



**CITY OF ELOY PUBLIC WORKS DEPARTMENT**  
1137 West Houser Road  
Eloy, Arizona 85131  
Phone: (520) 466-3082  
[PWAdmin@EloyAZ.Gov](mailto:PWAdmin@EloyAZ.Gov)

## **RIGHT-OF-WAY PERMIT & ON-SITE CIVIL PERMIT APPLICATION REQUIREMENTS**

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". The City of Eloy adopted by resolution in August 2005 and revised in July 2008 a master fee schedule. 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 base fee is fifty dollars (\$50.00) plus 4% times the Sealed Engineer's construction cost estimate or Contractor's signed construction proposal. See the complete fee breakdown on the Right-Of-Way Permit/ On-Site Civil Permit Application.

Permits are being processed Monday through Thursday, from 7:30 a.m. to 4:30 p.m.  
**Allow for processing time up to five (5) working days.**

Applicants have the option of emailing the application to [PWAdmin@EloyAZ.gov](mailto:PWAdmin@EloyAZ.gov). 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. Right-of-way Permit/ On-site Civil Permit Application. Deliver or email, to address listed above, a completed City of Eloy Right-of-way Permit/ On-site Civil Permit Application.
2. Construction Plans. Must include: north arrow, nearest street, nearest cross street, trench detail, dimensions of trench, pit, or boring, and if work is performed in the shoulder you must include distance to pavement.
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. 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. Itemized sealed Engineer's Construction Cost Estimate or the Contractor's signed Construction Fee Proposal.
7. Performance Bond. The City of Eloy may require 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. ROC License No. Contractors shall provide evidence (example: State Contractor's License) that he/she is skilled and equipped to perform the proposed work.
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 double fines.
  - 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.

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 1137 W. Houser Road  
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**RIGHT-OF-WAY PERMIT /  
 ON-SITE CIVIL PERMIT  
 APPLICATION**



**FOR OFFICE USE ONLY**

Permit No. \_\_\_\_\_  
 Issue Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

**SECTION I: PROJECT**

Project Name: \_\_\_\_\_

Project Address/Location:  
 (Nearest Intersection) \_\_\_\_\_

Assessor Parcel Number(s):  
 (if applicable) \_\_\_\_\_

Scope of Work: \_\_\_\_\_

- Type:
- |  |   |  |                                      |                                    |
|--|---|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Commercial Improvements | <input type="checkbox"/> Paving               | <input type="checkbox"/> Concrete                  | <input type="checkbox"/> Water Imp   | <input type="checkbox"/> Sewer Imp |
| <input type="checkbox"/> Grading & Drainage      | <input type="checkbox"/> Street Lights        | <input type="checkbox"/> Landscaping               | <input type="checkbox"/> Dry Utility | <input type="checkbox"/> Dirt Haul |
| <input type="checkbox"/> Signing & Striping      | <input type="checkbox"/> Traffic Control      | <input type="checkbox"/> Driveway/Culvert          | <input type="checkbox"/> Other _____ |                                    |
| <input type="checkbox"/> Permit Modification     | <input type="checkbox"/> Renew Expired Permit | <input type="checkbox"/> Capital Imp Project (CIP) | <input type="checkbox"/> Other       |                                    |

**SECTION II: APPLICANT**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City / State / Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Emergency Name & No \_\_\_\_\_

**SECTION III: OWNER / DEVELOPER (Not Contractor)**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City / State / Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Emergency Name & No \_\_\_\_\_

**SECTION IV: CONTRACTOR**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City / State / Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 State ROC License No. \_\_\_\_\_ City of Eloy Tax No. \_\_\_\_\_  
 Job Site Contact \_\_\_\_\_ Emergency 24 Phone # \_\_\_\_\_

I hereby certify that the information on or with this application is true and correct, that there are no code violations that I am the owner of the development, or for the purpose of obtaining this permit approval I am acting as agent on his or her behalf. I have read the Engineering Construction Permit submittal application and packet and understand that if my application is not complete in all respects it will be returned without review until such time as it is complete.

<b>Signature</b>	<b>Print Name</b>	<b>Date</b>
_____	_____	_____

<b>Permit No.</b>		<b>Fee:</b>	(Total from page 2)
_____	_____	_____	_____



**The following items will be required for permitting purposes.**

**Step 1**

- Copy of the approved & signed Improvement Plans (half size will be accepted) or pdf (electronic file)
- Copy of Contractor's Liability Insurance at \$2,000,000 min (Certificate Holder is the City of Eloy and Is Included as Additional Insured)
- Traffic Control Plan(s) for work in the Right-of-way (If applicable)
- Construction Schedule
- Sealed Engineer's Construction Cost Estimate or Contractor's signed Construction Fee Proposal
- Performance Bond (If applicable)

Submit this completed form and the above items to [PWAdmin@EloyAZ.gov](mailto:PWAdmin@EloyAZ.gov), and allow 2 days for processing. Once the application has been accepted, you will receive an invoice. Allow 5 days for processing, once payment is received.

**FOR OFFICE USE ONLY**

**Step 2 - FEES**

	v Base Fee	\$	50.00
<b>Non - Utility</b>			
<input type="checkbox"/>	Sealed Engineer's Construction Cost Estimate x 4%	\$	
<input type="checkbox"/>	Work without Permit (2 x Application Fee)	\$	
<b>Utility</b>			
<input type="checkbox"/>	Electric LF X \$0.12 L.F.	\$	
<input type="checkbox"/>	Gas LF X \$0.12 L.F.	\$	
<input type="checkbox"/>	Other LF X \$0.12 L.F.	\$	
<b>Utility</b>			
<input type="checkbox"/>	Re-inspection \$110.00 / hr.	\$	
<b>TOTAL</b>			\$

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Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Agreement:**

Permission is hereby granted to the above named applicant for use of the public Right(s)-of-Way as herin described on page 1 of 2, and all attachments, pursuant to the requirements of the City of Eloy.

The holder of this permit, **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.

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

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

**PERMIT INFORMATION:**

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

Right-of-Way Permits have a thirty day (30) expiration period, and thirty days (30) for each extension unless approved by Public Works.

Civil Engineering permits have up to a ninety (90) day expiration period, depending on the project.

**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.**

**CITY OF ELOY**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_