

Submittal Checklists for Right-of-Way Encroachments

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. Applications will not be accepted or processed without an adequate description of the proposed right-of-way encroachment. A completed application form shall be submitted to a Community Development Division staff person, and shall contain the following additional information:

Common to All Applications:

1. Completed application form
2. Application fee (Refer to City Code Section 3-01-001-0001)
3. Certificate of General Liability Insurance naming the City of Flagstaff as additional insured.
4. Aerial image indicating location(s)

Right-of-Way Encroachments (e.g. Dumpster located in a public way):

1. Dimensioned drawing showing the following information (refer to City Code Section 8-03-002-0002.B. copied below)
 - a. Width of the applicant's encroachment within the right-of-way indicating the area requested to be used; relation to centerline; and name of street where encroachment is proposed.
 - b. Width of the sidewalk (distance from curb back to building face) and the width of the clear pedestrian zone
 - c. Locations of tree wells, bus shelters, sidewalk benches, sign posts, trash receptacles, doorways, driveways or curb cuts, or any other semi-permanent or permanent sidewalk obstructions; and access
2. 24-hour traffic control plan indicating the placement of appropriate caution signs
3. Proposed dates for the start and completion of the public right-of-way encroachment

Staff Review:

Upon receiving a complete application, Staff will review 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 from the Community Development front counter.

Inspection:

When the right-of-way encroachment is established, the applicant shall contact the Construction Manager at (928) 853-4989 to schedule an on-site inspection. The inspector will either approve the installation of the area of operation and determine that the clear pedestrian zone meets minimum City Code requirements as approved, or require additional corrections. Similarly any approved other permitted encroachments will be inspected to assure compliance with minimum City Code requirements. Upon approval, the inspector will sign off on the permit and record the approval in the City's permit tracking system.