



Flood Control District

of Maricopa County

Date: September 9, 2015

APPLICATION CHECKLIST FOR A RIGHT-OF-WAY PERMIT (CONSTRUCTION) WITH THE FLOOD CONTROL DISTRICT OF MARICOPA COUNTY

The Flood Control District of Maricopa County (District) issues Right-of-Way (ROW) permits for work within or access over District's real property.

Once plans and reports for a project are approved, a permit application can be submitted to one of the District's Right-Of-Way Permit Specialists, Angie Hardesty alh@mail.maricopa.gov for projects west of Central Avenue in Phoenix at (602) 506-5476, or Shelby Brown sjb@mail.maricopa.gov for projects east of Central Avenue in Phoenix at (602) 506-4583. The permit must be issued prior to start of any work that impacts District's real property.

The District requires that the following items be provided along with the permit application:

1. If the plans have changed since the plans were approved, they will need to be reviewed again to verify that the changes do not impact the previous plan approval. Provide an electronic copy in PDF format of the plans for the project to the Right-of-Way Permit Specialist. If they have not changed, additional plans will not be required.
2. Provide insurance that names the District as additional insured
3. Provide a bond in the amount required by the District's Right-of-Way Permit Specialist (see above).
4. Provide an emergency action plan that meets the requirements of the District.
5. Provide a contractor's work plan that meets the requirements of the District.
6. Pay permit fees (fee amount can be obtained from Right-of-Way Permit Specialist).
7. Once project is complete provide As-builts and QA/QC documents to the Right-of-Way Permit Specialist as required by the As-builts Requirements.



RIGHT-OF-WAY PERMIT

Construction Phase

Primary Contact: _____

ROC Number: _____

Company Name: _____

Phone Number: _____

Mailing Address: _____

Cell Number: _____

City: _____ State: _____ Zip Code: _____

E-Mail: _____

Owner's Name: _____

(Developer, Municipality, or Utility)

Owner's Contact Name: _____

Phone Number: _____ Cell Number: _____

E-Mail: _____

Project Name: _____

Project Address: _____

Cross Street: _____

Section: _____ Township: _____ Range: _____ 1/4 Section: _____

Assessor Parcel Number(s): _____
(If multiple APNs, include those in the Description below)

District Structure: _____

Projected Construction Start: _____

Proposed Construction End Date: _____

Description of impact to District ROW including access needs:

Contact Information:

WEST OF CENTRAL AVENUE

Angie Hardesty
ROW Permits Specialist
(602) 506-5476
alh@mail.maricopa.gov
FAX: (602) 506-1663

EAST OF CENTRAL AVENUE

Shelby Brown
ROW Permits Specialist
(602) 506-4583
sjb@mail.maricopa.gov
FAX: (602) 506-1663

NOTE: The District may request As-Built Plans and/or Proctor Test Results as conditions to release any performance bond.

Applicant Signature: _____ Date: _____



Flood Control District

of Maricopa County

Date: July 9, 2015

INSURANCE AND BOND REQUIREMENTS FOR RIGHT-OF-WAY PERMITS WITH THE FLOOD CONTROL DISTRICT OF MARICOPA COUNTY

Commercial General Liability Insurance Coverage - as follows or other limits determined by Risk Management and adopted by the Board of Directors:

\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operation Aggregate
\$1,000,000 Each Occurrence

Note: No evidence of liability insurance shall be required as a condition precedent to the issuance of a permit to federal, state, county or municipal agency, political subdivision, or any public service corporation with a net worth of more than \$1,000,000 as reflected by its most current balance sheet.

The Flood Control District of Maricopa County is to be named as additional insured.

Performance Bond:

An amount sufficient to cover any cost for the Flood Control District having to complete the work. If by a Surety Bond, through the Bonding company; if by Securities or other negotiable instrument, the appropriate account will be accessed. Exact amount to be determined by District staff, depending on the project. However, the minimum amount required will be no less than \$10,000.

Contact - District Right-of-Way Permit Specialists Shelby Brown at 602-506-4583, Angie Hardesty at 602-506-5476 or Fax 602-506-1663 with any questions concerning insurance or bond.

Parcel Number(s): _____

Project Identifying Name: _____

Bond Number: _____

SURETY BOND

We, _____, having offices
(name of developer or contractor)
at _____, as Principal, and
_____ having offices at
(name of bonding company)

_____, created, organized and existing under and by virtue of the laws of the State of _____ and being duly authorized and licensed to transact the business of indemnity and suretyship in the State of Arizona (hereinafter referred to as "Surety") are indebted to the FLOOD CONTROL DISTRICT OF MARICOPA COUNTY (hereinafter, FCDMC), Obligee, in the sum of _____ (\$_____) Dollars lawful money of the United States of America, for which payment we bind ourselves and our respective heirs, legal representatives, successors, and assigns, jointly and severally.

