4E permit?  Yes, permit number: \_\_\_\_\_  No

3. Associated with another building/construction permit?

Yes, permit number(s): \_\_\_\_\_  No

4. Description of Anticipated Work: (Include scope of work in terms understood by the general public.)

\_\_\_\_\_

5. If possible, indicate the following. You may select more than one. (anticipated):

<input type="checkbox"/> Trenching	<input type="checkbox"/> Boring	<input type="checkbox"/> Infrastructure/Restoration
<input type="checkbox"/> Scheduled	<input type="checkbox"/> Emergency Repair	
Repair	Work	

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## **Application Submittal Requirements**

### **1. Traffic Control Plan (see pages 4-6)**

Typical traffic control plans that cover the scope of work to be done under the E14E permit are required. These may include typical lane closure, football closures, shoulder closure, and shadow trucks. It would not include traffic control plans that require detours or full road closures (see permit E14A).

### **2. Cover Letter**

Include a statement acknowledging that the Annual Occupancy Permit will be used for Traffic control that is low impact to public use and not all encompassing. The cover letter should describe the reason for applying for annual occupancy permit and reference any franchise/lease agreements where applicable.

### **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

## **Requirements Once Issued**

1. Prior to commencing work, the permittee shall schedule a pre-construction meeting online with a City construction inspector prior to each job/task that is completed using the Annual Open Occupancy Permit.
2. The permittee shall coordinate with the City of Casa Grande's PIO as outlined in the City of Casa Grande Right-of-way Standard Conditions.

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### **Permit Closeout Requirements**

#### **1. Work done under E14E Permit**

- a. A list of all work done under the E14E permit is required to be submitted at closeout. Descriptions should include location of work, a brief description, a timeframe, the traffic control plan used (if applicable), and contractor information (ROC License num & class, ACC num, address, city, state, zip, phone, email).
- b. Provide as-built plans for applicable projects.

#### **2. Application for renewal**

If renewing, a new application indicating renewal is required to be submitted.

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### **Traffic Control Plan (TCP) Requirements**

This list is intended to serve as a guideline for applicants who are submitting traffic control plans for City of Casa Grande review. This list is not meant to replace the Manual on Uniform Traffic Control Devices (MUTCD) or ADOT Supplement to the MUTCD, but rather, to address the standard practices for the City of Casa Grande. This list is not meant to serve as an all-encompassing list of requirements, and all traffic control plans should execute sound engineering judgment and must conform to or be of a higher standard than the methods outlined below.

1. All traffic control plans must be clearly presented with a north arrow, scale bar, and legend.
2. All traffic control plans must adhere to all requirements and guidelines of the most current revised Manual on Uniform Traffic Control Devices (MUTCD), Arizona Department of Transportation supplement to MUTCD.
3. The TCP must clearly define the work area and the work to be done that requires a TCP. At minimum plans must show the following information:
  - a. Project name
  - b. Legend, if symbols are used
  - c. North Arrow (see 10 & 11)
  - d. Existing signing & striping
  - e. Posted speed limits (see 14)
  - f. Road names (see 14)
  - g. Required traffic control devices
  - h. Detours (see 16)
  - i. Tapers
  - j. Pedestrian walkways (see 17)
  - k. Bike lanes
  - l. Driveways/accesses
  - m. Parking
  - n. Construction fences
  - o. Roadway jurisdictions
4. All TCPs shall include the following appropriate contact information:

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- a. Registered Contractor performing the work
- b. Permit holder
- c. 3rd party traffic control device installer (if applicable)
- d. Emergency contact information

