

**RIGHT-OF-WAY ENCROACHMENT PERMIT  
FOR A SMALL CELL WIRELESS FACILITY**



City of Yuma  
Development Engineering  
Yuma, Arizona 85364-1436

Competed applications are **required** to be submitted through the Citizen Access Portal

<b>Job Location:</b>			
<b>Job Name (Optional):</b>			
<b>Installation Type:</b>	City-Owned Pole <input type="checkbox"/>	Third-Party Pole <input type="checkbox"/>	New Pole <input type="checkbox"/>
<b>Facility Location:</b>	Light Pole <input type="checkbox"/>	Traffic Signal <input type="checkbox"/>	Utility Pole <input type="checkbox"/> Ground-Mounted <input type="checkbox"/>

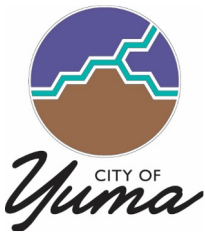
<b>Company Name:</b>		Phone:	
Address:		City/State/Zip:	
E-mail address:		Mobile:	

<b>Contractor Name:</b>		Phone:	
Contractor Address:		City/State/Zip:	
E-mail address:		Mobile:	

<b>Architect Name:</b>		Phone:	
Architect Address:		City/State/Zip:	
E-mail address:		Mobile:	

<b>Engineer Name:</b>		Phone:	
Engineer Address:		City/State/Zip:	
E-mail address:		Mobile:	

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**Application Instructions:**

In order to submit a Right-of-Way Encroachment Permit for a Small Cell Wireless Facility, such application must be submitted electronically through the City of Yuma's Citizen Access Portal. To register for an account please visit <https://secure.yumaaz.gov/CitizenAccess/CitizenAccessSite/Public/Main>.

**Permit Information:**

One facility per application (\$100/per facility)

**Permit Process Overview: Small Cell Wireless Facility on New Structures**

1. Application submitted;
2. Staff reviews for completeness within 10 calendar days and notifies applicant of any missing or incorrect information and requests revisions to be submitted;
  - a. If revisions are required, upon applicant's submission of revisions, staff will again review for completeness within 10 calendar days.
  - b. Multiple revisions may be requested until a complete application is provided.
3. Staff then notifies applicant when the application is deemed complete.
4. Staff reviews the complete application for conformance to City Code and the *City Standards for Encroachment of Structures into the Public Right-of-Way* in a period of time not to exceed 90 days. Within this time period, staff shall notify the applicant of identified nonconformities;
  - a. If revisions are required, upon applicant's submission of revisions, staff will again review for completeness within 10 calendar days.
  - b. Multiple revisions may be required until all nonconformities are resolved.
5. Staff then notifies applicant that the permit can be issued. If 90 calendar days have elapsed from the most recent application or revision submittal date, the applicant shall confirm with staff that the application review was not completed, in which case, results in the application being deemed issued; and
6. Once the work has been completed, an inspection may be requested by the applicant; at which time will result in an inspection by staff to ensure the work has been completed accordingly.
  - a. If corrections are identified by staff, the applicant will be notified of such corrections.
  - b. Once corrections have been made, the applicant can request another inspection.

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**Permit Process Overview: Small Cell Wireless Facility on Existing Structures (including collocations)**

1. Application submitted;
2. Staff reviews for completeness within 10 calendar days and notifies applicant of any missing or incorrect information and requests revisions to be submitted;
  - a. If revisions are required, upon applicant's submission of revisions, staff will again review for completeness within 10 calendar days.
  - b. Multiple revisions may be requested until a complete application is provided.
3. Staff then notifies applicant when the application is deemed complete.
4. Staff reviews the complete application for conformance to City Code and the *City Standards for Encroachment of Structures into the Public Right-of-Way* in a period of time not to exceed 60 days. Within this time period, staff shall notify the applicant of identified nonconformities;
  - a. If revisions are required, upon applicant's submission of revisions, staff will again review for completeness within 10 calendar days.
  - b. Multiple revisions may be required until all nonconformities are resolved.
5. Staff then notifies applicant that the permit can be issued. If 60 calendar days have elapsed from the most recent application or revision submittal date, the applicant shall confirm with staff that the application review was not completed, in which case, results in the application being deemed issued; and
6. Once the work has been completed, an inspection may be requested by the applicant; at which time will result in an inspection by staff to ensure the work has been completed accordingly.
  - a. If corrections are identified by staff, the applicant will be notified of such corrections.
  - b. Once corrections have been made, the applicant can request another inspection.
  - c. All work performed within City of Yuma (COY) property shall comply with current COY construction standard and specifications.
  - d. For all work within COY Right-of-Way, Licensee shall notify COY Engineering Inspection Services prior to 3:00pm a minimum of 48 hours (2 working days) in advance.
  - e. For any work that involves closing a public street or alley to vehicular traffic, Licensee shall notify COY Engineering Inspection Services prior to 3:00pm a minimum of 72 hours (3 working days) in advance.
  - f. Notification & requests for inspection can be made via the [City of Yuma Citizen Access Portal](#) or by calling (928)373-4506.
  - g. All other work shall be inspected Monday through Friday between 7:00 am and 3:00 pm.
  - h. City inspections outside of normal City of Yuma operational hours will require additional inspection fees and 2 working day advance notice for scheduling purposes.
  - i. Failure to comply with the directions, requirements and specifications of this encroachment permit may result in the applicant being issued a stop work order and required to cease all activity and withdraw from the City right-of-way until the deficiency is corrected.

