

# Maricopa County Department of Transportation

## Permitting & Plan Review Department

### Permit Plan Review Pre-Submittal Check List

#### New Utility Improvements

1 of 1

<b>PROJECT NAME:</b>	
<b>LOCATION:</b>	
<b>CONSULTANT:</b>	<b>DATE RECEIVED:</b>
<b>PROJECT #:</b>	
<b>CONTACT PERSON:</b>	<b>RECEIVED BY (MCDOT):</b>
<b>PHONE No.: ( ) _____</b>	<b>Tel # (602) 506-8609 FAX # (602) 506-4009</b>

**PRIOR TO PLAN SUBMITTAL, CONSULTANT SHOULD VERIFY THE FOLLOWING INFORMATION HAS BEEN INCLUDED ON THE PLANS. INCLUDE THIS CHECKLIST WITH THE PLAN SUBMITTAL**

NO.	CHECK LIST OF REQUIRED INFORMATION	DONE
	<b><u>COVER SHEET</u></b>	
__1	PROJECT NAME AND ADDRESS	
__2	SITE LOCATION MAP	
__3	ENGINEER'S CONTACT INFORMATION: name, address, phone number, email address	
__4	INCLUDE THE FOLLOWING NOTE: <u>LOCATION FOR AS-BUILT INDEXING</u> TOWNSHIP, RANGE, SECTION, ¼ SECTION	
__5	CURRENT MCDOT GENERAL NOTES: Include the latest version on cover or detail sheet. <a href="http://www.mcdot.maricopa.gov/technical/eng-manuals/permits/SID-103_General-Notes-ROW-Permits.pdf">http://www.mcdot.maricopa.gov/technical/eng-manuals/permits/SID-103_General-Notes-ROW-Permits.pdf</a>	
__6	LEGEND (if necessary)	
__7	ARIZONA REGISTERED PROFESSIONAL CIVIL ENGINEER'S SEAL & SIGNATURE	
__8	ROADWAY CLASSIFICATION: Show on cover or detail sheet. (Requirements contained in MCDOT Roadway Design Manual.)	
__9	DESIGN SPEED (or POSTED SPEED): Show on cover or detail sheet. Design Speed = _____ or Posted Speed = _____	
__10	AVERAGE DAILY TRAFFIC (ADT): Current ADT (_____) Unknown (_____) Projected ADT & Year (_____) Unknown (_____) Current ADT's can be found at: <a href="http://www.mcdot.maricopa.gov/technical/counts/home.htm">http://www.mcdot.maricopa.gov/technical/counts/home.htm</a>	
__11	CLEAR ZONE DISTANCE: Show on cover or detail sheet. (Requirements contained in MCDOT Roadway Design Manual.)	
__12	CONTROL POINT, DISTANCE/OFFSET FROM CONTROL POINT: Control point such as monument Or section corner	
	<b><u>PLAN SHEETS</u></b>	
__1	TYPICAL SECTION: Show on cover or detail sheet. (Include all dimensions and cross-slopes.)	
__2	JURISDICTIONAL BOUNDARIES: Show city limits, Existing right-of-way, and any New or Proposed Right-of-way.	
__3	NORTH DIRECTION ARROW & ENGINEER'S SCALE	
__4	EXISTING UTILITIES: Show all existing utilities (above and below ground). Also include any relocations required or new installations.	
__5	EXISTING TOPOGRAPHY: Show the existing roadway pavement, sidewalk, curb & gutter, and other features impacted and adjacent to new construction.	
__6	MATCH LINES: Include match lines to indicate continuation on another sheet (Assure consistency Between match points).	
__7	BLUE STAKE STICKER	
__8	STREET NAMES LABELED	
__9	NEW CONSTRUCTION: Delineated via leaders and/or construction notes (only for work specified on the plans)	
__10	MINIMUM SHEET SIZE: Sheets should be a minimum 8 ½" X 11"	
__11	ARIZONA REGISTERED PROFESSIONAL CIVIL ENGINEER'S SEAL & SIGNATURE	
__12	TRENCH DETAIL AND SPECIAL DETAILS (if necessary)	
__13	SIZE AND TYPE OF PIPE OR CONDUIT TO BE INSTALLED (IF APPLICABLE)	
__14	TRENCH IN PAVEMENT MUST BE T-TOP WITH ½ SACK CLSM: Refer to MAG Standard Details 200 & 212, MAG Specifications 604, 728, and MCDOT Supplements to MAG Section 601.	

MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION (MCDOT)  
GENERAL NOTES FOR RIGHT-OF-WAY PERMITS  
(REV 06/12/2013)

1. All work shall conform to the revised edition of the Uniform Standard Specifications and Details for Public Works Construction published by the Maricopa Association of Governments (MAG) as authorized and modified by the most current MCDOT supplement to the MAG Uniform Standard Specifications and Details and non-conflicting project Special Provisions. All work must also comply with Resolution 2001-01 Maricopa County Resolution for Permits to Work in Dedicated Right-of-way and Resolution 2001-02 Maricopa County Resolution for Street Improvements, Installation of Utilities and Traffic Control. Any exceptions must receive explicit approval from MCDOT and shall be identified on the plans as having explicit approval from MCDOT. All clear zone hazards shall be mitigated in a manner approved by MCDOT at no cost to the County.
2. The engineering designs on these plans are only approved by MCDOT in concept and not in detail. Construction quantities on these plans are not verified by MCDOT. Approval of these plans are for permit purposes only and shall not prevent MCDOT from requiring correction of errors in the plans where such errors are subsequently found to be in violation of any law, ordinance, health, safety, the MCDOT Roadway Design Manual, or other design issues.
3. An approved set of plans shall be on the site during construction and available to MCDOT and other inspectors.
4. All box culverts constructed in the public Right-Of-Way shall comply with Arizona Department of Transportation (ADOT) latest design specifications and standards. Minimum clear height of box culvert shall be 4 feet.
5. Contractor to obtain MCDOT permits prior to construction within County Right-Of-Way, and all necessary permits from other agencies and from local governments for work within their jurisdiction.
6. Contractor shall notify the MCDOT Inspection Dept. at least 24 hours in advance of any construction at **(602) 506-8606**.
7. Contractor performing construction or excavating operations is responsible for locating and relocating all utilities in conflict at no expense to Maricopa County. The Contractor shall contact "Blue Stake" at **(602) 263-1100** prior to beginning construction.
8. The Contractor is responsible for obtaining any required permits for earth moving from Maricopa County Air Quality Department's Dust Compliance Division **(602) 506-6010** prior to conducting excavation operations. A copy of the permit and dust control plan shall be submitted to the County Engineer prior to commencement of any earthmoving activities.
9. Prior to conducting excavation operations, the Contractor shall obtain from the Arizona State Historical Preservation Officer **(602) 542-4009**, recommendations regarding the need for cultural resources (archaeological) clearance. All discoveries of human remains, cultural artifacts, or paleontological remains shall be reported to the Arizona State Museum and MCDOT. Upon discovery, Contractor shall cease operations in the vicinity of the find and protect the discovery area from further disturbance until the find can be professionally investigated by the Arizona State Museum and MCDOT.
10. Except under emergency conditions, roads shall not be closed for construction activity unless prior approval is obtained from the MCDOT Transportation Director or his representative.
11. Prior to moving or destroying protected native plant species, the Contractor shall file a formal Notice of Intent with the Arizona Department of Agriculture Native Plants **(602) 542-6408**.
12. Prior to installation of curb, gutter, sidewalk, base course and wearing surface, submit soil test(s) of subgrade and revised pavement design/calculations to MCDOT for review and approval. If subgrade stabilization is required, the area stabilized shall be from back of sidewalk to back of sidewalk and match the stabilization depth of the pavement structure.
13. Asphalt mix design shall be submitted to MCDOT a minimum of 48 hours prior to placing any asphalt courses. (Trench work excluded.) All paved turnouts shall have the same asphalt and base requirements as the adjacent roadway unless noted otherwise.
14. All compaction and backfill within County Right-Of-Way shall conform to the MCDOT Supplement to MAG Specification section 601. Backfill under existing pavement, curb and gutter, roadway shoulders, and unpaved roadways shall consist of one-half (1/2) or one sack CLSM. Unpaved roadway areas include the travelled way plus five feet beyond the travelled way.
15. All structures, such as manholes, valve box & covers, and monitoring wells must be marked with at least two reflective yellow flex posts when structures are located outside the traveled way and within the Right-Of-Way. (Applies only when there is no curb.)
16. Pavement widening and pavement replacement shall conform to requirements of specification section 336. Pavement cuts shall not be located within a lane wheel path. The lane wheel path is the entire lane width except the area within one foot of a lane line stripe and except the center two feet of the travel lane.
17. All existing pavement markings, traffic signs and signal equipment that need to be removed, replaced, relocated or repaired because of contractor's work will be done by the contractor at his expense. All salvaged signs shall be delivered to the Traffic Ops building at 2909 W. Durango St. Arrangements can be made for delivery by calling **(602) 506-8662**. All new street name signs shall be provided and installed by permittee at no expense to Maricopa County.
18. Pavement marking, signing and signal work will be inspected and shall meet County Standards before release of bond.
19. The contractor shall restore all disturbed areas within the Right-Of-Way to a condition equal to or better than prior existing conditions per MAG 107.9. Disposal of all waste material will be the responsibility of the Contractor.