



ENGINEERING DIVISION
PUBLIC WORKS
CITY OF SURPRISE
16000 N. CIVIC CENTER PLAZA
SURPRISE, AZ 85374
T. 623-222-6150

DRY UTILITY PLAN REVIEW AND PERMITTING

APPLICATION PACKET

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Dry Utility Permit/Plan Review Application

Request:

Description of Request: _____

Project Name: _____

Job Number: _____

Is this in coordination with a small cell site? Yes No

Property Information:

Property Address (if known): _____

Parcel Number: _____ Lot Number: _____

Subdivision Name: _____ MCR: _____

General Contractor:

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

ROC License Number: _____ Business License Number: _____

Contact: _____ Title: _____

Phone: _____ Email: _____

Falsification of information on this document for the purpose of evading State Licensing Laws is a Class II Misdemeanor per State Law.

Only the contact listed above will be notified of permit status.

Property Owner and Applicant Authorization:

The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of their knowledge including recorded lot dimensions and structure locations.

Owner/Agent Printed Name Date Owner/Agent Signature Date



**CHECKLIST
FOR
DRY UTILITY PLANS**

- Project title block with name, project number, address/location, date, sheet number.
- Project contact name and phone number.
- Project Scope of work to include but not limited to; total trench length, total directional bore length, overhead vs. underground installation, quantities of known concrete or asphalt repair and replacement, number of poles removed and or installed, and number and location of all utility potholes for depth of existing utilities.
- Provide a City of Surprise Engineer's approval line as follows:
THIS SET OF PLANS HAS BEEN REVIEWED FOR COMPLIANCE WITH CITY REQUIREMENTS PRIOR TO ISSUANCE OF PERMITS. THE CITY NEITHER ACCEPTS NOR ASSUMES ANY LIABILITY FOR ERRORS OR OMISSIONS. THIS COMPLIANCE APPROVAL SHALL NOT PREVENT THE CITY ENGINEER FROM REQUIRING CORRECTIONS OF ERRORS OR OMISSIONS IN PLANS FOUND TO BE IN VIOLATION OF LAWS OR ORDINANCES.

CITY OF SURPRISE ENGINEER

DATE

- Vicinity map with north arrow.
- Index of plan sheets if more than one plan sheet.
- Key map if more than one plan sheet.
- Match line if more than one plan sheet.
- Blue Stake symbol on all plan sheets.
- Legend of existing and proposed utility installations and associated infrastructure repairs.
- Engineering scale and north arrow.
- Monument/center line of the street.
- Property/lot lines.
- All Street names within the project scope of work.
- Dimension of existing & proposed Right-Of-Ways (ROW) from monument/center line of the street.
- Dimension of Easements (public & private) – PUE, Drainage easement, AAWC easement, etc. Private easements should have recordation information or property owner approval.
- General Notes for Dry Utility Construction. This can be found on our City web site, under Public Works Department, Engineering Development Services (2016 Engineering Development Standards).
- Proposed dry utility lines are to include size, material type and dimension from ROW or PUE.

- Proposed power poles are to include type and location (station and offset).
- Proposed potholes are to include stations and offsets.
- Trench and bore limits with dimension from ROW or easement line.
- Trench and bore detail shall include depth, width, conduits/pipes.
- Existing/proposed equipment (switching cabinets, transformers, pedestals, utility vaults, manholes, handholes, gas valves, etc.).
- Existing/proposed water/sanitary/storm/irrigation lines are to include size, material type and dimension from monument line.
- Existing/proposed edge of pavement, curb, gutter, sidewalk, ramp, building, drainage structure/channel, street lights, traffic signals.
- Dimension of edge of pavement, back of curb, back of sidewalk from monument/center line of the street.
- Floodplain/Floodway limits.
- Station and offset of street lights (typically from APS plans) must be verified with approved Street Light plans.
- Additional approval from the list below may be required, depending on the scope and limits of work:
 - FCDMC, MCDOT, ADOT, BNSF, MWD, adjacent cities, EPCOR or any private utility companies.

GENERAL NOTES FOR DRY UTILITY CONSTRUCTION:

