



KIVA No: _____ Project Name: _____

Reviewed by: _____ Phone Number: _____ Date: _____

The purpose of this checklist is to advise you of the detailed information needed on a haul plan and permit. This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers. Plan approval, issuing permits, and certain grading clearances depend on compliance with the comments made on the checkprints and this checklist.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on haul plans. Plan approval and issuing permits depend on compliance with the comments made on the check prints and this checklist.

Please return this checklist and the checkprints with your next submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

Plan approvals are valid for one (1) year from the date of the approval signature.

The following symbols are used to identify changes needed to the plans.

REQUIRED O.K.

GENERAL REQUIREMENTS:

A haul plan and permit are required if 10,000 cubic yards or more of material is moved or if haul exceeds 20 days in length.

- Plan to be 24" x 36" reproducible medium.
- Vicinity map.
- Property owner's name, address and phone number (for both source and disposal sites.)
- Contractor's name, address and phone number.
- North arrow and bar scale; scale shall not be smaller than 1" - 40'.
- Address of source and disposal sites. In the event of more than one source or disposal site request, a separate Haul Plan for each site will be required. Each disposal site requires a separate Grading and Drainage Plan and Permit.
- Legend identifying grades or symbols.
- Details at property lines.
- Dates and hours haul operations will begin and end.
- Amount of haul in cubic yards.
- Approval lines "For Development Services Director" and "For Street Transportation Director" with space for approval dates.
- Upon reviewer's request, provide original and five (5) blue-line prints to the City "for signature."
- Methods other than tire washing that the contractor uses to prevent tracking.

GENERAL NOTES:

- A Haul Permit is required under Chapter 36 of the Phoenix City Code.
- Haul Permits must be obtained prior to or concurrently with the Grading and Drainage Permit.
- Excavating Contractor must give location for wasting excess excavation and a letter from the owner giving permission for dumping. The dumping site will require a Grading and Drainage Permit. If a City of Phoenix landfill is to be utilized, dependent on the landfill to be used, a per ton rate will be assessed. Information/permits can be obtained

through Solid Waste Management, telephone (602) 262-7251.

- Development Services Department's Inspection Group shall be notified 48 hours before any hauling begins, contact the plan reviewer for your project at (602) 495-0258.
- An approved Haul Plan shall be on the job site at all times. Deviations from the plan must be preceded by an approved plan revision.
- Contractor is responsible for locating and confirming depths of all existing utilities within the proposed excavation areas.
- Traffic control measures shown shall conform to the City of Phoenix requirements and State Transportation Department traffic control and barricade manual.
- The City of Phoenix Police Department enforces laws regulating the operation of commercial vehicles. This includes enforcement of federal, state, county, and local laws and ordinances. Questions regarding Commercial Vehicle Enforcement may be directed to the Commercial Vehicle Enforcement Supervisor at (602) 495-7813 (Traffic Bureau South) or (602) 495-6784 (Traffic Bureau North).
- Streets and sidewalk sweeping will be utilized as necessary to ensure that streets and sidewalks will be kept clean and safe, as directed by the inspector.
- Periodic and final inspections will identify if the need for street repairs are required. Any damage determined to be the result of the haul will be paid by the contractor.
- Contractor shall submit a weekly report to the Street Transportation Department listing all complaints including the name, address, phone number of the complainant, time and date complaint was received and what action was taken to mitigate the complaint.
- Contractor is responsible to resolve all complaints. If unresolved complaints are brought to the attention of the City Manager's Office, Development Services Director, or the Street Transportation Director, contractor may be required to revise the Haul Plan or the permit may be revoked as directly by Street Transportation Director or the Development Services Director.
- Tracking onto city streets is prohibited and shall be prevented. Contractor shall provide an ABC all weather surface at the point trucks exit the sites. If the ABC is not adequate in the opinion of the approval agents, AC will be installed with a tire wash area as required. The truck's tires will be washed clean prior to entering City streets. Tire wash area shall be drained, flushed, and re-filled as required to prevent tracking dirt onto City streets.
- Water trucks shall be provided to prevent dust on job and all trucks will be tarped to prevent blowing dust from trucks. Sweeper shall be provided as per City of Phoenix request or as deemed necessary.
- Trucks will be checked for excess dirt on trailers and/or side-boards and cleaned before leaving the job site so as to prevent spilling dirt on streets.

Traffic Control Details to be Shown on Plan:

- Access to site.
- Days and hours of operation.
- Night hauls require special submittal and approval. City Code Sections 23-14(h) and (i) authorize issuance of permits for extended construction work hours beyond 6:00 p.m., if certain conditions are met. The Development Services Department issues private development permits.
- Number of trucks to be used.
- Frequency of trucks entering and leaving site.
- Primary and alternate haul routes to be used to and from source and disposal sites.
- Traffic control measures utilized including police officers, flagmen, signs, barricades, detours, etc.
- A written plan of action detailing methods contractor will use to prevent tracking dirt onto City streets. Including, but not limited to:
 - A minimum of 300 feet of temporary asphalt installed and maintained clean at each access point to City streets.
 - Provide continuous clean up of all streets used for hauling.
 - Inspect and repair street damage on the route caused by the haul.
 - Methods other than tire washing that the contractor proposes to use to prevent tracking.

ADDITIONAL INFORMATION:

- [] Plan review fees will be charged for the Haul Plan based on the current fee schedule. Fees will be collected when the plan is submitted.
- [] Payment of a \$500.00 cash bond is required per Ordinance G-2817. The bond is required to secure the cost of the removal of any spillage in the City Right-of-Way. The bond will be returned after project acceptance upon the recommendation of the inspector.
- [] Permit fees are required per Ordinance G-2817 and will be based on the amount of material to be hauled.
- [] A portion of the haul route for this development is within STATE, COUNTY, or OTHER CITY jurisdiction and is subject to review and approval by that public agency.
- [] Contractor shall submit a monthly schedule indicating which routes will be in use on which dates, the number of trucks to be used, and the hours of operation subject to approval by the Street Transportation Director.
- [] A maximum of 30 trucks per route will be permitted during daytime haul operations (one truck exiting every two minutes) with a maximum of 60 trucks allowed per route during night-time operations (one truck exiting every minute).
- [] All plans revised after the original approval shall be resubmitted for review accompanied by applicable review fees.
- [] The nature of the revision must also be called out on the cover sheet and on the sheet(s) to be revised. The revision number itself shall consist of a numeral within a triangle. Δ
- [] Discussion of redline comments on plans or in this checklist should be directed to the plan reviewer.

APPROVAL PROCESS:

The following is the process for getting the haul plan approved:

1. The "hauler" will bring in two copies of the plan. One copy will go to login counter with a check for \$405 which they will log in and route to the reviewer. The hauler will take the second copy up to the 6th floor Street Transportation Department – Traffic Operations for review. Streets will review the plan and call the hauler to pick up.
2. The hauler will bring the plan approved by Streets to the reviewer to approve.
3. The hauler will then make 5 copies of the approved plan. The hauler will keep one, take one back up to Streets on the 6th floor, and give the reviewer the remaining three copies.
4. The reviewer will route one copy to the inspector, one copy to police (Attn: Commercial Vehicle Inspection Unit) and one copy to the file.
5. The reviewer will then set up the permit.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY).