



City of Flagstaff

Engineering Division

211 W. Aspen Ave

P: (928) 213-2600

Flagstaff, AZ 86001

www.flagstaff.az.gov

Staff contact: CDFrontCounter@flagstaffaz.gov

R-O-W

Date Received (For City Use)		Application for Right-of-Way Permit		Permit Number (For City Use)	
Type of Work <input type="checkbox"/> Driveway approach <input type="checkbox"/> Franchise utility installation <input type="checkbox"/> Water/Sewer service <input type="checkbox"/> Other (specify) _____			Blocking/Use of ParkFlag Spaces: <input type="checkbox"/> Yes If yes, Encroachment permit required* <input type="checkbox"/> No		
Cuts in Pavement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Boring: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> Along Street <input type="checkbox"/> Under/Across Street		Sidewalk Removal/Replacement: <input type="checkbox"/> Yes <input type="checkbox"/> No		Work Site Located In/Adjacent to Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Site Address		Proposed Start and Completion Date		Estimated Value of Work	
Description of Work (Permit will be limited to this scope)					
Franchise Utility Company (if applicable)			Contact Email		
Contact Name			Contact Phone		
Contractor					
Address			City, State, Zip		
Contact Name					
Contact Phone			Contact Email		
Contractor's License #		Type		Expiration Date	
City Business License #					
Contractor Signature			Date		
<ol style="list-style-type: none"> 1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is attached. 2. The City and an applicant may mutually agree in writing to extend the substantive review time frame (and also therefore the overall review time frame) by no more than 50% of the overall time frame. 3. An applicant may receive clarification from the City of how it is interpreting the Engineering Standards. 					
Project Owner (only complete for work within City of Flagstaff easements on Private Property)					

Address		City, State, Zip	
Contact Name			
Contact Phone		Contact Email	
_____ (Owner's Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.			
Property Owner Signature (if listed above)			Date
For City Use			
Received By:			Fee Receipt #:
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Initial:	Date Approved:	

Right-of-Way Permit Application Checklist

For an application to be accepted, the applicant must provide all of the required information described on the application at the time of formal submittal. **Incomplete applications will not be accepted.** It is the responsibility of the applicant to ensure the accuracy of the application. During the winter parking ordinance period, no road plates are allowed. The application shall be submitted online using the instructions below. If applicant needs assistance, they may contact the CD Front Desk using the contact information above.

1. Completed application form.
2. One (1) paper set of construction drawings and/or site plan.
3. A traffic control plan if work requires traffic restrictions, sidewalk restrictions, or street closure per section 13-15-001-0001.G of the Engineering Standards. Traffic control plan must be prepared by a certified/licensed professional.
4. One (1) copy (or have one on file at Community Development Division active within the prior year) of a Certificate of Commercial General Liability Insurance at limits of a minimum of \$1,000,000 per occurrence, naming the City as an additional insured per section 13-15-001-0001.B of the Engineering Standards.

* If required: [Encroachment Permit Application](#) available on City of Flagstaff Website.

Permit Fees: ParkFlag Per Space Fee: \$5.00 per day

Staff Review: Upon receiving a complete application, the application will be reviewed by City staff to determine if the submittal conforms to City of Flagstaff Code requirements.

Approved Permit: Upon review and approval of the application the applicant will be informed that the permit is ready to be picked up.

Permit Fee: The applicant shall pay the required permit fee at the time of permit pick up.

Inspection: Prior to start of work and when improvements are completed, the applicant must contact the Engineering Inspector (assigned at permit pickup) to schedule an inspection. The inspector will either approve the work as completed or require additional corrections. Upon approval, the inspector will sign off on the work and record the approval in the City's permit tracking system.

Online Submittal: If you are a contractor, please email cdfontcounter@flagstaffaz.gov with your name, ROC #, and email address and we will register you for the online portal. If you are an individual, please use the following link to register a personal account and submit applications online <https://citizenaccess.flagstaffaz.gov/citizenaccess/>

RIGHT-OF-WAY PERMIT Administrative and Substantive Review Process