1. ALL UTILITY CONSTRUCTION SHALL CONFORM TO THE LATEST MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) UNIFORM STANDARD SPECIFICATIONS AND DETAILS FOR PUBLIC WORKS CONSTRUCTION AND TO THE CITY OF SURPRISE SUPPLEMENTS TO MAG.
2. ALL WORK PERFORMED IN THE CITY OF SURPRISE RIGHT-OF-WAY WILL REQUIRE AN APPROVED TRAFFIC CONTROL PERMIT ISSUED TO A BARRICADE COMPANY LICENSED TO WORK IN THE CITY OF SURPRISE.
3. ALL PUBLIC UTILITY COMPANIES' CONTRACTORS AND SUB-CONTRACTORS ARE REQUIRED TO OBTAIN A CITY OF SURPRISE BUSINESS LICENSE PRIOR TO THE PERFORMANCE OF ANY WORK.
4. PLAN APPROVAL BY THE CITY OF SURPRISE FOR COMPLIANCE WITH CITY REQUIREMENTS SHALL NOT PREVENT THE CITY FROM REQUIRING THE CORRECTION OF ERRORS FOUND TO BE IN VIOLATION OF ANY LAW, ORDINANCE, OR CITY OF SURPRISE REQUIREMENT FOR UTILITY CONSTRUCTION IN THE RIGHT-OF-WAY.
5. THE CONTRACTOR OR UTILITY COMPANY MUST HAVE A COPY OF THE APPROVED/STAMPED CONSTRUCTION PLANS AND APPROVED TRAFFIC CONTROL PLAN AT THE PROJECT SITE AT ALL TIMES.
6. ALL UTILITIES CROSSING STREETS OR ROADS MUST BE DIRECTIONAL BORED WHERE POSSIBLE. PERMISSION TO BORE AND TO OPEN CUT EXISTING PAVEMENT REQUIRES SPECIFIC PLAN APPROVAL AND RIGHT-OF-WAY PERMIT FOR THE PROPOSED CONSTRUCTION.
7. PRIOR TO STARTING ANY WORK IN A MAJOR ARTERIAL OR COLLECTOR STREET, THE UTILITY COMPANY OR SUB-CONTRACTOR SHALL SCHEDULE A PRE-CONSTRUCTION MEETING WITH THE CITY OF SURPRISE CIVIL CONSTRUCTION INSPECTION PERSONNEL. SEE PERMIT FOR CONTACT INFORMATION.
8. THE CITY OF SURPRISE DOES NOT WARRANT ANY OF THE QUANTITIES SHOWN ON THESE PLANS.
9. THE UTILITY COMPANY SHALL CONTACT THE CITY OF SURPRISE CIVIL CONSTRUCTION INSPECTION PERSONNEL A MINIMUM OF FORTY-EIGHT (48) HOURS IN ADVANCE OF ANY WORK. THE PERMIT NUMBER AND LOCATION MUST BE PROVIDED IN ORDER TO SCHEDULE INSPECTIONS.
10. ALL WORK REQUIRING ASPHALT REPLACEMENT, CONCRETE REPLACEMENT, OR RESURFACING, IN THE CITY OF SURPRISE RIGHT-OF-WAY, WILL REQUIRE A FINAL INSPECTION WITH THE UTILITY COMPANY REPRESENTATIVE AT THE TIME OF COMPLETION.
11. MAINTAIN THE FOLLOWING MINIMUM SEPARATIONS: SIX (6) FEET HORIZONTAL FROM WATER AND SEWER MAINS, AND TWO (2) FEET HORIZONTAL FROM ALL OTHER UTILITIES. MAINTAIN A MINIMUM OF ONE (1) FOOT VERTICAL SEPARATION FROM ALL UTILITIES. ALL DISTANCES ARE MEASURED FROM OUTSIDE OF PIPE TO OUTSIDE OF PIPE.
12. ALL POTHOLES FOR EXISTING UTILITY CROSSINGS OR SOIL BORINGS FOR FUTURE UTILITIES WILL BE REPAIRED PER MAG STANDARD DETAIL #212. THE CITY MAY REQUIRE ADDITIONAL REPAIRS, AS REQUIRED BY THE CIVIL ENGINEERING INSPECTOR.

DATE REVISED: 8/2016

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GENERAL NOTES FOR DRY UTILITY CONSTRUCTION

DETAIL NO:

2-11

SHEET 1 OF 2

GENERAL NOTES FOR DRY UTILITY CONSTRUCTION (CONTINUED):

13. THE FOLLOWING ITEMS SHALL BE APPROVED IN THE FIELD, TO ACCOUNT FOR UNFORESEEN CONDITIONS, BY THE CITY OF SURPRISE CIVIL ENGINEERING INSPECTOR:
- BACKFILL AND COMPACTION
 - CONCRETE REPAIR AND CURING
 - ASPHALT REPAIR AND PAVEMENT MATCHING
14. ALL TRENCHES IN EXISTING AND FUTURE PAVEMENT ARE REQUIRED TO BE BACKFILLED WITH A MINIMUM OF ONE-HALF (½) SACK SLURRY CONTROLLED LOW STRENGTH MATERIAL PER MAG SECTIONS 604 AND 728.
15. ALL TRENCHING WITHIN TWO (2) FEET OF THE BACK OF CURB OR EDGE OF PAVEMENT WILL REQUIRE ABC COMPACTED TO NINETY-FIVE (95) PERCENT OR ONE-HALF (½) SACK SLURRY CONTROLLED LOW-STRENGTH MATERIAL PER MAG SECTIONS 604 AND 728.
16. ALL WORK THAT LIES WITHIN A DESIGNATED FLOODPLAIN AREA WILL REQUIRE A FLOODPLAIN USE PERMIT FROM THE FLOOD CONTROL DISTRICT OF MARICOPA COUNTY.
17. ANY DAMAGE TO PUBLIC OR PRIVATE PROPERTY SHALL BE REPORTED TO THE CITY OF SURPRISE AND THE OWNER. REPAIR AND/OR REPLACEMENT IN KIND SHALL BE PER THE AGREEMENT WITH THE OWNER AND/OR THE CITY ON A CASE-BY-CASE BASIS.
18. THE MINIMUM DEPTH OF COVER FOR VARIOUS UTILITIES SHALL BE AS SHOWN BELOW. TEMPORARY PAVEMENT REPLACEMENT THAT USES COLD-MIX ASPHALT SHALL BE REPLACED NO LATER THAN SEVEN (7) CALENDAR DAYS AFTER INITIAL PLACEMENT.

