



# City of Tucson Department of Transportation Permit Center

## Right-of-Way PERMIT APPLICATION For Barricade and Excavation for Construction

Office Use Only	
Permit #	<input type="text"/>
Staff Initials:	<input type="text"/> Ward: <input type="text"/> Area: <input type="text"/>
Expiration:	<input type="text"/>
<input type="checkbox"/> A/C <input type="checkbox"/> ADOT <input type="checkbox"/> ASZ <input type="checkbox"/> B <input type="checkbox"/> BS <input type="checkbox"/> CE <input type="checkbox"/> CIP/PIA <input type="checkbox"/> DW/SD <input type="checkbox"/> MITZ <input type="checkbox"/> PM <input type="checkbox"/> PT <input type="checkbox"/> RR <input type="checkbox"/> STC TRI ___	

**INSTRUCTIONS:** Please complete entire application with accurate information (*See note i*). If you have any questions, please contact Engineering at 791-4259. Save application as a PDF and email to [tdotpermitcenter@tucsonaz.gov](mailto:tdotpermitcenter@tucsonaz.gov) Forms of payment accepted are cash, check and credit cards.

Please charge to the following Advanced Payment Account Number:

This application is for: (Please check the following)  Barricade  Excavation  Both

Work Location:  Township:  Range:  Section:   
 (A [proper physical address](#) is required or an existing permit number for renewal)  Renewal /Days of Renewal:

Work Order Number:   Complete Closure  Partial Closure  Plan Add/Change

Aerial  Boring  Drainage Way  Emergency  Roll Off  Storm Drains  Streetcar (*Sun Link 791-3333*)  
*(See note vii)* *(See note viii)* *(See note ix)* *(See note x)*

**City of Tucson Projects:** (Please check the appropriate boxes if applicable)  Not applicable \_\_\_\_\_ Initials required

Capital Project Name and Number:   Utility Relocation (*See note xiii*)

COT Project Manager:   PIA - Project #

Project of Another Jurisdiction:  ADOT (*See note xi*)  Marana  Pima County  South Tucson

Development Plan Number:  Indicate total lineal footage of excavation and bore:

**Work Description:**

1 Day  More than 1 day [Restrictions](#) Start Date:  Project End Date:

Day 9AM-3:30PM  Night 6PM-6AM  24HR  Weekend  Holiday  Other

- MAJOR IMPACT TRAFFIC ZONE (MITZ):** If any one of these items apply to your project, **barricade plans are required:** (*See note ii*)
- Central Business District, Downtown, 4th Avenue, or Main Gate (*See note xii*)
  - Complete closure of any street
  - If traffic control extends through a railroad crossing
  - If traffic control extends through a signalized intersection
  - **One or more lanes closed at any time on an arterial or collector street**
  - Restrictions on arterial or collector streets during peak hours
  - Streetcar Route

**Applicant Information:**

Applicant Firm:  ROC #:

Contact Name:  Mobile Number:

Business Address:

City:  State:  Zip Code:

Email:  Office Phone #:

**Contractors and or Sub-contractors:**

Company Name:  Contact Name:  Cell #

Yes Send Permit Email:  ROC #

Company Name:  Contact Name:  Cell #

Yes Send Permit Email:  ROC #

Barricade Company:  Contact:  Cell #

Yes Send Permit Email:  Office Number:

**Traffic Control Setup Duration:** (Please check the appropriate boxes if applicable)  Not applicable \_\_\_\_\_ Initials required

**Some Exceptions with Minimal Impacts to Traffic Flow:** (for off-peak travel direction)

Day 6AM-3:30PM Lane Direction:  North  South  East  West

Day 9AM-6:00PM Lane Direction:  North  South  East  West

Other hours  Lane Direction:  North  South  East  West

**Indicate any Restrictions:** (Please check the appropriate boxes if applicable)  Not applicable \_\_\_\_\_ Initials required

Bus Route/Stop Interruptions (Notify Sun Tran 623-4301)  Bike Lane Interruptions ("Share Road with Care Sign" or Detour required)

Left Turn Lane Restrictions - Location/Duration:

Parking Meters or Freight Loading Zones Meter or Zone numbers

(MUST Notify Park Tucson 791-5071)

(Info is found on the pole below each meter or bottom right corner of sign)

**Indicate any Notifications:** (Please check the appropriate boxes if applicable)  Not applicable \_\_\_\_\_ Initials required

Residents/Businesses Notified (See note vi)  Media Release Completed for Major Impacts (See note xii)

School Notified (See note vi) – School Name:

**notes:**

- i. TDOT Permit Center will only accept fully completed applications. If application is rejected, applicant will need to resubmit a new completed application.
- ii. A Traffic Control Plan must be submitted along with the application for a job that lasts more than one day on a City Street; and for any **major impacts** that occur on Collector and Arterial Roadways, including one day operations.
- iii. A Site Plan must be submitted along with application for all Excavation/bore work.
- iv. The applicant certifies that the Traffic Control Devices and Plan are in conformance to Part VI of the Manual on Traffic Control Devices (MUTCD) as amended by the State of Arizona, Tucson’s City Code 25, and any other standards set forth by the City Transportation Director.
- v. If your project extends beyond the permit’s expiration date, you must renew it 24 hours before it expires. If you do not renew within 24 hours, another application will be required and a new permit number will be issued.
- vi. If you close a road or alley, you must provide written notice 24 hours in advance to the following parties: *Affected school districts, emergency services, businesses, residences, Ward offices, Environmental Services, postal service and the news media.*
- vii. If work is within 10-feet (horizontally) or crossing an existing 16” or larger diameter water main, plans must be submitted to Tucson Water for review and comment. Plan review may take 30 days to complete, and large projects may require review time longer than 30 days. Submit plans to Tucson Water New Development Group 791-4718. Recorded drawings are available through the Tucson Water Mapping Section 791-2658. Initial here \_\_\_\_\_ to confirm you have contacted TWater.
- viii. For work impacting a drainage way, a Floodplain permit may be required. Contact TDOT Floodplain 791-4259. Initial here \_\_\_\_\_ to confirm you have contacted TDOT.
- ix. To determine the location of Storm Drains check the TDOT As-Built at 201 N. Stone Ave., 5<sup>th</sup> Floor, Maps & Records 791-4259. Initial here \_\_\_\_\_ to confirm you have contacted TDOT.
- x. A [Track Access Permit](#) will be required prior to issuance of a right-of-way permit. Contact Sun Link at 791-3333. Initial here \_\_\_\_\_ to confirm you have contacted SunLink.
- xi. Work within an ADOT Right-of-Way will require the [ADOT’s encroachment application](#) to be completed and included and may require an ADOT review prior to permit issuance. Initial here \_\_\_\_\_ to acknowledge.
- xii. **In the Downtown Area and on Arterial/Collectors Streets a media release will be required by the appropriate agency for work that requires a complete closure or creates a Major Impact to the traveling public.** Initial here \_\_\_\_\_ to acknowledge.
- xiii. Applicant shall be responsible for obtaining utility clearances for existing utilities located within the project construction limits prior to construction.

**City Communications 791-4144 / Environmental Services (Sanitation - Alley Closures/Restrictions) 791-3175**