



CITY OF ELOY

PUBLIC WORKS DEPARTMENT
1137 West Houser Road Eloy, Arizona 85131
Phone: (520) 466-3082

For Permit Applications, Issuance and Scheduling Inspections Contact

COMMUNITY DEVELOPMENT
595 North C Street
Eloy, Arizona 85131
Phone: (520) 466-2578
Permit applications and Issuance: permits@eloyaz.gov
Inspection Requests: inspections@eloyaz.gov

REQUEST FOR PERMIT ISSUANCE REQUIREMENTS:
RIGHT-OF-WAY PERMIT &
ON-SITE CIVIL PERMIT

This information is required when the association permit application has been approved and you have been notified that the permit is ready to be issued.

Ordinance No. 7-22-1974 "It shall be unlawful for any company, corporation, firm or person to dig up or cause to be dug up or to tear up or to remove any part of the paving, sidewalk, curb or gutter across or along any street or alley in the city without first obtaining a permit therefore from the city". In addition, Subdivision and Commercial Site improvements (i.e. grading & drainage and water & sewer installation) also require a Right-Of-Way Permit/ On-Site Civil Permit issued through the Public Works Department.

The permit fee is fifty dollars (\$50.00) plus 4% times the Sealed Engineer's construction cost estimate or Contractor's signed construction proposal for all work indicated in the Construction Document plans. Unless otherwise authorized in writing, the Engineer's Construction Cost Estimate or Contractor's signed Construction Fee Proposal shall have been submitted with the permit application and accepted by before the submittal of this permit issuance request. See the complete fee breakdown on the Right-Of-Way Permit/ On-Site Civil Permit Application.

Permits are being processed Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Applicants have the option of emailing the application to permits@eloyaz.gov, or uploading this request to the permit application portal for the associated permit application. **Do not create a new permit application through the portal, otherwise the request will be rejected.** You will need your portal contractor number to upload the "Request for Permit Issuance" form through the permit application portal. Please include your permit application number in the subject of the email. However, please be advised that if all required information is not included your application will not be processed.

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

1. Request for Permit Issuance, Right-of-way Permit/ On-site Civil Permit. Upload this complete form and all required information to the permit application portal for the permit number for the permit application, or email this form to permits@eloyaz.gov.
2. Construction Plans. Plans must be approved, or have received separate written authorization to submit at-risk permits. At-risk permits must include the completed at-risk form.
3. Certificate of Liability Insurance. All Contractors **MUST** provide proof of Insurance for General Liability in the amount of **\$2,000,000** per occurrence. Certificate of Insurance must list the **City of Eloy as additional insured** and holding the City harmless and/or free of liability arising out of proposed work.
4. Traffic Control Plan. Any work in the right-of-way, or work that will require obstruction of the right-of-way or street must have been approved prior to submitting this application. The traffic control plan must be in accordance with part VI of the Manual on Uniform Traffic Control Devices (MUTCD). In addition, your traffic control plan shall include all of the information of the plan of work. (If work is on the shoulder please provide a plan showing the use of "shoulder work ahead" signs.)
5. Construction Schedule.
6. Construction Costs. An itemized sealed Engineer's Construction Cost Estimate or the Contractor's signed Construction Fee Proposal shall have been submitted with the permit application, unless separately authorized in writing to be submitted with this request.
7. Performance Bond. Unless otherwise specifically not required in writing by the City Engineer or the Community Development Director, the City of Eloy requires financial assurances in a form satisfactory to the City (ie. Performance Bond, Letter of Credit, etc) in the amount of 110% of the construction cost.
8. Contractor Information and ROC License No. The contractor's information and evidence (example: State Contractor's License) that he/she is skilled and equipped to perform the proposed work. See information below.
9. Additional Requirements:
 - a. Provide a copy of the approved Pinal County Dust Permit.
 - b. Provide a copy of the approved ADEQ Approval To Constructed (ATC) for applicable water & sewer construction projects.
 - c. The City of Eloy requires Soils and Compaction Testing Reports. Test results must indicate that the backfill and compaction complies with the latest version of MAG standards that the City of Eloy has adopted. ½ sack slurry is allowed in lieu of compaction testing within the pavement prism.
 - d. Any vegetation removal shall be re-vegetated with approved plant-list species appropriate to site and surrounding native habitat. Appropriate, in the sense, means that re-vegetation will be done, to the extent practicable, with the same species and density present on undisturbed or nearby sites.
 - e. Note that work hours may be restricted on heavy traffic volume areas and roadways **shall not be closed** unless approved by the City of Eloy Public Works Department.
 - f. The applicant must, at all times, see that all excavations, construction and/or other operations performed within the City conform to the provisions of the City of Eloy requirements pertaining to the type of activities performed. 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.

- g. Any work performed without a permit shall be subject to three times the permit fee as a fine.
- h. The City Public Works inspector must be notified at least 24 hours in advance of any inspection request.
- i. The City Public Works inspector must be notified at least 24 hours prior to backfill of underground utilities or the utility may be subject to re-excavation for a visible inspection by Public Works staff.

REQUEST FOR PERMIT ISSUANCE REQUIRED INFORMATION

City of Eloy Permit Application Number: _____

CONTRACTOR INFORMATION

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

State ROC License No.: _____ City of Eloy Tax No.: _____

Contact Person: _____ Phone No.: _____

Job Site Contact: _____ Phone No.: _____

Emergency Contact: _____

Emergency 24-hour Phone No.: _____

I hereby certify that the information provided in and with this application is true and correct. I am either the owner of the development or am duly authorized to act as the owner's agent for the purpose of obtaining this permit. I have read and understand the *Request for Permit Issuance Requirements*. I acknowledge that if this request is incomplete in any respect, it will be returned without review. I further acknowledge that all required information and documentation must be provided and verified by City staff prior to the issuance of the permit.

Print Name: _____ Date: _____

Signature: _____