

Buckeye Water Conservation and Drainage District

205 Roosevelt Ave.
P.O. Box 1726
Buckeye, AZ 85326
Telephone: 623-386-2196
Fax: 623-386-7789

Permit Application Process

(Plans that affect District owned or maintained Right-of-Way &/or Facilities)

1. Complete the Permit Application Form, which is Page 2 and 3 of this application.
2. Submit the completed Permit Application form, the Application Fee of \$500 (See attached Permit Use and Fee Schedule) and the required two sets of full-size plans (24" x 36") and/or drainage reports to the attention of Ed Gerak.
3. Once the District has determined the location on District owned or maintained property, a review will occur. The fee for review will be determined by hours spent reviewing according to the fee schedule provided below. The review will stop if the fee for review exceeds the initial \$500 application fee without additional funds deposited to cover the expected review costs. Allow 2 to 4 weeks for District review. For large projects, the District will notify the applicant that the project will need to be handled by their outside consultant. Allow 6 to 8 weeks for review by the District's outside consultant. Upon completion of the review, the District will transmit the results of the review to the Applicant. Revisions to the plans may be necessary.
4. If the Applicant for the permit is a Consultant or other agent representing a private developer or a Municipality proposing a new facility, a final plan approval letter will be transmitted to the Applicant after receipt of revised plans and/or drainage reports that have addressed and incorporated all District comments to the satisfaction of the District. **Please note that written correspondence does not constitute authorization to begin construction activities within the District's right-of-way.**
5. After the District issues the final plan approval letter, the right-of-way permit will be issued only after the Contractor who will be doing the actual work within the District's right-of-way submits the following items:
 - a. Application form completed by the Contractor who will be doing the actual work within the District's right-of-way. Upon receipt of the Permit Application, the District will notify the Contractor of the amount of the remaining fees due on the right-of-way permit.
 - b. Copy of plan approval letter from the District, if applicable. (See Item 4 above.)
 - c. Copy of the Certificate of Insurance that names the District as additional insured and in the appropriate insurance amounts. (See attached Insurance/Bonding Requirements.)
 - d. Performance Bond, if required.
 - e. Payment of the remaining fees due on the right-of-way permit. The fees may include, but are not limited to, additional permanent installation review fees, inspection fees, and rental fees, if applicable.

PERMIT APPLICATION

to work within Rights of Way (Real Property) or on Facilities of the
Buckeye Water Conservation and Drainage District
205 Roosevelt Ave., Buckeye, AZ 85326

Contractor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Arizona Contractors License Number:

(If a consultant or other agent is submitting plans on behalf of a client, they may enter "Review" in the above line)

Contact Name: _____

Phone Number: _____ FAX Number: _____

Project Name: _____

Project Location: _____

Section: _____ Township: _____ Range: _____

Purpose of Project: _____

Proposed Construction Start Date: _____

Proposed Construction End Date: _____

Permanent easement required: Yes No

Contact Ed Gerak or Larry Owens at 623-386-2196 or at
egerak@bw added.com with any questions.

PERMIT APPLICATION

to work within Rights of Way (Real Property) of the
Buckeye Water Conservation and Drainage District
205 Roosevelt Ave., Buckeye, AZ 85326

Insurance Requirements

Commercial General Liability Insurance Coverage:

The Certificate of Insurance covering public liability and property damage must be submitted in the following amounts:

- Two million dollars (\$2,000,000) General Aggregate.
 - Two million dollars (\$2,000,000) Products/Completed Operation Aggregate.
 - One million dollars (\$1,000,000) Each Occurrence.
- BWCDD is to be named as additional insured.

Indemnity Agreement

The undersigned hereby agrees to indemnify and hold harmless the District, its employees and agents, from any and all claims, liabilities, expenses or lawsuits as a result of the undersigned's work in or use of the right-of-way as allowed in this permit, whether said claims, liabilities, expenses or lawsuits arise by the acts or omissions of the undersigned, his/her agents, whether by acts or omissions of the District, its agents or employees, or whether by act or omissions of third persons. The undersigned further releases and discharges the District, its agents and employees, and any and all persons legally responsible for the acts or omissions of the District, from any and all claims which the undersigned has or may have against the District, its agents, or employees, arising out of or in any way connected with the undersigned's activities as set forth on this permit.

Permit Applicant

Signature: _____ Title: _____ Date: _____

Additional Requirements: _____

District Approval Box

Signature: _____ Title: _____ Date: _____

Contact Ed Gerak or Larry Owens at 623-386-2196 or at egerak@bwddd.com with any questions.

