



Town of Camp Verde Public Works

395 S. Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820

Email: rowpermits@campverde.az.gov

Town Permit Number

Date Issued

Fee Amount

APPLICATION FOR PERMIT TO USE TOWN OF CAMP VERDE RIGHT-OF-WAY

The undersigned herewith makes application for a permit to enter in upon and use a portion of the public right-of-way to the Town of Camp Verde for the purpose of:

Address or Location of work: _____

Construction anticipated Beginning: _____ End: _____

Date of application: _____

Name of Applicant (if different than General Contractor): _____

Mailing Address: _____

Phone: _____ Email Address: _____

Contractor's Organization: _____

Name of Contact Person: _____

Phone: _____ Email Address: _____

ROC License No: _____ Type: _____ Expiration: _____

24-hour contact number: _____

Town of Camp Verde Business License No: _____ Expiration: _____

The Applicant shall notify the Town of Camp Verde Public Works at rowpermits@campverde.az.gov at least 24 hours prior to the start of the work. Any failure to do this may render this and all other permits by Applicant null and void.

SUBCONTRACTORS

All Subcontractors to the General Applicant shall be held to the same standards as the General Applicant, including licensing and insurance requirements. Please provide a list of all Subcontractors that will be used on this project.

Subcontractor 1: _____

ROC License No: _____ Type: _____ Expiration: _____

Town of Camp Verde Business License No: _____ Expiration: _____

Subcontractor 2: _____

ROC License No: _____ Type: _____ Expiration: _____

Town of Camp Verde Business License No: _____ Expiration: _____

Subcontractor 3: _____

ROC License No: _____ Type: _____ Expiration: _____

Town of Camp Verde Business License No: _____ Expiration: _____

Subcontractor 4: _____

ROC License No: _____ Type: _____ Expiration: _____

Town of Camp Verde Business License No: _____ Expiration: _____

Subcontractor 5: _____

ROC License No: _____ Type: _____ Expiration: _____

Town of Camp Verde Business License No: _____ Expiration: _____

*Please use additional sheet as required for additional subcontractors.

By signing below the Applicant hereby agrees to complete the described construction and repairs in the right-of-way within the time frame specified in this permit and in accordance with all conditions set forth in this permit. The Applicant further acknowledges that he will be responsible for all costs and expenses should the Town make any repairs that, in the sole discretion of Town Management, are reasonably necessary if the work is not in substantial compliance with the completion time specified herein and/or is not in substantial compliance with all conditions set forth in this permit or if the work has been negligently or poorly performed after the Town has given due written notice of noncompliance and allowed a reasonable period of time to correct negligent or poor performance. The Applicant assumes all responsibility for the construction within the right-of-way and agrees that the Applicant shall hold harmless and indemnify the Town of Camp Verde for any liability therefrom, including all costs whatsoever and attorney fees.

Applicant's Signature: _____

SUBMITTAL REQUIREMENTS: (*) Items are required for all permits, other requirements will be identified upon completion of initial review of application

- | | |
|--|---------------------|
| (*) A plan or drawing showing proposed scope of work | () Approved _____ |
| (*) Traffic Control Plan Required | () Approved _____ |
| (*) Verify use of sub-contractors | () Completed _____ |
| () Pre-Construction and Maintenance Conference Required | () Completed _____ |
| (*) Anticipated Start Date | () Completed _____ |
| (*) Anticipated Completion Date | () Completed _____ |
| (*) Anticipated Construction Time | () Completed _____ |
| () Construction Plans (Furnished by Applicant) | () Approved _____ |
| () ADOT Permit (if required) | () Approved _____ |
| () Notification to Public | () Completed _____ |
| () Wastewater Approval (if required) | () Approved _____ |
| () Water Department Approval (if required) | () Approved _____ |
| () Burning Permit (from Fire Department) | () Submitted _____ |
| (*) Right-of-Way Diagram | () Approved _____ |
| () Copy of Contract Agreement | () Submitted _____ |
| (*) Certificate of Insurance and policy endorsement | () Approved _____ |
| (*) Storm Water Pollution Prevention Plan if required | () Approved _____ |
| (*) 24 hour notice required before work starts and work completed. | |
| () Monthly Summary of Utility Rights-of-Way Work | |