<u>TYPE</u>	<u>MINIMUM DEPTH</u>
DIRECT BURIAL CABLE	36"
FIBER OPTIC CABLE	36"
TELEVISION, TELEPHONE, CABLE, AND OTHER	24" TO 36"
GAS	36"

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**GENERAL NOTES FOR DRY UTILITY
CONSTRUCTION**

DETAIL NO:

2-11
SHEET 2 OF 2



COS Utility Permitting Review Process

The City of Surprise will now issue three separate permits types for utility applications. These three permits are:

- Emergency/Maintenance Blanket Permit
- Routine Construction
- New Construction Permit

All applications will fall into one of three categories according to the following criteria:

1. Emergency/Maintenance Blanket Permit
 - a. Issued annually and to be used only for utility customers without service or minimal maintenance work on existing infrastructure construction activity for no more than 7 days continuously and does not include any trench or excavation work (unless needed to resolve the emergency.)
 - b. Any pavement repair and replacement shall be approved by the City of Surprise.
 - c. Additional items covered by this permit include:
 - ✓ Tree trimming
 - ✓ Repairs related to public safety
 - d. When work is performed, the blanket permit must be on site during construction activities at all times.
 - e. The City will be notified via e-mail at engineering.info@surpriseaz.gov or by phone (*during business hours only*) at (623) 222-6150 within 24 hours from the initial entry of City ROW for use of the Emergency Permit. The following information is required in conjunction with this notification:
 - i. Contact name and phone number
 - ii. Specific location with nearest major cross roads
 - iii. Date and time of entry
 - iv. Time of expected completion
 - v. Explanation of the scope of work
 - vi. Any roadway or sidewalk restrictions or closures
 - f. In the event that the permit is null and void the applicant will be required to submit to the City for permit prior to any construction activities similar to the Maintenance permit.
 - g. Existing Franchise Agreements with the City will abide to the agreement regarding fees.
 - h. Applications without Franchise Agreements will pay a onetime 'administration' fee prior to permit issuance according to the current fee schedule adopted by Council. After the first year, the city will re-evaluate the fee based on the frequency of Emergency Permit utilization.



2. Routine Construction Permit

- a. Issued for each 'maintenance' construction project with work on existing infrastructure that will be more than one day of construction activity.
- b. Up to 150' of excavation/trenching will be allowed back of curb and specifically not within city roadways. Pot holing is also allowed under this permit.
- c. Within five (5) business days of application receipt, the City will issue a permit or review comments.
- d. Permit is acquired with a plan submittal.
- e. Plan submittal shall show that no pavement, landscaping, or earth work will be disturbed and only existing privately owned infrastructure will be affected.
- f. A traffic control plan is required for work within the City ROW.
- g. Fees will be administered per Existing Franchise Agreements when applicable.
- h. Applications without Franchise Agreements will pay the following fees per the current fee schedule adopted by Council:
 - i. Administration processing fees; one for plan review and one for permit billed in arrears.
 - ii. Plan review fee, billed in arrears per hour.
 - iii. Permit fees billed in arrears per hour.

Note: All fees will be paid prior to permit issuance.

3. New Construction Permit

- a. Classified as all other construction within the City ROW not identified in one or two above.
- b. Permit is acquired with a plan submittal.
- c. Plan submittal shows location of work and type of work that is being performed. Specifically, this permit is for all new utilities going into the City ROW, similar to the current civil engineering review process.
- d. Plans submitted will be reviewed according to the standard development review process for any work over 150' {25 business days review period (per the SUDC)}.
- e. A traffic control plan will required for work within the City ROW.
- f. Fees will be administered per Existing Franchise Agreements when applicable.
- g. Applications without Franchise Agreements will pay the following fees per the current fee schedule adopted by City Council:
 - i. Administration processing fees; one for plan review and one for permit, billed in arrears.
 - ii. Plan review fee, billed in arrears per hour.
 - iii. Permit fees billed in arrears per hour.

Note: All fees will be paid prior to permit issuance.