

**ARIZONA DEPARTMENT OF TRANSPORTATION  
PHOENIX MAINTENANCE DISTRICT**

2140 West Hilton Avenue  
Phoenix, Arizona 85009  
602-712-7521

**CHECK LIST FOR COMPLETING APPLICATION FOR  
PERMIT TO USE STATE HIGHWAY RIGHT OF WAY:**

- Application form must be typed or legibly handwritten in blue ink (this means we have to be able to read it). **ORIGINAL** must be submitted **NO FAXES OR COPIES**, *application must have **original signatures with names typed beside signatures*** and the General Obligations and Responsibilities paragraphs on the back.
- Have you filled out the Application completely and read all the requirements and stipulations.
- A drawing of the work will be required in most cases. Please reference the highway and milepost or station and provide accurate distance measurements when possible. Show and **CLEARLY MARK THE LIMITS OF ADOT RIGHT OF WAY** lines, a north arrow, and provide the scale and show cross streets or other pertinent features.
- Submit five (5) 11" X 17" sets of 100% for construction plans and specifications. Plans must be sealed and signed. Submit only cover sheet, detail sheets and plan sheets that affect ADOT Right of Way. Preliminary/not for construction or recording plans are not acceptable.
- If the project will impact traffic in any way, a traffic control plan must be submitted with application package.
- Owner of the facility and the applicant must each sign the permit application. Owner and applicant signatures needed even if both are the same. Please TYPE signers name in beside signature.
- Indicate in a clear and complete manner the purpose for the permit request.
- Current certificate of insurance minimum amount \$2,000,000, from "Encroachment Owner". To be submitted with each application package. The following language is the exact language that should be used in the under endorsements:  
"State of Arizona, its departments (ADOT), agencies, boards, commissions, universities and its officers, officials, agents and employees shall be named as additional insured's with respect to liability arising out of activities performed by or on behalf of the permittee or contractor."
- UTILITY INSTALLATION**, only an ultimate owner who will be responsible for maintenance and liability of the utility after it is put into service is eligible to apply. An ultimate owner includes a utility company, improvement district, or political subdivision.
- You have read the Drainage Requirements and completed Roadway Drainage Section Permit Guidelines check sheet.
- Allow at least 4 to 8 weeks processing time.

**FAILURE TO COMPLY WILL RESULT IN RETURN OF THE PACKAGE  
FOR CORRECTIONS**

P.S. if it hasn't been checked don't submit it

# DRAINAGE REQUIREMENTS FOR PERMITS

When submitting permit applications for evaluation of drainage impacts within ADOT right-of-way, the following information must be furnished:

- 1) A drainage report that includes a description of the existing drainage conditions, the proposed revisions, and the effects of the proposed changes on existing conditions within ADOT right-of-way.
- 2) Engineering drawings and construction plans showing proposed drainage modifications, including site plans, drainage areas, contours, grading, pipe profiles, channel profiles, etc.
- 3) Hydrologic and hydraulic calculations for design, discharge, water surface profiles, flow depths and flow velocities as applicable. Describe the hydrologic methodology and retention requirements utilized in the design. Show that first flush volume is either retained on the project site or treated prior to discharging to ADOT drainage facilities.

The attached checklist should be used prior to submitting permit applications to ADOT for review.



# Roadway Drainage Section Permit Checklist

Permit Name: \_\_\_\_\_  
Route \_\_\_\_\_ Milepost or Crossroad \_\_\_\_\_

Location: City \_\_\_\_\_

1. Are existing drainage conditions adequately described?
2. Are proposed drainage conditions adequately described, including impacts to ADOT drainage facilities?
3. Are all drainage-related construction plans and details provided?
4. Is a site map included?
5. Are drainage area maps included, clearly showing drainage patterns in both the pre- and post-construction conditions (including discharges to ADOT right-of-way from the project property)?
6. Are there any FEMA floodplain impacts? Is this discussed in the report?
7. Are there any flood control projects existing or planned for the project area? Are there any existing drainage studies for the area?
8. Was the proposed drainage design evaluated relative to scour, ponding, flow diversions, bank protection, etc. within ADOT right-of-way?
9. Are all hydraulic and hydrologic computations included?
10. Is the hydrologic methodology described?
11. Are retention requirements described?
12. Does the report demonstrate that drainage conditions within ADOT right-of-way are not being worsened as a result of the project (including pavement drainage criteria in Tables 603.2B and 603.2C of the ADOT Roadway Design Guidelines)?
13. Is the first flush volume retained on the project site or treated prior to discharging to ADOT drainage facilities?