

# Maricopa County Department of Transportation Substantive Policy Statements

Maricopa County Department of Transportation  
2901 W. Durango Street  
Phoenix, AZ 85009

September 24, 2015

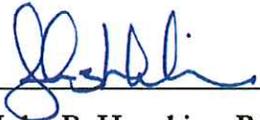


Maricopa County



**MARICOPA COUNTY**  
*Department of Transportation*

**POLICY # T8301**

<b>Title:</b> Speed Limit Signage on Unpaved Roads	<b>Effective Date:</b> June 4, 2012	<b>Division:</b> Traffic Management
<b>Purpose:</b> Maintain a uniform policy direction for MCDOT: Refrain from posting a speed limit on an unpaved roadway except to meet air quality standards.	<b>Authorized Signature:</b>  <hr/> <b>John B. Hauskins, P.E.</b> <b>Transportation Director</b>	



**Policy Statement:**

Maricopa County Department of Transportation (MCDOT) will not post speed limit signage on unpaved roadways owned and operated by MCDOT, with the following exception: MCDOT may decrease the limit to not less than fifteen miles per hour on an unpaved street or road within any district in its jurisdiction if it is determined that the limits necessary to achieve or maintain national ambient air quality standards. This exception must be initiated and approved by the County Board of Supervisors prior to any work commencing.

**1. Background:**

MCDOT and the Arizona Department of Transportation (ADOT) have concluded that the constant changing conditions of an unpaved surface, such as: heavy rains/flooded roadway, infrequent maintenance/road grading makes a proper and realistic speed limit posting unfeasible. Therefore, due to the high potential for varying roadway conditions, unpaved roads should not be speed zoned.

A.R.S. Section 28-703 does allow a local government set a speed limit of not less than fifteen miles per hour on an unpaved street or road if the local government determines that the limit is necessary to achieve or maintain national ambient air quality standards. MCDOT has done so in limited instances, but this is not regarded as the department’s normal business practice.

**2. Responsibilities:**

The MCDOT Traffic Management Division, Traffic Studies Branch, or a designee, will respond to citizen and MCDOT requests to post speed limit signs on unpaved roads owned and operated by MCDOT.

### **3. Procedures:**

With respect to roadways owned and operated by MCDOT: If a citizen requests speed limit signage on an unpaved roadway or if a MCDOT employee requests the posting of speed limit signage on an unpaved roadway, the following procedures will be followed:

- A. Review accident files for roadway location;
- B. Conduct a site visit;
- C. Determine if “Residential Area Drive With Care” signs are warranted;
- D. Consult the Transportation Planning Division to determine if an air quality purpose needs to be addressed pursuant to A.R.S. Section 28-703; and
- E. Respond to the citizen or the MCDOT requestor.

### **Cross References:**

ADOT Traffic Engineering Policies, Guidelines, and Procedures 321.2 Unpaved Roads  
A.R.S. Section 28-703

Manual No T 7102  
Division No

## MCDOT POLICY / PROCEDURE MANUAL

Type Resolution Part of Another Document YES

Title Issuance of Oversize / Overweight Permits

Statement This procedure provides for the issuance of a permit to move or operate overweight/oversize vehicles on streets under County jurisdiction. It describes the criteria to obtain permits, lists applicable fees, maximum allowable weights & limitations & restrictions.

Category Road Permitting - Traffic Flow Issues

Division Engineering

Owner / Contact Steve Waggoner

Effective Date 7/10/89

Revised on

Sunset Date

Additional Information Application, Restrictions, Limitations

**RESOLUTION**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF MARICOPA COUNTY, PROVIDING FOR THE ISSUANCE OF OVERSIZE/OVERWEIGHT PERMITS TO MOVE OR OPERATE CERTAIN VEHICLES OVER THE HIGHWAYS AND STREETS UNDER ITS JURISDICTION.**

**WHEREAS, it is necessary in the public interest that all uses of public highways and streets, by individuals, corporations, associations, and political subdivisions, be regulated and controlled so that the public safety and welfare can be served; and**

**WHEREAS, the Arizona Revised Statutes, Section 28-1009, specifies the weight and load of vehicles which may be moved or operated upon any public highway or street throughout the state; and**

**WHEREAS, the Board of Supervisors of Maricopa County, realizes that public necessity may require certain vehicles or combination of vehicles to be moved or operated over public highways or streets under the Board's jurisdiction that exceed the maximum specified as to legal size, weight or load of said vehicles; and**