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Permit No:_____ Effective Date:_____

Issued By:_____ Permit Expiration Date:_____

RECORD OF INSPECTIONS:

Inspector: _____ Date: _____ Time: _____

Description: _____

Inspector: _____ Date: _____ Time: _____

Description: _____

Inspector: _____ Date: _____ Time: _____

Description: _____

Inspector: _____ Date: _____ Time: _____

Description: _____

General Conditions

A permit is required for all construction work in the public rights-of-way including, but not limited to, parking or staging of vehicles or equipment within the right-of-way for work done outside of the right-of-way, excavations, pavement cuts, grading, and alterations to sidewalks, driveways and drainage structures. Rights-of-way are defined as thoroughfares dedicated to the public that include surfaced and non-surfaced streets and alleys used for vehicular and non-vehicular traffic. The following may be located in rights-of-way: sidewalks, curbs, streets, bicycle paths, utilities, signing, and drainage structures.

FOR AND IN CONSIDERATION of granting a permit for the purpose set forth herein, the Applicant hereby agrees, covenants, and binds said Applicant as follows:

1. An Arizona licensed contractor, appropriately licensed for the type of work permitted, shall execute all work.
2. The Applicant assumes the responsibility and all liability for any injury or damage to said right-of-way, or to any person while using said right-of-way in a lawful manner, caused by or arising out of the exercise of the permit.
3. All work shall be at the sole cost and expense of the Permittee and shall be done at such time and in such manner as to minimize the inconvenience to the traveling public. Work shall be finished in the time specified on permit.
4. The Town reserves the right to require pre-construction conference and a final inspection with all parties concerned on any work permitted, which is designed as a major project by the Town Engineer. At the time of final inspection, any work not completed will be brought into compliance with the permit requirements within 30 days, or all permits to the Permittee shall be null and void.
5. Time Schedule
 - a. Review and approval of this application may take up to 7-10 business days.
 - b. Permit shall be in effect for 30 days from the date issued unless otherwise specified.
 - c. Extensions of the permit for work not completed within the original permit period will be required and be subject to the permit extension fee.
 - d. Construction time of permit for an ordinary cut ditch shall be 2 days.
 - e. Construction time for any single location shall be as expedient as possible to minimize the disruption to traffic.
 - f. On large construction projects, the permit shall be in effect for the life of the project as specified on the permit.
 - g. The Town may dictate start and stop times of the work as deemed in the best interest of the traveling public.
6. Fees
 - a. The fee for a right-of-way permit shall be in accordance with the current Public Works & Engineering fee schedule.
 - b. An inspection fee of \$20.00 for each and every inspection necessary requiring no more than one hour of inspection time.
 - c. For inspections requiring more than one hour the fee shall be based on \$25.00 per man hour unit.
 - d. Inspection fees will be billed to the Permittee.
7. The Permittee is required to have the approved permit on site at all times when work is being performed.
8. The Permittee shall notify the Town of Camp Verde Public Works at (928) 554-0822 at least 24 hours prior to the start of the work. **Any failure to do this will render this and all other permits by Applicant null and void.**
9. The Permittee must adhere to any federal, state, and local rules or regulations applying to the work being

done. Any removed or disturbed monuments or current Town benchmarks shall be restored or replaced in accordance with laws and regulations governing land survey in the State of Arizona.

10. The Permittee shall adhere to approved work times as outlined in the Camp Verde Town Code, Section 11-1-5-G. The approved times are as follows:
 - 5:00am to 8:00pm Monday thru Friday, weekends, and legal holidays

For any work outside of these times the Permittee must submit a written request to the Town of Camp Verde Engineering Department for evaluation and approval prior to the commencement of said work.

11. The Applicant shall replace and restore streets, pedestrian facilities, drainage facilities, wastewater facilities, landscaping, and other facilities to standards current at the time of replacement or restoration as required by law. This shall include the surface of the soil which shall be left in a clean, maintainable condition.
12. If at any time hereafter the public right-of-way, or any portion thereof, occupied and used by the Applicant may be needed or required by the Town for public right-of-way purposes, any permit granted in pursuance of the application may be revoked by the Town and all rights thereunder terminated, and upon sufficient notice, the Applicant shall and will remove, relocate, or abandon all property belonging to said Applicant, provided such abandonment of property is agreeable to the Town.
13. During the course of work, the Applicant shall maintain the work area in a clean and orderly condition. Excess excavation, debris, etc. will not be permitted to accumulate on the street or shoulders. Work shall progress in such a manner that no unacceptable conditions such as soft trenches, drop-offs, excessive mud, and dust exist. During construction as necessary and upon completion of installation the Applicant shall clean the pavement surface, pull and dress shoulders, and otherwise restore the entire work area covered by the permit to a condition being equal to or better than the condition prior to the work.
14. No storage of materials or equipment in the Town right-of-way will be allowed, unless specified and approved in the permit.
15. It is the Applicant's responsibility to return the work site to its original or better condition. Damage to any appurtenance, property, or facility on site shall be repaired or replaced solely at the Applicant's expense.
16. Any deviation from the approved plans attached to the permit, including the temporary traffic control plans, shall require prior written approval from the Town; otherwise all permits to the Permittee shall become null and void.
17. Stormwater Pollution Prevention (SWPP) measures and practices shall be employed at all times to prevent erosion and the entrance of material into the storm drainage system. This includes dirt, rock, debris, concrete, discharging of waters, chemicals, and oils. Provisions shall be made to trap and remove materials entering the storm drainage system. The storm drainage system includes, but is not limited to concrete gutters, ditches, washes, pipes, rivers, streams, and channels.
18. Stormwater BMPs (Best Management Practices) shall be used at all times to prevent tracking and discharge of dirt and other materials related to the construction activity onto public streets or highways within the Town of Camp Verde.
19. Roadway pavement cuts on any bituminous or concrete pavement structure less than five (5) years of age are prohibited unless approved by the Town Council or in the event of an emergency threatening public health and safety.
20. Permittee shall contact Arizona 811 48 hours prior to excavation. Call (800) 782-5348 or 811.

21. Work shall be inspected by the Town of Camp Verde Public Works Department within a reasonable time frame. **Work that does not comply with the standards referenced herein will be rejected. The cost of all rework will be at the sole expense of the Applicant.**
22. Please provide at least 24-hour notice for each inspection. The Applicant shall be present on the job site at the time of inspection. Email rowpermits@campverde.az.gov to request an inspection. If work is not inspected by the Town, the Applicant may be required to remove or expose the improvements at Applicant's expense to allow for Town inspection.
23. The Applicant shall not create or allow any condition to exist which would be a hazard or source of danger to the traveling public, vehicular or pedestrian, on or adjacent to the public right-of-way.
24. In the event the work to be done under the authority of the permit necessitates the creation of any hazard or source of danger to any person or vehicle using said right-of-way, said Applicant shall and will provide and maintain at all times during the existence of said hazard, sufficient temporary signing and barricades per the latest revision of the Manual on Uniform Traffic Control Devices (MUTCD), Part 6 Temporary Traffic Control. For all work impeding or impacting traffic (vehicular or pedestrian) a Traffic Control Plan must be approved before any work begins.
25. Traffic control signs will be used at all times when work is being performed or when a potential hazard is present. When necessary certified flaggers will be used to control traffic using a stop and slow paddle. Signs and flaggers (per MUTCD) are required when a lane is blocked or encroached upon.
26. The Town of Camp Verde will not provide signs, barricades, and other equipment for use in traffic control.
27. The Contractor shall regularly monitor and maintain the proper placement and working condition of all traffic control devices. Any non-functioning devices shall be immediately repaired or replaced.
28. The Applicant shall replace all signs moved or damaged during construction.
29. Only rubber tired equipment shall be used on pavement, except crawler equipment using street pads.
30. The Town of Camp Verde discourages the use of monolithic concrete pours. Under certain circumstances this practice may be allowed, however the contractor must obtain prior authorization from the Town of Camp Verde Engineering Department.
31. Proof of liability insurance, held by the Applicant and all Subcontractors, must be attached to this application. We require a Certificate of Insurance (COI) as well as the endorsement from the insurance company highlighting the change to the policy.

The Applicant shall ensure that all insurers and insurance policies required herein:

- a. Be licensed or approved to do business within the State of Arizona.
- b. Provide a Certificate of Insurance and Endorsements, and if requested, copies of all policies before commencement of work. The Certificate of Insurance shall name the Town of Camp Verde (395 South Main Street, Camp Verde, AZ 86322), their agents, representatives, officers, directors, officials, employees, and volunteers as "Additional Insureds" for insurance required herein. Copies of endorsements must be attached for all policies (except the Workers' Compensation) with regard to liability and defense of suits arising from operations by or on behalf of the Applicant with respect to the work or project at issue. Certificates of Insurance shall identify the Contract or Project.
- c. Certificates of Insurance or endorsements must state the coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice via certified mail, return receipt requested, has been given to the Town of Camp Verde Public Works Department at 395 S. Main Street, Camp Verde, AZ 86322.

- d. Are written as primary and non-contributory without recourse to and of Owner's insurance or self-insurance.
 - e. Contain a waiver of subrogation against Owner.
 - f. Provide a renewal certificate at least thirty (30) days prior to expiration.
 - g. The Town reserves the right to approve the security of the insurance coverages provided by the insurance company(ies) terms, conditions, and the Certificate of Insurance. Failure of the Applicant to fully comply with these requirements during the term of the approved permit will be considered a material breach of the permit and will be cause for immediate termination of the permit at the option of Owner.
32. Failure to follow the conditions of this permit may result in the following penalties:
- a. By written notice, Town Management or their representative may revoke a permit if the progress of the work is such that it will not be substantially complete in the time specified herein, the work is unauthorized or defective, or there is danger to the public health or any hazard or source of danger to any person or vehicle using said right-of-way. Re-application for a revoked permit shall be at double the normal permit fee.
 - b. The permit cost for those failing to obtain a permit prior to starting the work shall be double the normal fee.

As-Built Requirements

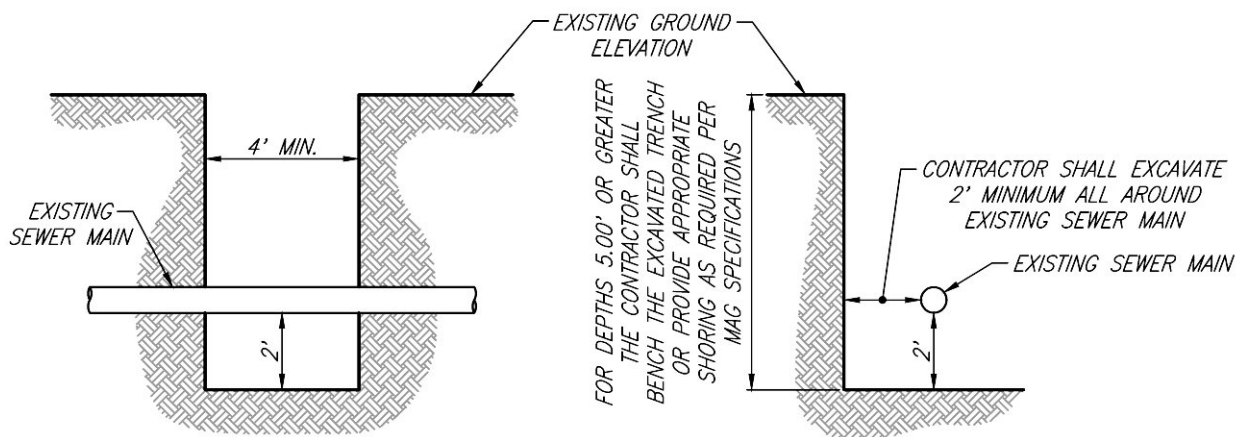
- 1. As-built plans are required for all water main, gravity sewer, sewer force main, and reclaimed water main installations. Plans for other utilities shall be included within the permit if applicable.
- 2. As-built plans shall relate the "as constructed" line and grade of the public infrastructure. As-built plans shall be produced from the approved construction plans. Changes in line and grade shall be noted by cross-hatching out the design information and noting the as-built condition.
- 3. As-built plans shall be submitted to the Town of Camp Verde Engineering Department. Each sheet shall be cleanly marked as "as-built" with the signature and date of the registered engineer or surveyor who prepared the drawing.
- 4. Sewer as-built drawings shall include actual manhole inverts, slopes and changes in horizontal location. All taps shall be stationed from the next **downstream** manhole.