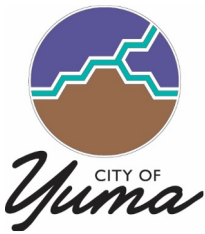
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<b>Submittal Requirements:</b>
<input type="checkbox"/> Project Narrative
<input type="checkbox"/> Location Map (illustrating location of wireless facility)
<input type="checkbox"/> Right-of-Way Sketch (illustrating work to be completed, limits of disturbance, and dimensions)
<input type="checkbox"/> Specifications and Drawings (prepared by a Professional Engineer registered with the State of Arizona)
<input type="checkbox"/> Equipment Type and Model Numbers (for antennas and all other wireless equipment associated with the facility)
<input type="checkbox"/> Electrical Plan
<input type="checkbox"/> Proof of Permission/Agreement (if pole not owned by the City of Yuma)
<input type="checkbox"/> Certificate of Insurance
<input type="checkbox"/> Traffic Control Plan
<input type="checkbox"/> Marine Corps Air Station (MCAS) Pre-Approval Letter
<input type="checkbox"/> Copy of Federal Communications Commission (FCC) License
<input type="checkbox"/> Design and Historic Review Application (If project location is within the Aesthetic Overlay, an administrative review will be required to ensure the proposal is in keeping with the design standards of the applicable district)

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**FOR AND IN CONSIDERATION** of granting a permit or license for the purpose set forth herein the Licensee hereby agrees, covenants, and binds said Licensee as follows, to wit:

1. That the Licensee assumes the responsibility and all liability for any injury or damage to said property, or to any person while using said property in a lawful manner, caused by or arising out of the exercise of this permit or license.
2. That all work done shall be at the sole cost and expense of the Licensee, and shall be done at such time and in such manner as to be least inconvenient to the traveling public, and as directed by the agent of the Licensor. It is Licensee's responsibility to obtain prior written consent from any Lessee of the City at the time in possession of any property included in this agreement. Work must be finished in the time specified on the permit.
3. That when the proposed work is completed the Licensee shall repair the roadbed and replace the surfacing material thereon, and will leave said property in as good a condition as it is now, so far as the property is affected by the Licensee.
4. If the subject of the permit of license fails to pass final inspection, the Licensee will remove or replace same within same within such time as specified by written notice from the Licensor; or if at any time hereafter, any material used by the Licensee in replacing or reconstructing any part of said property proves defective, the Licensee will replace same with the kind and quality of material which the Licensor shall specify.
5. That if the title and possession of any improvements placed upon the property by the Licensee remains in said Licensee, the Licensee shall and will promptly perform all necessary repair work upon written notice from the Licensor, and will not permit or allow any condition to exist which would be a hazard or source of danger to the traveling public.
6. That at any time hereafter any permit or license granted in pursuance of this application, may be revoked by the Licensor and all rights there under terminated, and upon sufficient notice, the Licensee shall and will remove all improvements belonging to said Licensee.
7. That in the event that work to be done under authority of the permit or license necessitates creation of any hazard or source of danger to any person or vehicle using said property, said Licensee shall and will provide and maintain at all times during the existence of said hazard, sufficient barriers, danger signals, lanterns, detours, and shall be and will take such measures of precaution as the Licensor shall direct.
8. A.R.S. 28-650 requires any contractor, firm or corporation performing work on roads, streets or highways, shall post and maintain at the work site until the work is complete or until such time as the governing body authorizes the removal, such warning signs, signals, markers and barricades in compliance with the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES. A traffic control plan will be approved prior to construction.
9. That the Licensee shall furnish suitable plans, maps, or diagrams showing the place, character and extent of the proposed work as deemed necessary by the Licensor. Any changes in construction because of the change in design, errors, field conditions other than shown on the application, or any other factors requiring construction other than shown on the drawings will require immediate cessation of construction, and will require re-approval of this permit.

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Field conditions other than shown on the drawings, as well as failure to inform the City of Yuma, Engineering Services, of any changes may be cause for cancellation of this permit.

10. To conform with A.R.S., Chapter 2, Article 6.3, Sections 40-361.21 through 26 amended, 27, and 40-360.28 added, the Licensee shall contact the Blue Stake Center a minimum of three (3) working days prior to the planned start of construction.

11. Contractor shall comply with all State, Federal, and O.S.H.A. Safety, Health, and Welfare Regulations. Asbestos Certification shall be required for all cement asbestos water main construction.

**Acknowledgement:**

It is acknowledged by initialing, that: I have verified that all the information included in the submittal and application is complete and accurate, and I understand that any omissions will result in disapproval of this application. I further acknowledge that any incorrect information provided resulting in the issuance of a permit will result in the removal of facilities authorized by this permit.

Initial: \_\_\_\_\_

In accordance with Arizona Revised Statute § 9-495, please direct any questions or clarifications needed regarding this permit/application to: Robert (Bob) Blevins - Principal Planner at 928-373-5000 x5189 or [Robert.Blevins@YumaAz.gov](mailto:Robert.Blevins@YumaAz.gov). Staff will respond to inquiries within five (5) business days from the date the communication is received.