SPECIAL USE PERMIT APPLICATION

For Development Services Office Use Only:

<table>
<thead>
<tr>
<th>SU PERMIT #</th>
<th>EN/BP PERMIT#</th>
<th>/At Risk</th>
</tr>
</thead>
</table>

COMPANY NAME: ____________________________
Registrar of Contractors License Number: ______________________
City of Tempe Sales Privilege License Number: ______________________
Phone #: __________________ Fax #: __________________ E-Mail: __________________
Site Address: ____________________________
Dates of Operation: ________________________
On-Site Work Hours (After Hours Approval Needed Between 6pm-6am): ________________________
Description of Work: ______________________

☐ PROVIDE MAP with street names, address, and location of work within ROW (attach to application)
☐ AFTER-HOURS WORK (Tempe ordinance: Chapter 20, Sec 20-1 thru Section 20-11)
   (Submit request by email to Neighborhood@tempe.gov or fax to Neighborhood Services at (480) 350-8996)
☐ Email Application to: Permitcenter@tempe.gov

For Traffic Engineering - Office Use Only:

<table>
<thead>
<tr>
<th>Traffic Control Plan Required:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flagman Required at Entrance:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Flagman Required at Exit:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Off-Duty Police Officer Required:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Two-Way Radios Required:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Two-Way Radios Required:</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Any questions related to hauling routes applications or permits should be directed to:
- Traffic Engineering (Haul Routes & Traffic Control): (480) 350-8219 or Trafficbarricade@tempe.gov
- Community Development (Fees, Insurance, & Permits): (480) 350-4311 or Permitcenter@tempe.gov
- Neighborhood Services (After Hours – Noise Abatement) (480) 350-8223 or Neighborhoods@tempe.gov
- Tempe Tax and License (Sales Privilege Tax) (480) 350-2955

(Updated 6/29/16)
CONTRACTOR INFORMATION CHECKLIST

____ ROC Contractor’s License
Contractor License Class A is required for right-of-way work. Other license classifications will need pre-approval by Sr. Civil Engineer.

____ City of Tempe Sales Privilege Tax Number
Contact City of Tempe Tax and License Division at 480-350-2955

____ Certificate of Liability Insurance (See Acord sample)
Remove any job or project references on Certificate of Insurance.

  ____ General Liability: $1,000,000.00
  ____ Automobile Liability: $1,000,000.00
  ____ Worker’s Compensation
  ____ City of Tempe is additionally insured for Auto & General Liability

  Certificate Holder: City of Tempe, 31 East 5th St., Tempe, AZ  85281

Cancellation Options:
  a. _____ 30-day notice of cancellation/10 day non-payment listed under “Description of Operations/Locations/Vehicles”
  b. _____ Separate endorsement for 30 day notice of cancellation
  c. _____ Separate letter on Letterhead from contractor

**To verify that all documentation complies with these requirements, email: permitcenter@tempe.gov or Fax to 480-350-8560**

To submit or for questions related to the application or permit, please call:

Engineering (Fees, Insurance, Permits) 480-350-8288
Neighborhood Services 480-350-8223 (After Hours Noise Abatement)
Tempe Tax & License (Sales Privilege Tax) 480-350-2955
Traffic Engineering - Ramon Mata 480-350-2924 (Haul Routes & Traffic Control)
480-350-8025 Julian Dresang

Revised 11/23/15
**CERTIFICATE OF LIABILITY INSURANCE**

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**

**Insurance Agent/Broker Name**

**Address**

**City, State, Zip**

**Insured**

**Contractor's Name**

**Address**

**City, State, Zip**

### Coverages

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Policy Number</th>
<th>Date</th>
<th>Date</th>
<th>Limits</th>
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<tbody>
<tr>
<td>GENERAL LIABILITY</td>
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<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>Policy Number</td>
<td>Date</td>
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<tr>
<td>CLAIMS-MADE</td>
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<tr>
<td>NON-OWNED AUTOS</td>
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<td>SCHEDULED AUTOS</td>
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<td>AUTOMOBILE LIABILITY</td>
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<tr>
<td>ANY AUTO</td>
<td>Policy Number</td>
<td>Date</td>
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<td>EXCESS LIABILITY</td>
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<td>CLAIMS-MADE</td>
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<tr>
<td>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</td>
<td>Policy Number</td>
<td>Date</td>
<td>Date</td>
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<tr>
<td>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?</td>
<td>Y/N</td>
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<td>E.L. EACH ACCIDENT</td>
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<td>E.L. DISEASE - EA EMPLOYEE</td>
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<td>E.L. DISEASE - POLICY LIMIT</td>
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**Description of Operations / Locations / Vehicles**

City of Tempe is additionally insured for Automobile and General Liability.

