City of Cottonwood Public Works
1490 West Mingus Avenue
Cottonwood, AZ 86326
Tel: (928) 634-8033
Fax: (928) 634-7285
http://cottonwoodaz.gov

_____
City Permit Number

_____
Date Issued

_____
Amount Paid

APPLICATION FOR PERMIT TO USE CITY OF COTTONWOOD RIGHT-OF-WAY PER CITY ORDINANCE NO. 393

The undersigned herewith makes application for a permit to enter in upon and use a portion of the public right-of-way to the City of Cottonwood 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:_____

Email Address:_____

ROC License No:_____ Type:_____ Expiration:_____

24-hour contact number:_____

City of Cottonwood Business License No:_____ Expiration:_____

Project Bluestake Ticket No:_____

The Applicant shall notify the City of Cottonwood Public Works at (928) 634-8033 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:_____

City of Cottonwood Business License No:_____ Expiration:_____

Subcontractor 2:_____

ROC License No:_____ Type:_____ Expiration:_____

City of Cottonwood Business License No:_____ Expiration:_____

Subcontractor 3:_____

ROC License No:_____ Type:_____ Expiration:_____

City of Cottonwood Business License No:_____ Expiration:_____

Subcontractor 4:_____

ROC License No:_____ Type:_____ Expiration:_____

City of Cottonwood Business License No:_____ Expiration:_____

Subcontractor 5:_____

ROC License No:_____ Type:_____ Expiration:_____

City of Cottonwood 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 City make any repairs that, in the sole discretion of City 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 City 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 City of Cottonwood for any liability therefrom, including all costs whatsoever and attorney fees.

Applicant's Signature:_____

SECTION A

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. The Applicant shall have proper license per State Registrar of Contractors for the work contemplated.

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 Applicant 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. Time Schedule –
   - Review and approval of this application may take up to 7-10 business days.
   - Permit shall be in effect for 30 days from the date issued unless otherwise specified.
   - Construction time for any single location shall be as expediently as possible to minimize the disruption to traffic.
   - On large construction projects, the permit shall be in effect for the life of the project as specified on the permit.
   - The City may dictate start and stop times of the work as deemed in the best interest of the traveling public.

5. The fee for a right-of-way permit shall be $40.00.

6. The Applicant is required to have the approved permit onsite at all times when work is being performed.

7. The Applicant shall notify the City of Cottonwood Public Works at (928) 634-8033 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.**

8. Applicant must adhere to any federal, state, and local rules or regulations applying to the work being done. Any removed or disturbed monuments or current City benchmarks shall be restored or replaced. Proper documents shall be filed as required by laws and regulations governing Land Survey in the State of Arizona.

9. The Applicant shall adhere to approved work times as outlined in the Cottonwood Municipal Code, Section 9.12.010.D.2. The approved times are as follows:
   - Residential Areas
     - ✓ 6:00am to 7:00pm Monday thru Friday (May 1st thru October 1st)
     - ✓ 7:00am to 7:00pm Monday thru Friday (October 2nd thru April 30th)
     - ✓ 7:00am to 5:00pm Saturday, Sunday, and legal holidays throughout the year
   - Non-Residential Areas (or within 500' of a residential area)
     - ✓ 5:00am to 7:00pm Monday thru Friday (May 1st thru October 1st)
     - ✓ 6:00am to 7:00pm Monday thru Friday (October 2nd thru April 30th)
     - ✓ 7:00am to 5:00pm Saturday, Sunday, and legal holidays throughout the year

   For any work outside of these times the Applicant must submit a written request to the City of Cottonwood Engineering Department for evaluation and approval prior to the commencement of said work.

10. 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.

11. 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 City for public right-of-way purposes, any permit granted in pursuance of the application may be revoked by the City 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 City.

12. 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.

13. No storage of materials or equipment in the City right-of-way will be allowed, unless specified and approved in the permit.

14. 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.

15. Storm Water 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, cement, 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.

16. Storm water BMP (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 City of Cottonwood.

17. Improved roads newer than five years old will have a pavement moratorium placed on them per Ordinance 317. Any asphalt cuts, removals, or patches will be prohibited unless prior approval from the Cottonwood City Council is provided.