On _____, permit(s) was/were issued to Principal by
(Date)
FCDMC bearing number(s) _____, a copy of which is incorporated herein by reference and made a part hereof. Said permit will authorize Principal to perform work within property owned or controlled by FCDMC.

Pursuant to FCD Resolution 2002R002 adopted by the Board of Directors of the Flood Control District of Maricopa County on July 24, 2002 and recorded as Instrument Number 2002-0769065 in the Office of the Maricopa County Recorder on July 30, 2002, the Principal hereby furnishes a surety bond in the amount of _____ (\$_____) Dollars, as set forth on an estimate that has been accepted by FCDMC as submitted by a licensed professional engineer), written by Surety, guarantying that all work performed by Principal pursuant to said permit shall be performed without damage of any nature to any structures or property of FCDMC and/or without interfering with the flood control program of FCDMC.

This bond is issued subject to the following expressed conditions:

- 1. This bond shall remain in full force and effect, and shall not be subject to cancellation either by the Principal or by the Surety, until such time as FCDMC shall have confirmed, in writing, that this bond may be terminated or released.

2. This bond shall be deemed to be continuous in form and shall remain in full force and effect until terminated pursuant to written authorization from FCDMC, or until default is declared, or until the bond is replaced by another assurance meeting applicable legal requirements.

3. The aggregate liability of the Surety shall not exceed the sum set in this bond.

4. In the event any work required under the permit is not properly completed in a timely manner, or in the event that any structure(s) or property of FCDMC shall be destroyed or damaged by Principal or anyone working under authority of the permit issued to Principal, or in the event any actions of Principal or anyone working under authority of the permit issued to Principal shall in any way whatsoever interfere with the flood control program of FCDMC, the Chief Engineer and General Manager, or the designee of the Chief Engineer and General Manager of FCDMC may upon at least ten (10) days prior written notice to the Principal and to the Surety, by personal delivery or by certified or registered mail or courier, declare the Principal to be in default. In the event that the Surety, after notice of default, fails or refuses to cure the default within ten (10) days of or such notice, FCDMC shall claim payment under this bond for the cost of completion of all necessary remedial work. In the event it is impractical to cure the default within ten (10) days, the Surety shall complete the cure in accordance with a schedule agreed to by FCDMC.

5. The Surety shall have the right to complete any and all remedial work upon approval by FCDMC of the proposed remediation and the issuance of any necessary permit(s), either with its own employees or in conjunction with the Principal or another contractor; provided, however, that nothing contained herein shall preclude the Surety from making a monetary settlement with FCDMC as an alternative to completing the work.

6. In the event that any action is brought by FCDMC against the Principal under this bond, written notice of such action shall be given to the Surety by personal delivery or by registered or certified mail or courier at the same time. The prevailing party in any litigation on this Bond shall be entitled to such reasonable attorneys' fees as may be fixed by a judge of the court.

7. This bond shall inure to the benefit of FCDMC only and no other party shall acquire any rights hereunder.

8. In the event that this bond shall for any reason cease to be effective prior to the issuance of written notice by FCDMC that the Bond may be terminated, a cease work order may be issued by FCDMC, in which case all work shall stop until such time as a replacement guarantee acceptable to FCDMC becomes effective.

TO BE USED IF SURETY IS A CORPORATION:

SIGNED, SEALED AND DATED: _____

Principal: _____

_____	_____
For the Principal: Name:	Witness/Attest:
Title: _____	Title: _____
Address: _____	
Surety: _____	

_____	_____
For the Surety: Name:	Witness/Attest:
Title: _____	Title: _____
Address: _____	

STATE OF _____)
) SS:
 COUNTY OF _____)

I CERTIFY that on _____, 20____, _____ personally came before me and this person acknowledged under oath, to my satisfaction, that: this person is the secretary of _____, the corporation named as Surety in this document; this person is the attesting witness to the signing of this document by the proper corporate officer who is _____, the President of the corporation; this document was signed and delivered by the corporation as its voluntary act duly authorized by a proper resolution of its Board of Directors; this person knows the proper seal of the corporation which was affixed to this document; and this person signed this proof to attest to the truth of these facts;

Signed and sworn to before me on _____, 20_____.

 Notary Public

TO BE USED IF SURETY IS A LIMITED LIABILITY COMPANY:

SIGNED, SEALED AND DATED: _____

Principal: _____

_____	_____
For the Principal: Name:	Witness/Attest:
Title: _____	Title: _____
Address: _____	
Surety: _____	

_____	_____
For the Surety: Name:	Witness/Attest:
Title: _____	Title: _____
Address: _____	

STATE OF _____)
) SS:
 COUNTY OF _____)

I CERTIFY that on _____, 20____, _____ personally came before me and acknowledged under oath, to my satisfaction, that this person (or if more than one, each person): is a member of _____, L.L.C., the limited liability Company named as Surety in this Document; is aware that the operating agreement of the Company authorizes _____ to execute documents on behalf of the Company; and this Document was signed and delivered by the Company as its voluntary act duly authorized by a proper resolution of its Members.