Water and Sewer Utility Installation Requirements

- 1. Refer to Water Connection Application for construction and installation requirements of a water service connection. Contact Utility Billing at 928-554-0850 for additional information about the permitting process.
- 2. Refer to Sewer Tap Application for construction and installation requirements of the sewer tap connection. Contact Utility Billing at 928-554-0850 for additional information about the permitting process.
- 3. Tap installations must be scheduled through the Public Works Department a minimum of 48 hours in advance. Send requests via email to rowpermits@campverde.az.gov.
- 4. Per Town ordinance, only Town forces can cut the sewer main to install a sewer service saddle. There is a separate sewer tap fee in addition to the right-of-way permit application fees. See the Sewer Tap Application for the respective sewer tap fees. These fees are to be paid at the Town of Camp Verde Public Works facility, located at 395 S. Main Street.

For large quantities of sewer taps to existing mains, the Town Engineer may approve of Applicant cutting and tapping the sewer main and waive the tap installation fee.

5. The Applicant is responsible to excavate the sewer line for tapping per the detail below. Applicant shall replace the street or alley to Town standards.
6. The applicant is responsible for proper shoring of the excavation per OSHA, MAG, and Town of Camp Verde requirements. The wastewater staff will refuse to enter improperly shored excavations.
7. Sewer laterals (services) in the right-of-way shall be a minimum of 5 feet deep at the property line and pass below existing utilities if conflicts arise. Any deviation from this must receive prior approval from the Town Engineer.
8. Water and sewer taps and piping shall be installed per the Town of Camp Verde Engineering Design Standard Details and Specifications.



SEWER TAP TRENCH DETAIL

Roadway Trenching/Replacement Standards

All work shall be performed in accordance with the latest update of the Uniform Standard Specifications for Public Works Construction and Uniform Standard Details for Public Works Construction as sponsored and distributed by the Maricopa Association of Governments (MAG Specs).

Trench excavation, backfilling, and compaction shall be in accordance with Section 601.

Pavement Replacement and Surface Restoration Requirements

Pavement replacement within the town right-of-way shall comply with the Town of Camp Verde Std. Det. 200CV, attached to the end of these General Conditions.

Per Town Ordinance 2024-A497:

Except as set for in Section 7-5-2.5 and absent an Excavation Waiver as provided in Section 7-5-2.6, permits to excavate in a public street or right-of-way shall not be granted where any of the following apply:

1. **For any pavement with a very good to excellent condition as determined by having a Pavement Condition Index rating of eighty (80) or above using the ASTM D6433-18 Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys.**
2. **For seven (7) years after the completion date of public street construction, including but not limited to an inlay, overlay, chip seal, reconstruction, or other similar maintenance.**
3. **For three (3) years after completion date slurry seal coatings or micro-paving of the roadway surface. Utilities shall plan well enough in advance to determine alternate methods for making necessary repairs to**

avoid excavating in newly resurfaced public streets.

Surface repair for utility potholes are required to be a minimum of 4' x 4'. In areas where multiple utility potholes are in close proximity to each other the contractor will be required to repair a larger, contiguous area. The contractor is encouraged to carefully consider the locations of such potholes and coordinate with the Town of Camp Verde for expectations regarding surface repair.

1. **GRADING:** The Applicant shall do such grading in the area adjacent to backfilled trenches and structures as may be necessary to leave the area in a neat and satisfactory condition approved by the Town.
2. **RESTORING SURFACE:** All streets, alleys, shoulders, driveways, sidewalks, curbs, or other surfaces, on which the surface is broken into or damaged by the installation of new work, shall be replaced in kind or as specified by the Town.
3. **SLURRY BACKFILL:** Any slurry backfill of the trench shall be composed of a one-sack cement mix with pea gravel and sand over the shaded utility, or as otherwise directed by the utility owner.
4. **ASPHALT CONCRETE:** The asphalt concrete patch shall be a mixture of asphalt concrete and mineral aggregates as required in Section 710 of the MAG standards or as approved by the Town.

