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# Encroachment Permit Information Guide & Application Packet

FOR  
Highway, Facility Use and Flood Control Facilities  
September 2013

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Department of Development Services  
2351 W. 26<sup>th</sup> Street  
Yuma, AZ 85364  
(928) 817-5000

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# Yuma County Department of Development Services Encroachment Permit Information Guide

## When to Use An Encroachment Permit Application

An encroachment permit is required for any work or activity within County right-of-way or dedicated easement. The Encroachment Permit Application should be used when construction or other activity will encroach into or use public right-of-way, property, or facility and the construction or activity is not connected to a subdivision, commercial, or residential project. This form is used generally by utilities and homeowners who are installing utilities or driveways and landscaping within the public right-of-way. This application is also used to request a Facility Use Permit which is required to use County or Flood Control District properties and facilities.

**This application is to be submitted with all other required Yuma County Permit Applications.**

## Introduction

Yuma County Department of Development Services is pleased to provide the Encroachment Permit Information Guide to assist applicants through the encroachment permitting processes. This supplemental guide contains:

- Encroachment Permit Information Guide; and
- Encroachment Permit Application form with instructions.

**Complete and accurate submittals throughout the permitting process leads to fewer delays and revisions.**

## Yuma County's Commitment to Service

Yuma County is committed to fair, consistent and equitable service to every applicant. Yuma County will:

1. Promote the health, safety, and welfare of Yuma County;
2. Protect public infrastructure and interests;
3. Coordinate Encroachment Permits with all other Yuma County permits required for a project;
4. Provide relevant reviews and comments;
5. Communicate unified review comments effectively;
6. Review plans in a specified timely manner; and
7. Assist applicants to understand the Encroachment and Use Permit process.

## Applicable Ordinances, Regulations, and Other Permits

All improvements within right-of-way or public land shall comply with all federal, state, and county ordinances, regulations, and standards including:

- Public Works Standards for Yuma County, Volumes I-III
- Floodplain Regulations for Yuma County
- Yuma County Subdivision Regulations

The Ordinances, Regulations and other permit guides are available on our website:

[www.yumacountyaz.gov/DevelopmentServices/](http://www.yumacountyaz.gov/DevelopmentServices/)

If the project is associated with a subdivision, commercial, or residential project, additional permits and approvals may be needed as described in those related guides and applications. County Review Checklists are also available on our website.

## Contact/Submittal Information

A Customer Service Specialist will be designated as your point of contact for all County permitting. All permit applications and questions are to be directed to the appointed Customer Service Specialist at:

**Department of Development Services**  
2351 W. 26<sup>th</sup> Street  
Yuma, AZ 85364  
(928)817-5000

Website: [www.yumacountyaz.gov/DevelopmentServices/](http://www.yumacountyaz.gov/DevelopmentServices/) go to FORMS; PROJECT SUBMITTAL OR SAMPLE DRAWINGS

# Yuma County Department of Development Services

## Encroachment Permit Information Guide

### Encroachment Permit Application Submittal

Encroachment Permit Applications consist of the following items prepared in accordance with Public Works Standards, Volumes I-III for Yuma County and the accompanying instructions:

- Encroachment Permit Application;
- A detailed Site/Right-of-way Plan showing: (See sample drawings at [www.yumacountyaz.gov/index.aspx?page=316](http://www.yumacountyaz.gov/index.aspx?page=316))
  1. Existing right-of-way lines or facility property lines,
  2. Pavement Edge,
  3. Existing development including roads, shoulders, curb, gutter, sidewalks, traffic signs and pavement markings, drainage facilities, utilities (above, surface, and underground as requested), fences, vegetation and signs,
  4. Proposed development or use including extent and route of construction or activity, including materials, means and methods to prepare for, perform and complete said construction or activity including traffic control, trenching, boring, pavement patching, repairs, closures, inspections, testing, etc.,
- A description of the planned encroachment or use; and
- Traffic study, if required.

All other required federal, state, and local permits or approved applications.

### Application Review and Revision

Encroachment permits relate to the installation, physical servicing, special events maintenance or care within county or district-owned or operated facilities or property. The information provided below is general guidance to the permitting process and is not a guarantee of actual service.