**WHEREAS, the Board of Supervisor is authorized by the Arizona Revised Statutes Section 28-1011, at its discretion, to issue a Oversize/ Overweight permit in writing authorizing an applicant to operate or move a vehicle or combination of vehicles upon any highway or street under its jurisdiction, of a size, weight or load exceeding said legal limits;**

**NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Maricopa County, that no person shall move or operate, or cause to be operated, any vehicles or combination of vehicles upon any public highway or street under the jurisdiction of the Board of Supervisors of Maricopa County, of a size, weight or load exceeding the maximum specified in Title 28, Chapter 6, Article 18 of the Arizona Revised Statutes, without first applying for and receiving a Oversize/Overweight permit issued by the Board of Supervisors through its County Engineer or his authorized agent; and**

**FURTHERMORE, that the County Engineer be, and is hereby authorized to issue such Oversize / Overweight permits, in his discretion, only upon his receiving application in writing, showing good cause therefore, specific description of the vehicles and load to be operated or moved and the particular highways or streets for which permit is requested, subject to the following regulations:**

## APPLICATION FOR OVERSIZE / OVERWEIGHT PERMIT

- A. A permit shall be required in such a manner and form as prescribed by the County Engineer and signed by the registered owner of the moving equipment or his authorized agent.
- B. All applications shall be made in writing to the County Engineer for approval or disapproval. Any costs associated with the County's review of the permit application shall be borne by the applicant.
- C. An applicant desiring to move any vehicle which exceeds the weight limits established in A.R.S. 28-1009 shall, if requested, present to the County an engineering analysis from an engineer, licensed to practice in the State of Arizona, to indicate to the satisfaction of the County that no damage will occur from overstressing of bridges, pavement or other County property involved in the movement of the vehicle or load covered by permit.
- D. The application for OVERSIZE / OVERWEIGHT permits may be required to be accompanied by drawings clearly showing the vehicle, axle spacings, axle weights, vehicle length, height, width, width out to outside of axles, tire sizes and number of tires per axle(s), payload weight, tare weights and loaded position of payload. The application shall also include a detailed description of the route or a suitable map showing the route to be used clearly marked.

## 2. RESTRICTIONS AND FEES OF PERMITS

- A. A permit shall be issued for a single trip and single load over the route designated. If the route designated originates on a street or highway under the jurisdiction of the Maricopa County Board of Supervisors, the fee for such permit shall be Fifteen Dollars (\$15.00) for a single trip and one load.
- B. A permit may be issued for a specified number of trips over the same route with identical loads and the same equipment for a period of Thirty (30) days where the route designated originates on streets or highways under the jurisdiction of the Maricopa County Board of Supervisors, the fee for such a permit shall be Thirty Dollars (\$30.00).
- C. An annual Oversize permit may be issued for an unspecified number of trips over the same route with identical loads and the same equipment for a period of one calendar year and shall expire one year after such permit was issued when the route designated originates on streets or highways under the jurisdiction of the Maricopa County Board of Supervisors, the fee for such permit shall be Three-Hundred-Sixty Dollars (\$360.00) .

- D. Where a permit has been issued by another authority other than Maricopa County and the owner desires to operate the vehicle on the streets and highways under the jurisdiction of Maricopa County, such permit shall be validated by the County Engineer at no cost when in compliance with all GENERAL RESTRICTIONS as noted in this RESOLUTION.
- E. Where a permit has been issued by another authority in a state other than Arizona and the owner desires to operate each towing vehicle on streets and highways under the jurisdiction of Maricopa County, he may, at his option, register each towing vehicle annually with the County Engineer for a fee of Twenty Dollars (\$20.00) for each towing vehicle which will validate all permits issued by other authorities so that the towing vehicle can operate on streets and highways under the jurisdiction of the Maricopa County Board of Supervisors. This permit shall be known as a "cab" card.
- F. The County Engineer may within his opinion, if an emergency exists, issue a permit for movement at any time when no undue hazards to the other users of the highway exists or be created by such movement.
- G. A permit shall not be issued for a material or commodity haul which can be reduced or loaded within the size and weight limits as set forth in Sections 28-1002, 28-1004, 28-1008, and 28-1009 of the Arizona Revised Statutes.

3.

- A. No OVERSIZE / OVERWEIGHT permit shall be issued for use of any highway, road or other public way under the jurisdiction of the Board of Supervisors of Maricopa County, when any vehicle or combination of vehicles and loads exceeds the following single or tandem axle weights ( tandem axles referred to in this restriction shall be a group of 2 or 3 axles spaced 4 feet apart measured from the center of the axles ) :

- (1) Routes on which structures or bridges are designed for heavy loading and in good condition:

Single axle -----	28,000 lbs.
2 axle tandem 8' wide (4 tires per axle)	46,000 lbs.
2 axle tandem 8' wide (8 tires per axle)	53,000 lbs.
2 axle tandem 10' wide (8 tires per axle)	58,000 lbs.
3 axle tandem 8' wide (4 tires per axle)	50,000 lbs.
3 axle tandem 8' wide (8 tires per axle)	58,000 lbs.
3 axle tandem 10' wide (8 tires per axle)	63,000 lbs.