Asphalt Cold Patching Material may be used until such time that hot mix is available; however, an asphalt cold patch may not be used as a permanent patch. Temporary road patches must be completed within 48 hours. Permanent (hot mix) road patches must be completed within two weeks. The Applicant is responsible for the maintenance of temporary patches until permanent hot patch is installed. All asphalt cuts will be saw cut, tacked, and sealed per MAG specifications. All work shall be warranted for one year, after final inspection and Town approval.

5. **CLEANUP:** The job site shall be left in a neat and acceptable condition. Excess soil, concrete, etc., shall be removed from the premises.

Material Testing Standards

The materials testing requirements shown below are for all improvements within the public right-of-way. The Town of Camp Verde Public Works representative shall select testing locations and may increase or decrease the frequency of the tests if conditions warrant. Cost of materials testing shall be the responsibility of the Applicant and not the Town of Camp Verde. A third-party testing laboratory, licensed by the State of Arizona, shall be used for all materials testing. **The Applicant shall submit a copy of all materials and compaction testing to the Town of Camp Verde Engineering Department in a timely manner.**

Testing Frequency

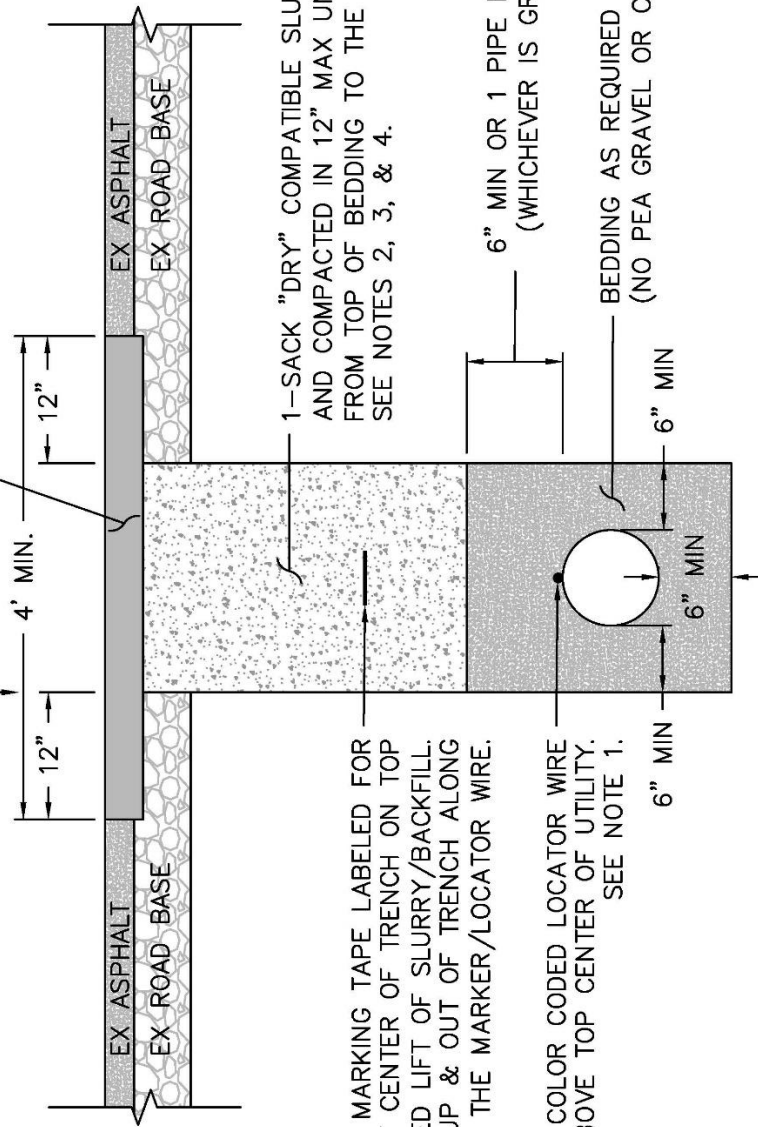
- | | |
|--------------------------|---|
| 1. Concrete | 1 set of 4 cylinders daily or every 50 C.Y., whichever is greater.
Testing for concrete temperature, slump, and air content is required for each set of test specimens (MAG Spec. 725)
All concrete shall be 3000 psi minimum or per approved plans and specifications. |
| 2. Embankment | 1 density test every 500 L.F.** on each lift. (MAG Spec. 211)
Requirement: Minimum 90% maximum dry density (MDD). |
| 3. Subgrade | 1 density test every 500 L.F.** on each lift (MAG Spec. 303)
Requirement: 95% MDD in roadway section or per approved plans and specifications
90% MDD beyond 4' of paved shoulder |
| 4. Aggregate Base Course | 1 density test every 500 L.F.** plus 1 gradation check (MAG Spec. 310)
Requirement: 100% MDD at optimum moisture |
| 5. Asphalt | 1 density test every 500 L.F.** in each lane; 1 oil content per paving day;
1 gradation check per paving day. For asphalt quantities less than 250 tons the oil content and gradation requirement may be waived at the discretion of the Town Engineer. |