**Submittal Receipt**—Application submittals are received by the Plans Specialist and routed to the Engineering Division for completeness and substantive review. If it is determined that a subdivision, commercial, residential, or floodplain use permit is required, the submittal will be returned to the applicant. If no additional permits are required or have been included in the submittal, the Engineering Division will perform completeness and substantive reviews. At the end of each review, comments will be submitted if additional information or correction is required.

**Completeness Review and Comments**—All appropriate divisions will review the submittal for complete and, if necessary, request additional information needed for substantive review.

**Substantive Review and Comments**—Once the submittal is complete, all appropriate divisions will review the submittal for compliance with County ordinances, regulations, and standards. Copies of the review checklist are available for the applicant's use during submittal preparation. If corrections are needed for the application to meet minimum federal, state, and county standards, all review comments will be sent to the applicant by the Plans Specialist.

**Plan Revisions**— The applicant must respond to all review comments before the review can continue. Reviews and revisions will continue until the plans meet minimum county standards or the permit is denied. Timely responses result in faster overall reviews and approvals.

**Review Timelines**—All encroachment and use permit application reviews will be complete in accordance with the timelines given for the applicable county permits. If no other permit is required, the completeness review timeline is 5 days and the substantive review timeline is 20 days. Time used by the applicant to revise plans, obtain traffic study, or respond to review comments is not included in the timelines.

### Plan Approval

Once ALL federal, state, and county standards and requirements have been satisfied, the improvement plans will be approved. If the standards and requirements are not met or review comments are not addressed, the permit application will be denied. Inactive applications for the period of one year will be administratively closed. **Plan approval is required before ANY use or encroachment occurs.**

### Construction & Inspection

All construction must comply with the approved plans, general and specific conditions, and applicable standards. All construction is to be inspected in accordance with Yuma County Public Works Standards and the Plans. **Call (928)817-5123 to schedule an encroachment inspection.**

### Approval of Construction

All construction shall be complete prior to final approval of the improvements. Once the construction is complete in accordance with the plans and all permit conditions are met, approval of construction will be given.

# Yuma County Department of Development Services

## Encroachment Permit Information Guide

### General Conditions

All encroachment permits are subject to the following general conditions:

