

### Process Instructions

The process for installing Telecommunications in the Right-of-Way (ROW) includes six steps:

- 1 – Wired Telecommunications License and Right-of-Way Use Agreement
- 2 – Pre-Application Meeting
- 3 – Submittal of Engineering Telecommunications Plan Review Form and Plans
- 4 – Submittal of Engineering Fiber Permit Application and required supporting documentation
- 5 – Permit Approval and Issuance
- 6 – Annual ROW use fees

#### **1. Wired Telecommunications License and Right-of-Way Agreement**

Before any permit is issued for telecommunications in the right-of-way (ROW), the applicant shall have obtained a license and ROW agreement for installation of wired telecommunications. This requires the approval of Avondale City Council. Please complete the application ([found HERE](#)) and provide all the supporting documentation listed on the form.

Submit completed Application for ROW License Form to [emailengineering@avondalez.gov](mailto:emailengineering@avondalez.gov)

#### **2. Pre-Application Meeting**

After the license agreement is drafted, the next step involves review of the preliminary site plan that will be the basis for the construction drawing submitted for review. A meeting will be scheduled by City staff with the City's engineering, planning, building, IT, public works and traffic staff to identify any opportunities or challenges for fiber installation at each proposed location. Such a review *could* require a site visit if deemed necessary, at which time the site should be blue staked and have ROW line marked *prior* to walk.

#### **3. Submittal of Engineering Telecommunications Plan Review Form and Plans**

Follow these steps to submit Fiber Plans for review:

- a. Log in to [Accela Citizen Access](#)
- b. Select Building/Engineering/Fire
- c. Select Create an Application
- d. Agree to terms and select continue
- e. Select Engineering Permits > Improvement Plan > Continue Application
- f. Fill in all required data and upload documents, including Plan Review Submittal Form ([found HERE](#))
- g. Upon complete submittal, City staff will send an invoice. The Plan Review fee is \$375/sheet for 1<sup>st</sup> review, invoiced and charged prior to 1<sup>st</sup> review commencing. Subsequent reviews are \$375/redlined sheet and are calculated after each review, collected before the next submittal.

**\*\*\*NOTE: The approval of a Fiber Plan Review Submittal does not grant the Fiber Provider any implied or expressed rights or reservations to use the ROW. The use of a City-owned ROW for Fiber installation is only reserved upon the issuance of a Permit by the City.\*\*\***

#### **Engineering Department**

11465 W. Civic Center Drive, #120, Avondale, AZ 85323 • Phone (623) 333-4200 • Fax (623) 333-0420 • TDD (623) 333-0010  
[www.avondalez.gov/engineering](http://www.avondalez.gov/engineering)

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4200 and [EmailEngineering@avondalez.gov](mailto:EmailEngineering@avondalez.gov)  
All inquiries will receive a response within five business days.

**4. Submittal of Engineering Telecommunications Permit Application**

Follow these steps to submit an Engineering Fiber Permit Application:

- a. Log in to [Accela Citizen Access](#)
- b. Select My Records
- c. Select the Record for this project (ENG-xx-xxxx)
- d. Select Record Info > Attachments
- e. On the attachments screen, select Add to upload documents
- f. Upload Permit Application ([found HERE](#)) and all required documents

**5. Permit Approval and Issuance**

Upon satisfactory completion of the plan review and permit application, the City will approve the Engineering permit to allow work in the ROW. When the permit is ready, a City staff member will notify the applicant to advise them of the status and any required fees that will be due.

**6. Annual ROW use fees**

Annual fees are listed in the License Agreement. Please refer to your agreement for details regarding lineal footage fees, self-reporting requirements and due dates.

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