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|--------------------|---|
| 6. Trench Backfill | Testing locations and frequencies per MAG Section 601 |
| 7. Sewer | Testing per MAG specifications. Video inspection of all public sanitary sewers is required per MAG Spec. 611. |
| 8. Water | Testing per MAG specifications. Bacteriological testing to be performed by an independent laboratory as approved by the Town. (MAG Spec. 611) |

** If the work being performed is not a contiguous run then a test shall be done for each section

Any and all testing shall be performed in the presence of a Town of Camp Verde representative. Any test performed without such representation shall be deemed invalid.

INITIAL SAW-CUT (TYP BOTH SIDES). ADD NEW SAW-CUT 12" OUT WHEN TRENCH WORK IS COMPLETED TO AVOID DAMAGE TO REPAIR EDGE. TACK-COAT ALL REPAIR EDGES BEFORE PLACING ASPHALT (TYP).



INSTALL DETECTABLE MARKING TAPE LABELED FOR PRESENT UTILITY AT CENTER OF TRENCH ON TOP OF FIRST COMPACTED LIFT OF SLURRY/BACKFILL. TAPE SHALL TRAVEL UP & OUT OF TRENCH ALONG WITH THE MARKER/LOCATOR WIRE.

INSTALL #12 COLOR CODED LOCATOR WIRE IMMEDIATELY ABOVE TOP CENTER OF UTILITY. SEE NOTE 1.

BEDDING AS REQUIRED BY UTILITY (NO PEA GRAVEL OR CHIPS).

NOTES

1. MARKER WIRE SHALL BE TAPED TO PIPE EVERY 6'. LOOP UP TO SURFACE AT ALL MANHOLES, STUB-OUTS, SERVICE BOXES, CLEANOUTS, BLOW-OFFS, VAULTS, RISERS, ETC.
2. REMOVE SLURRY AS REQUIRED TO PLACE ASPHALT.
3. IF TRENCH (INCLUDING CROSS-TRENCH ENDS) IS WITHIN 4' OF THE PAVEMENT EDGES, TRENCH SHALL BE BACKFILLED WITH THE SAME COMPACTED SLURRY AS CALLED OUT ABOVE TO WITHIN 4" OF THE SURFACE. FILL LAST 4" TO SURFACE WITH NATIVE SOILS.
4. DURING NEW CONSTRUCTION OR IF TRENCH IS FURTHER THAN 4' FROM PAVEMENT EDGE, SLURRY IS NOT REQUIRED. TRENCH MAY BE BACKFILLED WITH NATIVE OR SELECT SOIL AND COMPACTED TO 95% PER MAG STD 601.



TOCV STANDARD
DETAIL

**TYPICAL TRENCH BACKFILL
AND REPAIR SURFACE**

REVISED: 11/14/2024
DETAIL No: 200CV