1. The Licensee assumes the responsibility and all liability for any injury or damage to said highways, or to any person while using said highway in a lawful manner, causes by or arising out of the exercise of this permit or license.
2. All work done shall be at the sole cost and expense of the Licensee, 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 agent of the Licensor. Work must be finished in the time specified on permit.
3. When the proposed work is completed the Licensee shall repair the roadbed and replace the surfacing material thereon and will leave the said road in as good a condition as it is now, so far as the road is affected by the Licensee.
4. If the subject of the permit or license fails to pass final inspection, the Licensee will remove or replace the same within such time as specified by written notice from the Licensor; or if at any time hereafter, any material used by the Licensee in replacing or reconstructing any part of said highway proves defective, the Licensee will replace the same with the kind and quality of material which the Licensor shall specify.
5. If the title and possession of any property placed upon the right of way by the Licensee remains in said Licensee, the Licensee shall and will promptly perform all necessary repair work upon written notice from the Licensor, and will not permit or allow any condition to exist which would be a hazard or source of danger to the traveling public.
6. If at any time hereafter the right of way, or any portion thereof, occupied and used by the Licensee may be needed or required by the Licensor, any permit or license granted in pursuance of this application, may be revoked by the Licensor and all right thereunder terminated; and upon sufficient notice, the Licensee shall and will remove all property belonging to said Licensee.
7. In the event that the work to be done under the authority of the permit or license necessitates the creation of any hazard or source of danger to any person or vehicle using said highway, said Licensee shall and will provide and maintain at all times during the existence of said hazard, sufficient barriers, danger signals, lanterns, detours, and shall and will take such other measures of precaution as the Licensor shall direct.
8. In accordance with ARS §28-650, any contractor, firm, or corporation performing work on roads, streets, or highways shall post and maintain warning signs, signals, markers and barricades in compliance with the Manual on Uniform Traffic Control Devices at the work site until the work is completed or until such time as the governing body authorizes removal.
9. If the work to be undertaken is of such a nature or character that the Licensor deems it necessary that said work be laid out, or inspected by the Licensor, said Licensee will defray any and all expenses incurred by said Licensor, and herein agrees to reimburse the Licensor, and for that purpose, will deposit with the Licensor, a sum of money in the amount necessary to cover all costs incurred by the Licensor.
10. The Licensee shall comply with all ADEQ requirements under the Arizona Pollution Discharge Elimination System (AZPDES) Construction General Permit for any construction project disturbing one acre or more. To meet the requirements of the permit, the Licensee shall prepare a Stormwater Pollution Prevention Plan (SWPPP) that meets the requirements and conditions of the AZPDES Construction General Permit, plus complete and submit a Notice of Intent to ADEQ before the commencement of construction. During construction, the Licensee shall implement/follow the SWPPP, which must be available on site throughout the period of construction.
11. A minimum of 24 hour advance notice of work or phase of work (concrete placement, ABC placement, paving, etc.) is required. 24 hours prior to the 24 hour advance notice, the materials source request using an approved current source or mix design, must be submitted for review and approval. All test results must be submitted at least 24 hours in advance of the notice of work or phase of work notice, for review. The licensee will also notify the construction management division upon completion of the work at (928)817-5123 or fax (928) 817-5109 for inspection. The construction management division's work hours are from 7:00 am to 4:00 pm. Failure to provide 24 hour advance notice or the required paperwork as stated could delay the next phase of work.
12. Licensee shall assume full responsibility for obtaining all necessary permits or clearances from utility companies or other responsible entities.
13. The Licensee is responsible to maintain a clean work area and to leave the right-of-way clean, with uniform grades, and free of hazards.
14. A copy of the approved permit shall be available at the work site.

### Special Conditions

Special Conditions will be added to encroachment permits to address conditions specific to the type or location of the encroachment as needed to protect the public, its interests, property, and safety.



# Yuma County Department of Development Services

## Encroachment Permit Application Instructions

### A. Requested Encroachment or Use

1. Check the type of application being made.
2. Provide anticipated start and end date of encroachment.
3. Identify whether improvements are temporary or permanent.

### B. Applicant's Information

Provide the name and contact information of the person making application. This person must be the owner or authorized agent. A notarized power of attorney statement must be submitted for agent applicants. Review comments and other correspondence will be sent to the applicant.

### C. Owner's Information

Provide the name and contact information of the owner or owners of record for the parcel(s) containing the development.

### D. Contractor's Information

Provide the name and contact information of the contractor performing the work. Licenses and bonding capacity may be confirmed with the Arizona Registrar of Contractors.

### E. Engineer's Information

Provide the name and contact information of the engineer who prepared the improvement plans for the development.

### F. Project Name, Location, and Description

1. Give a reference name for the project.
2. Give the project location by address or facility name.
3. If applicable, give the Assessor's Parcel Number for utility service applications.
4. Provide name of street encroached, name of nearest intersecting road, and distances from intersecting road measured from the centerline to start and end of encroachment.
5. Provide a written description of the nature of the encroachment.
6. Check all items that apply to assist the review of the application.

### G. Applicant's Certification & Acknowledgement

Read, understand, and if in agreement, sign certification. Application will not be accepted without signature.

### H. Submittal Checklist

Complete the submittal checklist to show that the application is complete to form.

1. Application—Complete all sections of the application form and sign.
2. Improvement Plans and Description—Improvement plans, drawn to scale showing all existing and proposed improvements, right of way lines, edge of pavement, shoulders, offset between proposed encroachments and right of way lines, utilities, traffic control, vegetation, ...
3. Traffic Control Plan—A MUTCD compliant traffic control plan with the TC Plan Cover sheet must be submitted for review and approval for all work within the right of way.

The TC Plan Cover sheet can be found at: [www.yumacountyaz.gov/index.aspx?page=316](http://www.yumacountyaz.gov/index.aspx?page=316)

### I. Encroachment Permit Fee Schedule

Fees will be calculated during review and paid when the permit is pickup. The fee schedule is available for review on this Department's website.



