TOWN OF MARANA
11555 W. CIVIC CENTER DR.
MARANA, ARIZONA 85653

RIGHT-OF-WAY PERMIT APPLICATION

FOR OFFICE USE ONLY
PERMIT NO.
ISSUE DATE:
EXPIRATION DATE:
PAGE___1__OF _____

APPLICANT:
NAME _____
ADDRESS _____
CITY STATE ZIP _____
PHONE FAX _____
CONTACT PERSON _____
EMERGENCY CONTACT # _____

CONTRACTOR:
NAME _____
ADDRESS _____
CITY STATE ZIP _____
PHONE FAX _____
CONTACT PERSON _____
EMERGENCY CONTACT # _____

PROJECT INFORMATION:
WORK LOCATION: _____
DESCRIPTION OF WORK: _____
(Please be specific if trenching in dirt or asphalt) _____
Project Completion Date: _____

CONDITIONS MET AND APPROVED:
C.O.I. _____ Hold Harmless Documentation _____
Plans approved by: _____ Date: _____ TCP _____
T.O.M. Plan Approval No. _____
T.O.M. Business License No. _____ Contractor's State License No. _____

ESTIMATED COST OF CONSTRUCTION IN ROW:$ _____

(Applicant MUST provide an itemized estimate of costs for all work in ROW subject to review and confirmation by the Department of Public Works)

FEE Schedule:

Base Fee Amount: (always applicable)	$100.00
Haul Route: (only for hauling)	$150.00
Traffic Control Plan Review Fee: ($50.00 per TCP)	$50.00
Right-of-Way Access Fee: (*not always applicable* - for Access Only)	$150.00
Inspection Fee:(2% of Construction Cost or $200 minimum)	_____
Plan Review Fee: *(not always applicable;* 2% of construction cost in ROW)	_____
Extension Fee (First extension at no cost, all additional extensions: $50.00 + Inspection Fees)	_____
Violation Fee:(working w/out permit will result in a $1500 fee plus double original fee)	
TOTAL FEES DUE:(Fees are based on individual basis, all fees may not apply)	$

METHOD OF PAYMENT:
_____ Credit Card# _____ Check No. _____
_____ APA Account _____
_____ Cash _____ Receipt No. _____

Work performed under this permit shall comply with the Town of Marana Standards, Regulations, Requirements, Pima County, City of Tucson Standard Specifications 2003, and Federal Permits.

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AGREEMENT:

Permission is hereby granted to the above named applicant for use of the public Right(s)-of-Way as herein described on page 1 of 2, and all attachments, pursuant to the requirements of the Town of Marana, Ordinance 2008.04 Revised from Ordinance 91.21 and Resolution 91-22

The holder of this permit, **MUST** at all times, see that all excavations, construction and/or other operation performed within the Town shall conform to the provisions of the Town of Marana requirements pertaining to the type of activities herein included and specifically with the following: adequate barricades with warning lights for dark hours must be provided at all times around and adjacent to all excavations, holes, earth mounds, or rubble piles; sidewalks must be kept clear of all dirt, stones, and other construction litter.

The applicant further agrees to give the Town's Department of Public Works timely notice of readiness for inspections, **a minimum of 24 hours.**

The applicant and/or representative, upon order from the Town of Marana, shall perform necessary maintenance and assume all responsibility for the Right(s)-of-Way repair described herein. The applicant shall save the Town of Marana harmless from any and all claims brought against said Town resulting from or involving the work herein described during the period between the date of starting this work and final acceptance by the Town of Marana.

PERMIT INFORMATION:

Permit(s) can be extended or renewed once for no charge.

Right-Of-Way Access Permits have a thirty day (30) expiration period, and thirty days (30) for each extension unless approved by Robert Rose, Right-of-Way Inspector

Construction permits have up to a ninety (90) expiration period, depending on project.

Please fax all permit applications to (520) 382-2640 ATTN: Bob Rose

APPLICANT SIGNATURE: _____

DATE: _____

A COPY OF THIS PERMIT MUST BE ON THE JOBSITE AT ALL TIMES,
FAILURE TO COMPLY WILL RESULT IN SUSPENSION OF WORK UNTIL COMPLIANCE IS MET.

TOWN OF MARANA:

BY: _____

DATE:

TOWN OF MARANA
11555 W. CIVIC CENTER DRIVE
MARANA, ARIZONA 85653
PHONE: (520)382-1999
FAX: (520)382-2640

GENERAL INFORMATION

RE: RIGHT-OF-WAY PERMITS

To Whom It May Concern:

Ordinance No. 2008.04 revised from Ordinance No. 91.21 reads: "No public right-of-way shall be cut, trenched, or excavated, shall have any fixed object removed, or shall have any object placed there-in by any person unless a permit has first been obtained from the Town of Marana." Attached please find a copy of the permit application along with a copy of Ordinance No. 2008.04 for your use.