Signed and sworn to before me on _____, 20_____.

 Notary Public

RESOLUTION

Be it resolved that the transaction herein referred to, being herewith approved, _____, member of _____, L.L.C. be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of obtaining performance assurance in favor of The Flood Control District Of Maricopa County from _____(name of surety) to insure performance in compliance with approvals and or permits described as _____(permit), concerning property known as _____ (property description), located in Maricopa County, Arizona.

I, _____ (attesting witness); member of _____, L.L.C., a Limited Liability Company of the State of _____, CERTIFY that the foregoing Resolution is duly authorized by the Certificate of Formation and the Operating Agreement of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: _____, 20____.

RESOLUTION

Be it resolved that the transaction herein referred to, being herewith approved, _____, President of this Corporation be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of obtaining performance assurance in favor of The Flood Control District Of Maricopa County _____ (name of surety) to insure performance in compliance with approvals and or permits described as _____(permit), concerning property known as _____ (property description), located in Maricopa County, Arizona.

I, _____(attesting witness), Secretary of _____, a corporation of the State of _____, CERTIFY that the foregoing is a true copy of a Resolution as it appears in the records of the corporation and was duly and legally adopted at a meeting of the Board of Directors of the corporation called for that purpose and held on _____, 20____, pursuant to and in accordance with the Certificate of Incorporation and By-Laws thereof; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: _____, 20____.

, Secretary



Flood Control District

of Maricopa County

Date: September 10, 2015

EMERGENCY ACTION PLAN (EAP) CHECKLIST FOR A RIGHT-OF-WAY PERMIT WITH THE FLOOD CONTROL DISTRICT OF MARICOPA COUNTY

The Flood Control District of Maricopa County (District) issues Right-of-Way (ROW) permits for work within or access over District's real property. An Emergency Action Plan (EAP) is required for all work that may be impacted by runoff or flooding. The purpose of the EAP is to provide information and plans that will be needed and/or implemented in case of flooding during the construction of a permitted project.

As part of a ROW permit application, an EAP will need to be submitted unless waived by the District's Right-of-Way Permit Specialist. The District's Right-Of-Way Permit Specialists, Angie Hardesty alh@mail.maricopa.gov for projects west of Central Avenue in Phoenix at (602) 506-5476, or Shelby Brown sjb@mail.maricopa.gov for projects east of Central Avenue in Phoenix at (602) 506-4583 may be contacted at the numbers indicated.

The District requires that the following be provided as part of the Emergency Action Plan:

1. Provide a table of emergency contacts for the contractor. The contacts should be available 24/7 and be authorized to initiate the EAP.
2. Provide the following District's Alert Room contact information to your EAP: Steve Waters 602-506-8701, Cell 602-390-7804. The Permittee will be required to monitor weather conditions daily to determine the potential for flooding for their project at this website www.fcd.maricopa.gov/Weather/outlook.aspx.
3. Provide a detailed description of actions that will be taken to protect the District's structures and the project in event of a flood.
4. Provide a list of material needed to implement the EAP that will be maintained on-site or nearby and those items that can be obtained on short notice.



Flood Control District

of Maricopa County

Date: September 1, 2015

WORK PLAN CHECKLIST FOR A RIGHT-OF-WAY PERMIT WITH THE FLOOD CONTROL DISTRICT OF MARICOPA COUNTY

The Flood Control District of Maricopa County (District) issues Right-of-Way (ROW) permits for work within or access over District's real property. A work plan is required for most work that may impact District structures. The purpose of the work plan is to provide information and plans that will be needed to construct a project on District's real property. The work plan will discuss means and methods for construction

As part of a ROW permit application, a Work Plan may be needed unless waived by the District's Right-of-Way Specialist. The District's Right-Of-Way Permit Specialists, Angie Hardesty alh@mail.maricopa.gov for projects west of Central Avenue in Phoenix at (602) 506-5476, or Shelby Brown sjb@mail.maricopa.gov for projects east of Central Avenue in Phoenix at (602) 506-4583 may be contacted at the numbers indicated.

The District requires that the following be provided as part of the Work Plan:

1. Provide a schedule with sequencing of construction.
2. If needed, provide a shoring plan with details.
3. If needed, provide a site safety plan.
4. If needed, show access, maintenance and storage areas required for the project. A temporary construction easement may be needed.



