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.

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 115% 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.

Thank you for your cooperation,

Daniel A. Silva
Town of Marana
Right-of Way-Inspector
520-400-8233