# Yuma County Department of Development Services Encroachment Permit Application

## A. Requested Encroachment or Use

|  |   |
|--|---|
| <input type="checkbox"/> Highway Encroachment Permit | Anticipated dates of encroachment/construction are: |
| <input type="checkbox"/> Traffic Study Request       | _____ Start Date                                    |
| <input type="checkbox"/> Facility Use Permit         | _____ End Date                                      |
| <input type="checkbox"/> Connection to Flood Control | _____ Permanent Encroachment/Use                    |
| <input type="checkbox"/> District Facilities         | _____ Temporary Encroachment/Use                    |

## B. Applicant's Information

Applicant's Name \_\_\_\_\_  
 Applicant's Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

## C. Owner's Information

Owner's Name \_\_\_\_\_  
 Owner's Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Franchise Agreement with County? (Y/N) \_\_\_\_\_

## D. Contractor's Information

Contractor's Name \_\_\_\_\_  
 Contractor's Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Contractor's License(s): Class \_\_\_\_\_ Number \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

(Contractor must hold required licenses for work within the right-of-way and type of work performed.)

## E. Engineer/Surveyor Information

Engineer's/Surveyor's Name \_\_\_\_\_  
 Engineer's/Surveyor's Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

# Yuma County Flood Control District

## Encroachment Permit Application

### F. Project Name, Location, and Description

Project Name \_\_\_\_\_

Project Location/Facility Name \_\_\_\_\_

APN of Parcel Served (If applicable) \_\_\_\_\_

Street Encroached \_\_\_\_\_

Name of Nearest Intersecting Road \_\_\_\_\_

Distance to Nearest Intersection Start \_\_\_\_\_

(Define Limits of Encroachment) End \_\_\_\_\_

Description of Encroachment or Use \_\_\_\_\_

(Attach additional pages if necessary) \_\_\_\_\_

Check all that apply:  Boring  Trenching  Overhead  Driveway  
 pull in existing conduit  Other: explain \_\_\_\_\_

Attach the following (check if attached):  Improvement Plan  Traffic Control Plan  
 Standard Plan

### G. Applicant's Certification & Acknowledgement

By signing below, I certify that:

1. I am applying for an Encroachment Permit;
2. I am the owner or authorized agent of the owner of the property being developed within or adjacent to the floodplain;
3. I have read and understand the information provided in the latest version of the Encroachment Permit Information Guide and Application Instructions;
4. This application is complete and accurate to the best of my knowledge.

By signing below, I acknowledge that:

5. Incomplete or inaccurate submittals, by the owner, applicant or any other representative may result in delays, return of submittals, or denial of this application;
6. The encroachment permit is a supplemental permit and other permits may be required for this project. All required permits, approvals, licenses, and clearances must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties;
7. The applicant and developer are responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed and actual zoning, modifications, and conditions and/or initial and final plans, whether due to developer or county action;
8. I am responsible to call 817-5123 and schedule all required inspections including a final inspection for this permit .

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name and Firm  Owner  Agent

**Yuma County Department of Development Services**  
**Encroachment Permit Application**

**H. Submittal Checklist**

| Submittal Requirement  | Reference   | Format               | Required Number of Copies/ Amount, if Applicable | Number Submitted |
|--|---|----------------------|--|------------------|
| Application  | Encroachment and Use Permit Information Guide and Instructions                                  | 8 1/2 x 11           | 1  |                  |
| Improvement Plans And Description                                | Encroachment and Use Permit Information Guide and Instructions<br>Public Works Standards, I-III | 8 1/2 x 11 or larger | 3  |                  |
| Traffic Control Plan w/TC Cover Sheet (Work within Right-of-Way) | MUTCD   | 8 1/2 x 11 or larger | 3  |                  |

**I. Fee Schedule for Encroachment Permits**

Fees may be paid by cash, check, or credit card (not Visa) and must be paid upon application approval. Fees may also be paid online at [www.govteller.com](http://www.govteller.com) (service charges may apply).