18. All Excavation: No excavation is authorized to proceed prior to contacting Arizona Blue Stake, (800) 782-5348, or 811. Excavation is authorized to proceed only in accord with Arizona Blue Stake regulations and conditions.

19. Work shall be inspected and approved by the City Public Works Inspector or his representative within a reasonable timeframe. **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.**

20. Please provide at least 24 hour notice for the final inspection. The Applicant shall be present on the job site at the time of inspection. Please call (928) 634-8033 for an inspection. If work is not inspected by the City the Applicant may be required to remove or expose the improvements at Applicant's expense to allow for City inspection.

21. 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.

22. 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 Manual on Uniform Traffic Control Devices (MUTCD) Part VI, latest revision thereto.

23. For all work impeding or impacting traffic (vehicular or pedestrian) a Traffic Control Plan must be approved before any work begins.

24. 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 M.U.T.C.D.) are required when a lane is blocked or encroached upon.

25. The City of Cottonwood will not provide signs, barricades, and other equipment for use in traffic control.

26. The Applicant shall replace all signs moved or damaged during construction.

27. Only rubber tired equipment shall be used on pavement, except crawler equipment using street pads.

28. The City of Cottonwood discourages the use of monolithic concrete pours. Under certain circumstances this practice may be allowed, however the contractor must obtain prior authorization from the City of Cottonwood Engineering Department.

29. Proof of liability insurance, held by the Applicant and all Subcontractors, must be attached to this application. We require a Certificate of Insurance (C of I) as well as the endorsement from the insurance company highlighting the change to the policy. A sample Certificate of Insurance indicating the required coverage type and amount is provided for your reference towards the end of this application

    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 City of Cottonwood (816 North Main Street, Cottonwood, AZ 86326), 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 City of Cottonwood Risk Manager at 816 N. Main Street, Cottonwood, AZ 86326.

    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 City 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.

30. Failure to follow the conditions of this permit or violations of Ordinance 393 may result in the following penalties:
    - Any person found guilty of violating any provision of Ordinance 393 shall be guilty of a Class 1 misdemeanor and, upon conviction thereof, shall be punished by fine not to exceed two thousand five hundred dollars or imprisonment for a period not to exceed six months, or by both such fine and

imprisonment. Each day that a violation continues shall be a separate offense punishable as above described.

- By written notice, City 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.
- The permit cost for those failing to obtain a permit prior to starting the work shall be double the normal fee ($80.00).

Exhibit A

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 City of Cottonwood 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.

Exhibit B

Sewer Tap Installation Requirements

The following requirements are stipulated by Federal, State, local laws, and Cottonwood Public Works Standards:

1. When street cuts for taps involve pavement removal and replacement, a General Engineering Class A licensed Applicant is required.

2. Tap installation must be scheduled through the Public Works Department, 634- 8033, a minimum of 48 hours in advance.

3. Per Ordinance 246, only City forces can cut the sewer main to install a service saddle. The following fees, over and above the $40.00 right-of-way permit fee, shall apply to cover the tap installation:
   - 4" $95.00
   - 6" $105.00

   These fees are to be paid at the City of Cottonwood Community Development facility, located at 111 North Main Street.