At this time permits are being processed Monday through Friday, from 8:00 a.m. to 5:00 p.m. **Processing time is two weeks or ten (10) working days, which ever is greater**.

Permit applicants have the option of faxing the application (520) 382-2640, however, please be advised that if your work plan or traffic control plan is not clear, too small, or lacks sufficient detail your application will not be processed.

All Right of Way Permits issued by the Town of Marana require **at a minimum** the following prior to issuance:

1. All Contractors **MUST** provide proof of Insurance. Certificate of General Liability in the amount of $1,000,000 per occurrence and a $2,000,000 aggregate. Certificate of Insurance must list the **Town of Marana as additional insured** and holding the Town harmless and/or free of liability arising out of proposed work. (See attached Cert of Insurance Minimum Requirements)

2. The Town of Marana may require additional assurances in a form satisfactory to the Town.

3. Contractors shall provide evidence (example: State Contractor's License) that he/she is competent and equipped to do the proposed work.

4. Applicant and/or their Contractor and all Subcontractors must provide evidence (example: Town of Marana Business License) that he is legally allowed to perform work within the Town of Marana.

5. Completed TOWN OF MARANA RIGHT-OF-WAY USE Application.

6. Completed TOWN OF MARANA Agreement for excavation, (if applicable).

7. Itemized Construction Costs Estimate.

8. Plan of the work to be done **MUST** include: north arrow, nearest street, nearest cross street, trench detail, dimensions of trench, pit, or boring; if work is performed in the shoulder you must include distance to pavement.

9. Traffic control plan in accordance to part VI of the Manual on Uniform Traffic Control Devices. In addition, your traffic control plan should include all of the information of the plan of work. (If work is in the shoulder please provide a plan showing the use of "shoulder work ahead" signs.)

10. Approved permits required by other jurisdictions must be provided to the Town of Marana prior to work. This **SHALL** include a Pima County Department of Environmental Quality Activity Permit in accordance with Pima County Title 17.

11. The Town of Marana requires complete Soils Testing Reports. Test results must indicating that the backfill and compaction complies with adopted Town Standards of **ninety-five percent (95%) or greater (100% + for areas within the roadway**).

12. Any vegetation removal shall be re-vegetated with approved plant-list species appropriate to site and surrounding native habitat. Appropriate, in this sense, means that re-vegetation will be done, to the extent practicable, with the same species and density present on undisturbed or nearby sites. A Native Plan Permit may be required by the Town of Marana Planning Department.

13. An Archeological Study may be requested by the Town of Marana.

14. An Environmental Study and clearance by the U.S. Fish and Wildlife shall be required when activities take place within Critical Habitat.

15. **Contractors performing commercial work MUST** provide a performance bond in the amount of 110% of the Construction Cost. Organizations with an Advance Payment Account (APA) may authorize retention of the Bond from their active account.

In addition, please note that work hours may be restricted on heavy traffic volume areas and roadways may not be closed unless approved by Town of Marana Traffic Engineering Division. Should you have any questions concerning this communication or items relating to specific permitting details, call (520) 382-1999 or (520) 382-2667.

Thank you for your cooperation,

Robert Rose
Right-of Way-Inspector
Town of Marana

Certificate of Insurance Minimum Requirements

RW Use Permits

All certificates of insurance submitted to the Town of Marana after June 1, 2011, to satisfy right-of-way permitting requirements must meet newly-adopted industry and regulatory standards. This includes original and renewal certificates of insurance. It is the Applicant's responsibility to provide these requirements to their insurance broker to prepare the proper certificate. Substandard certificates will not be accepted.

Specifically, certificates of insurance shall meet the following requirements:

The May 2010 Acord form of certificate, or a substantially similar proprietary form, is required.

*Commercial General Liability (with Bodily Injury, Property Damage): $1,000,000 Per Occurrence **exclusive** of Aggregate; $2,000,000 General Aggregate. The General Aggregate Limit must cover the Project or Location.*

NOTE: Coverage limits may be satisfied with excess or umbrella coverage, only as long as those policies remain in force and the Town is named as "Additional Insured" and evidenced by Endorsement, Endorsement number or Form number.

Business Automobile Liability Insurance - $1,000,000 Per Occurrence.

Workers Compensation and Employers' Liability as required by Arizona Law.

Additional Insured: Town of Marana must be named as "Additional Insured" evidenced by a copy of the Endorsement, Endorsement number or Form number on all general liability and excess or umbrella coverage; the Town can not solely be the Certificate Holder without being "Additional Insured".

Description: Should note the RW Use Permit Number, physical location, legal or administrative address and a general description of Right-of-Way encroachment areas and type of improvements or work conducted covered under the permit.

Signatures: Certificates must be signed on their face

Renewal: Applicant shall provide a copy of the renewal for the Certificate of Insurance.

Notice: Insured shall provide 2 days written notice for cancellation, termination or any changes in policy coverage, if a cancellation notice endorsement can not be provided.