Option 1: 30 day notice of cancelation/10 day non-payment.
Option 2: Separate endorsement for 30 day notice of cancelation.
Option 3: Separate letter on contractor's letterhead. See Cancellation Letter

**Certificate Holder**

**City of Tempe**

**31 East 5th Street**

**Tempe, AZ 85281**

**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**

**Agent / Broker Signature**

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CONTRACTOR PROVIDED COI CANCELLATION LETTER

Risk management has established guidelines for a letter from contractors to the City of Tempe guaranteeing timely notice of insurance cancellation needed for working in the right-of-way.

This letter obligates the contractor to notify the City of Tempe of any changes to the required insurance coverage and not just cancellation. Any changes deemed unacceptable by the City of Tempe may cause any and all Engineering permits to be suspended or revoked until the insurance is deemed to be in compliance with City of Tempe Engineering requirements.

The letter may state that it is for permits, but may not reference job site or permit numbers. The letter shall reference the General Liability and Auto Liability policy numbers. Please include Umbrella or Excess policy numbers if such policies were used to reach the required coverage limits. The letter will be signed by the business owner or company officer of high standing, and not by an administrative assistant or secretary. It also must be on the company letterhead.

Here is the language that will be considered acceptable:

(Company name) will provide the City of Tempe with a 30-day advance written notice, if any of their insurance policies (insert appropriate policy numbers here) have been cancelled, terminated, non-renewed or materially changed and do not meet the requirements of the permit, and a 10-day notice for cancellation due to non-payment of premium. Notice will be sent by certified letter via the U.S Postal Service to:

City of Tempe
Community Development Department
Development Services Division
31 E. 5th Street
Tempe, AZ, 85281

If you have any questions, please contact the City of Tempe, Community Development Department at: 480) 350-4311 or email permitcenter@tempe.gov

(Updated 3/25/16)
Dear Contractor:

Tempe City Code (the “TCC”) 20-8 regulates allowed hours and noise levels for all construction work in the City of Tempe, including commercial and industrial zones that are not within 500 feet of a residential zone. In extenuating circumstances, not merely convenience, you may request a Letter of Authorization to work outside the allowed hours and to exceed allowed noise levels.

To obtain a Letter of Noise Authorization, it is necessary to submit a formal written request using company letterhead to the City of Tempe. If approved, you will receive a signed Letter of Noise Authorization via fax or email from the Neighborhood Services Division, and internal appropriate City staff will be provided an unsigned copy (via e-mail), as a formal notification of your permission to work evenings and/or early morning hours.

Steps required for application:
On your company letterhead, indicate the following information:

- Contractor Name
- Contact Information, should complaints arise during construction
  - On-Site Contact Name
  - On-Site Telephone Number
  - FAX Number or email address (to fax or email back your approval if granted)
- Project Name (if applicable)
- On-Site: Project Number
  - (example: EN__________)
- Off-Site: Permit Number (depending on the nature of work)
  - (example: WA_______, UT______)
- Location of the work On-Site or Off-Site:
  - Street address / closest major crossroads / specific location of work zone
- Specific nature of work (short, basic lay person description)
- Specific work hours requested (begin and end time)
- Specific work dates requested (begin and end date)
- Residential Impact Study
  - Aerial picture showing a minimum of 1000 foot radius from work site (example: http://maps.google.com/)
  - On the same aerial picture, show a 500 foot radius
  - List of Residents affected within the 500 foot radius
  - Should residents be affected, please include your draft resident notification flyer (see attached sample). Upon approval of the flyer, you shall distribute within the affected area prior to start of work.
- Reason for work outside normal hours (see TCC 20-8 for allowed reasons).

Applications must be submitted a minimum of 48 hours in advance of scheduled work.

Please submit your request by email or fax to Neighborhood Services at 480-350-8996 (fax) or neighborhoods@tempe.gov. In the event you have any questions regarding this process, please contact me at 480-350-8883 or shauna_warner@tempe.gov.

We look forward to working with you.

Thank you,
Shauna Warner
Neighborhood Services Director