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

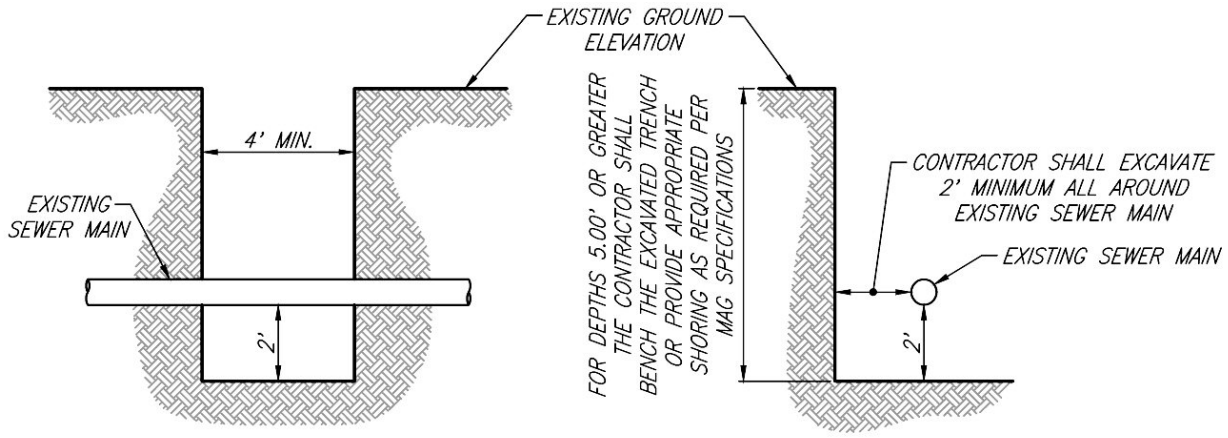
4. The Applicant is responsible to excavate the sewer line for tapping per detail below. Applicant shall replace the street or alley to City standards.

5. The Applicant is responsible for proper shoring of the excavation per OSHA Subpart P. The wastewater staff will refuse to enter improperly shored excavations.

6. 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 Utilities Manager.

7. Sewer line and taps shall be shaded in all directions with an approved material per the City of Cottonwood Standard Trench Detail prior to backfilling the trench.

8. The approved materials for laterals in the right-of-way are: ductile iron, vitrified clay or SDR 21 PVC (Ord. 371).



SEWER TAP TRENCH DETAIL

Exhibit C

Roadway Trenching/Replacement Standards

All work shall be performed in accordance with the latest update of the Uniform Standard Specifications 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 Sections 601.1 to Section 601.4.6

Pavement Replacement and Surface Restoration Requirements

Pavement replacement within the City right-of-way shall adhere to the Type 1 Roadway Trench Detail shown below. For roadways with existing asphalt thicknesses less than 1" the Type 2 Roadway Trench Detail may be used with prior approval from the City of Cottonwood Engineering Department. All pavement replacement shall require either MAG spec. ABC, compacted to 95% MDD (with appropriate testing) and two-inch minimum asphalt concrete pavement patch or a slurry backfill and two-inch minimum asphalt concrete pavement patch as shown on the details. Type 1 replacement shall also be required for all transverse trenches.

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 City.

2. RESTORING SURFACE: All streets, alleys, shoulders, driveways, sidewalks, curbs, or other surfaces, in which the surface is broken into or damaged by the installation of new work, shall be replaced in kind or as specified by the City.

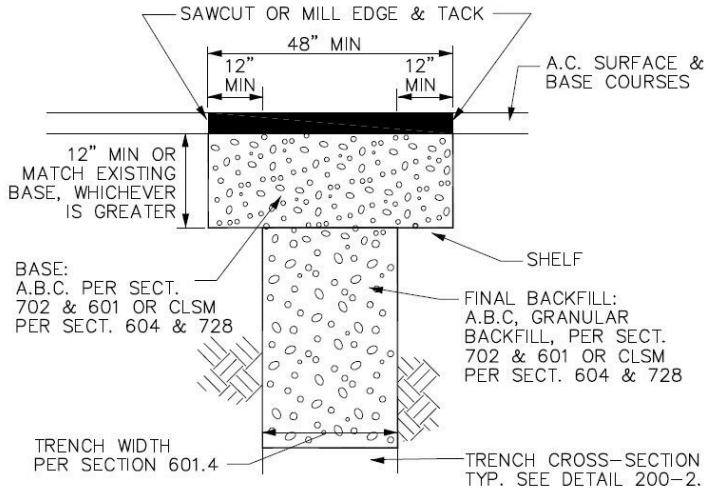
3. SLURRY BACKFILL: Any slurry backfill of the trench shall be composed of an one-sack cement mix with pea gravel and sand over the shaded utility, or as otherwise directed by the utility owner.

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 City.

   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 City 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.

Type 1 Roadway Trench Detail



Type 2 Roadway Trench Detail

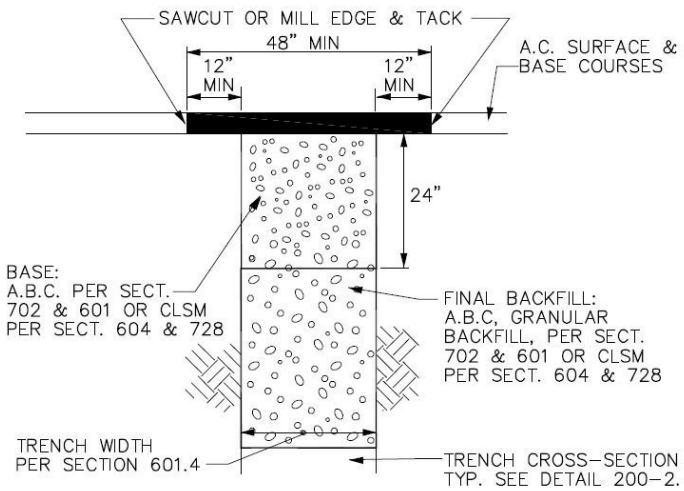


Exhibit D

Material Testing Standards – Ordinance 362, Section 15.52.040

Section 15.52.040 Material Testing. The materials testing requirements shown below are for all improvements within the public right-of-way. The City of Cottonwood Public Works Inspector 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 City of Cottonwood. A third party testing laboratory, licensed by the State of Arizona shall be used for all materials testing.

Testing Frequency

1.	Concrete	1 set of 4 cylinders daily or every 50 C.Y., whichever is greater. (MAG Spec. 725.8.2)
2.	Embankment	1 density test every 500 L.F.** on each lift. (MAG Spec. 211)
3.	Subgrade	1 density test every 500 L.F.** on each lift (MAG Spec. 215)
4.	Base Course	1 density test every 500 L.F.** plus 1 gradation check (MAG Spec. 310)
5.	Asphalt	1 density test every 500 L.F.** in each lane; 1 extraction per paving day; 1 gradation check per paving day. For asphalt quantities less than 250 tons the extraction and gradation requirement is waived. (MAG Spec. 321)

6. Trench Backfill — For Mag 601, Type 1 backfill density test at spring line, 1' above pipe and 2' above pipe for each 500 L.F. of pipe. Testing shall be required for public sewer and utilities within 10' of a public street. (MAG Spec. 601.4.6)

7. Sewer — Testing per MAG specifications. Video inspection of all public sanitary sewers is required per Ordinance. (MAG Specs. 611 & 615)

8. Water — Testing per MAG specifications. Bacteriological testing to be performed by independent laboratory as approved by the City. (MAG Spec. 610, 616, 630, 631,)

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

MAG Specification 301.3 Relative Compaction:

The subgrade shall be scarified and loosened to a depth of 6 inches. Rock 6-inches or greater in size that becomes exposed due to scarification shall be removed from the scarified subgrade. When fill material is required, a layer of approximately 3 inches may be spread and compacted with the subgrade material to provide a better bond. The subgrade cut and fill areas shall be constructed to achieve a uniform soil structure having the following minimum compaction, measured as a percentage of maximum dry density when tested in accordance with AASHTO T-99, Method A, and T191 or ASTM D6938 with the percent of density adjusted in accordance with the rock correction procedures for maximum density determination, ARIZ-227c1 to compensate for the rock content larger than that which will pass a No. 4 sieve. Unless otherwise noted in the project plans or project specifications, compaction shall be performed within 2 percentage points of the optimum moisture content.

Below pavement, curb and gutter, attached sidewalk, roadway shoulders, and other areas within right-of-way subject to vehicular traffic: ***95 percent***

Below detached sidewalk not subject to vehicular traffic: ***85 percent***

TABLE 601-2				
MINIMUM TRENCH COMPACTION DENSITIES				
Backfill Type	**Location**	**From Surface To 2 feet Below Surface**	**From 2 feet Below Surface To 1 foot Above Top of Pipe**	**From 1 foot Above Top of Pipe to Bottom of Pipe**
I	Under any existing or proposed pavement, curb, gutter, attached sidewalk, roadway shoulders, and other areas within right-of-way subject to vehicular traffic, or when any part of the trench excavation is within 2-feet of the existing pavement, curb, or gutter.	100% for granular 95% for non-granular	95%	95%
II	On any utility easement or right-of-way outside limits of Type I backfill.	85%	85%	90%
III	Around any structures (manholes, etc.) or exposed utilities outside limits of Type I backfill.	95% in all cases		

The Applicant shall submit a copy of all materials and compaction testing to the City of Cottonwood Engineering Department in a timely manner.