Flood Control District

of Maricopa County

Date: August 31, 2015

AS-BUILT PLAN REQUIREMENTS FOR WORK WITHIN FLOOD CONTROL DISTRICT OF MARICOPA COUNTY RIGHT-OF-WAY

1. As-built plans shall be submitted within 60 days of final approval of site work.
2. The as-built plans will be signed and sealed by a Professional Engineer and/or Surveyor registered in Arizona.
3. For Drainage Pipes and Culverts:
 - Verify as-built information of all inverts and horizontal locations of pipes in inlets, outlets, manholes, drains, and bends.
 - Verify slopes of pipes as shown on plans.
 - If slurry backfill was used provide note as to how much and where.
4. For Concrete Structures:
 - Verify top and bottom elevations and horizontal controls as shown in plans.
 - Provide concrete mix tickets showing minimum concrete requirements.
5. For Pavement:
 - Verify elevations and stationing shown on plans
6. For Surface Grading:
 - Verify elevations and horizontal controls shown on plans
7. For Rip-Rap and Surface Drainage Structures:
 - Verify elevations and horizontal controls shown on plans
 - For grouted rip-rap, provide concrete mix tickets showing minimum concrete requirements.
8. For Underground Utilities:
 - Verify top of pipe elevations and horizontal location of pipe at each bend.
 - Verify locations of valves, valve boxes, and auxiliary connections.
 - If slurry backfill was used provide note as to how much and where.
9. For Changes to Plans:
 - Provide notes and show any changes to plans on the as-built drawings.
10. All backfill within District Right-of-Way must be compacted to 95% of Standard Proctor. Compaction shall be done in lifts of no more than 6-inches thickness with compaction tests on every other lift at various locations. Tests shall be done at a minimum once every 300 feet unless more frequent testing is required as part of the permit. Compaction test results shall be provided with as-builts.
11. Submit original signed full set of plans with one full size copy and electronic copy (PDF or TIF files).
12. As-built any details for project features as required by the District.



Flood Control District

of Maricopa County

Date: August 31, 2015

MEMORANDUM FOR THE FLOOD CONTROL DISTRICT OF MARICOPA COUNTY'S OPERATIONS AND MAINTENANCE ACCESS ROAD REQUIREMENTS

The Operations and Maintenance Division (O&M) of the Flood Control District (District) of Maricopa County is responsible for maintaining the District's real property and structures located thereon. In order to accomplish this task, it is essential that the District has sufficient access to the structures for maintenance and repairs of vehicles and equipment. This memorandum is being published to establish those standards for new and existing structures. For structures sponsored by Federal Agencies (i.e. COE, NRCS), the sponsoring agency's standards may take precedence over these standards.

Definitions:

Drivable width: The clear distance between obstructions (e.g. the distance from the inside of a safety rail to inside of a light pole, etc.)

Vertical Clearance: The vertical clear distance from the top surface of the access road across the entire Drivable Width to the bottom of any overhanging obstruction.

For modifications to existing structures:

- Maintain the drivable width of the existing structure or at least 16 feet whichever is less.
- Maintain a minimum allowable drivable width of 12 feet around obstructions that cannot be relocated.
- Minimum vertical clearance is 13-feet 6-inches.
- Maximum cross slope of 2%
- Existing drivable surfaces shall be maintained or improved, if damaged.
- Provide drainage as necessary to protect structures and maintain access.

For New Structures:

- Unless otherwise mandated by a sponsoring agency, provide 16 feet of drivable width.
- Minimum surface treatment will be 12-feet with 6-inches of aggregate base with 2-foot shoulders of compacted dirt.
- Minimum vertical clearance of 13-feet 6-inches.
- Maximum cross slope of 2%

Gates and Fencing:

- Install District standard gates as needed to prevent public access and provide District access to structures.
- Gates should be located at least 65-feet from the public access road to allow a tractor-trailer to pull completely off the road without having to stop to open the gate.

Drainage:

- Drainage should be designed to allow access along the road during a 100-year storm event.

Ramps:

- Ramps shall have a maximum slope of 10%
- The Drivable Width on a ramp is 12-feet.

Land Rights:

- As needed, permanent land rights shall be provided to the District to meet these requirements.

Turning Radii:

- The minimum turning radii for new and modified structures is 33-feet inside radius and 55-feet outside radius so that large equipment and transports can safely make the turns.

Driveway Access:

- Access off a paved street will either be over a thickened asphalt edge MAG Standard Detail 201 Type A or Ribbon Curb MAG Standard Detail 220-1 Type B unless a standard Driveway is provided. Standard Driveways may use MAG Standard Detail 250-1 or 250-2 or any Standard Driveway detail approved by the City or Town with jurisdiction in the project area.
- Minimum access width for driveways is 24 feet to allow for large vehicle turning radii.