5. Plan layout, graphics, and call-outs must be clearly presented in an uncluttered manner that is acceptable to the reviewer.
6. No hand drawn plans will be accepted.
7. Plans should be able to be printed in black and white and still be clearly understood.
8. If plans contain satellite imagery, the designer may consider reducing opacity to a minimum of 50% to clearly see the traffic plans. If any plans are ambiguous due to background imagery obscuring the TCP, they will be immediately denied.
9. When multiple pages are required, a page number must be included on all sheets.
10. The north arrow shall be oriented to the top of the page.
11. The north arrow should be located within 2" of the top right or bottom right area of the page.
12. Plans must state the actual hours of work and traffic control implementation; TBD is not acceptable.
13. Plans shall state "All traffic control devices shall be removed from roadway during non-working hours" unless overnight traffic control has been approved by the Traffic Engineer or his/her representative.
14. A table showing street names and their corresponding speed limits shall be shown on the plans.
15. Signs and traffic control devices shall be represented as a numbered callout with a table showing the MUTCD sign with corresponding MUTCD numbering.
16. When a detour is required, a detour plan must be included.
  - a. Normally, the detour plan can be placed on the same sheet as the TCP if it is clearly separated from the TCP. In cases where large scale TCPs are necessary or many traffic control devices are present, the Traffic Engineer or his/her representative may request to have a detour plan on a separate sheet.
  - b. Any routes that are restricted to vehicle class and/or weight limits must be notated on detour plans.

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- 17. All ADA pathways must be accommodated.
  - a. "Sidewalk Closed" signs must always be accompanied by a pedestrian detour plan.
  - b. Sidewalk closures must always occur at the nearest ADA accessible crossing to allow pedestrians to safely cross prior to the work area.
- 18. If present, bicycle pathways are to be accommodated.
- 19. Where work occurs in the vicinity of a school, daycare, or other similar facility with a large quantity of child drop-offs and pick-ups, work times shall be adjusted to minimize impact on students and parents.
- 20. When traffic control plans extend past City of Casa Grande Right of Way (ROW), a note should be made on plans to show delineation and extent of ROW.
- 21. When an electronic message board is required, the traffic control plan must show the exact messages that will be displayed for city staff review.
- 22. Typical Plans may be submitted for approval. In-field modifications may require additional traffic control plans be submitted to the Traffic Engineer or his/her representative.

**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>
Annual Open Occupancy (E14E)	2	10	2	10	24

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

Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

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.

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.

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.

Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

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.

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 Over-All timeframe.

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

\_\_\_\_\_

\_\_\_\_\_

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

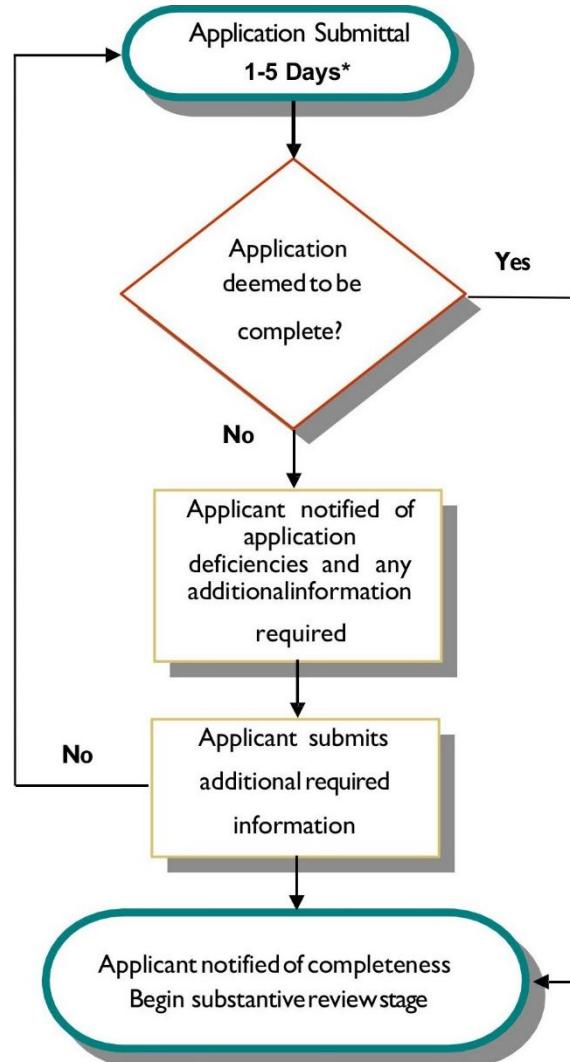
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## Administrative Completeness Review Process



\* All time frames are listed as business days

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## Substantive Review Process