Please provide a detailed site plan of work to be performed.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/01/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Insurance Agent	
Insurance Agency 1234 Sample Street Cottonwood, AZ 86326	PHONE (A/C, No, Ext): (123) 555-1234	FAX (A/C, No):
	E-MAIL ADDRESS: agent@insuranceco.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Sample Company	123456
INSURED	INSURER B :	
Contractor Name	INSURER C :	
1234 Sample Drive	INSURER D : (May have multiple companies listed)	
Cottonwood, AZ 86326	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY** [X] COMMERCIAL GENERAL LIABILITY [X] CLAIMS-MADE [ ] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC	Y	Y	Policy #XXXX	Date	Date	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 1,000,000 $
A	**AUTOMOBILE LIABILITY** [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] HIRED AUTOS [ ] SCHEDULED AUTOS [ ] NON-OWNED AUTOS	Y	Y	Policy #XXXX	DAte	Date	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $ $
	[ ] **UMBRELLA LIAB** [ ] OCCUR [ ] **EXCESS LIAB** [X] CLAIMS-MADE [ ] DED [ ] RETENTION $	Y	Y				EACH OCCURRENCE AGGREGATE	$ $ $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [N] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		Policy #XXXX	Date	Date	[X] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	Statutory $ 100,000 $ 100,000 $ 100,000
	Liquor Liability is required if alcohol is served (Special Events)	Y			Date	Date	If required, minimum coverage is $1,000,000 liquor liability	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Cottonwood and its departments, boards, commissions, officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of activities performed by or on behalf of the permittee or contractor. Waiver of Subrogation applies.

(Note: Workers' Compensation Insurance is required if the contractor has employees. For Sole Proprietors a signed waiver must be submitted.)

CERTIFICATE HOLDER

City of Cottonwood
816 North Main Street
Cottonwood, AZ 86326
(928) 634-0060

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signature of Representative

ACORD 25 (2010/05)

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EXAMPLE

To Be Completed By City Personnel:
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	( ) Submitted
(*) Traffic Control Plan Required	( ) Submitted
(*) 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)	( ) Submitted
( ) ADOT Permit (if required)	( ) Submitted
( ) Notification to Public	( ) Completed
( ) Wastewater Approval (if required)	( ) Submitted
( ) Water Department Approval (if required)	( ) Submitted
( ) Burning Permit (from Fire Department)	( ) Submitted
(*) Right-of-Way Diagram	( ) Submitted
( ) Exhibit A Requirements (located on page 6)	( ) Completed
( ) Exhibit B Requirements (located on page 7)	( ) Completed
( ) Exhibit C Requirements (located on page 8)	( ) Completed
( ) Exhibit D Requirements (located on pages 9-10)	( ) Completed
( ) Copy of Contract Agreement	( ) Submitted
(*) Certificate of Insurance and policy endorsement	( ) Submitted
(*) Storm Water Pollution Prevention Plan if required	( ) Submitted
(*) 24 hour notice required before work starts and work completed.	
( ) Monthly Summary of Utility Rights-of-Way Work	

This permit is approved with the following requirements:

_____

_____

_____

_____

Permit No:_____ Effective Date:_____End Date:_____

Issued By:_____ Permit Expiration Date: _____

RECORD OF INSPECTIONS:

Inspected By:_____ Date:_____ Time:_____

Inspected By:_____ Date:_____ Time:_____

Inspected By:_____ Date:_____ Time:_____

Inspected By:_____ Date:_____ Time:_____

Inspected By:_____ Date:_____ Time:_____

Inspected By:_____ Date:_____ Time:_____

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