- (2) Routes on which structures or bridges are designed for light loading and in good condition:

Single axle -----	24,000 lbs.
2 axle tandem 8' wide (4 tires per axle)	40,000 lbs.
2 axle tandem 8' wide (8 tires per axle)	46,000 lbs.
2 axle tandem 10' wide (8 tires per axle)	50,000 lbs.
3 axle tandem 8' wide (4 tires per axle)	44,000 lbs.
3 axle tandem 8' wide (8 tires per axle)	50,000 lbs.
3 axle tandem 10' wide (8 tires per axle)	55,000 lbs.

- B. Maximum loads outlined in tables 1 and 2 above, will not be permitted to cross substandard structures.
- C. Maximum axle and tandem axle weights outlined will be decreased for any axle grouping spaced 18 feet or less apart, as determined by the County Engineer.
- D. The load shall be placed on the vehicle so as to insure that the above limits are not exceeded on any axle or tandem group.
- E. If there is a reasonable doubt as to the weights shown on the application, the County Engineer may require the load be weighed by a certified weigh-master prior to issuance of the permit.
- F. Any falsification of weights shall be cause for rejection of the application or the revocation of a permit already granted.
- G. All vehicles being operated under the conditions of a Overweight permit shall abide by the restrictions as set forth in Section 5 of these rules and regulations or under special speed restrictions when, in the opinion of the County Engineer, special speed restrictions are indicated.

4.



- A. A permittee shall not cross a bridge with a load in excess of the posted load limit of such bridge. An applicant (permittee) desiring to use a route involving a posted bridge, or bridges, shall detour the bridge, or bridges, by the best available means or shall submit an alternate route for approval.
- B. The maximum permitted load, on any bridge, shall not exceed 1-3/4 times the gross load set forth in Section 28-1009, Arizona Revised Statutes, nor shall the maximum axle or axle group loadings exceed 25 percent of the limits set forth in Section 28-1009, Arizona Revised Statutes.
- C. An auxiliary (jeep) axle or axles may be used in combination with a semitrailer unit to increase the gross capacity but the axle group load shall not exceed that set forth in paragraph 3 above, except under special conditions to be determined by the County Engineer.

5.

#### SPEED RESTRICTIONS

- A. No vehicle or vehicles being operated under the conditions of a Oversize permit shall be operated at a speed in excess of 40 miles per hour. Speed shall be reduced to conform to lower posted speed or legal speed limits.
- B. No vehicle or vehicles being operated under the conditions of a Overweight permit shall exceed the following speed restrictions:
  - (1) Thirty-five miles per hour when posted or legal speed limits in excess of 35 miles per hour. Reduce speed to posted or legal limits in all other areas and to that required under special restrictions imposed by the County Engineer.
  - (2) The County Engineer may restrict the speed of any vehicle or vehicles being operated on a permit when, in his opinion, conditions exist or are indicated, which make it necessary to restrict operation to specific speed in order to prevent hazards or damage to the highway.
  - (3) Where specifically noted on the permit, a vehicle or vehicles operating under the conditions of a Oversize permit shall make a full stop before entering any bridge, and proceed across the bridge at a restricted speed. No changing of gears shall be permitted on any bridge.

Where specifically noted on permit, no other vehicles shall be allowed on the bridge at the same time as the overweight vehicle or vehicles. Overweight vehicle or vehicles must travel in the center of the bridge roadway, and traffic in each direction must be stopped by flagman and all necessary safety measures must be taken.

6.

#### TIME LIMITATIONS

- A. No vehicle or vehicles being operated under the conditions of a OVERSIZE / OVERWEIGHT permit shall use any highway, road or other public way during the following time periods:
  - (1) NO NIGHT MOVES : from a half hour after sunset to a half hour before sunrise. Except under building and structure moving regulations.
  - (2) When special hazards exist that may require more light for reasonable public safety.
  - (3) NO RUSH HOUR MOVES: 7:00 AM TO 9:00 AM, 4:00 PM TO 6:00 PM.
  - (4) From Twelve o'clock noon on any Saturday through Sunday.
- B. No permit shall be issued for movement on any legal bank holiday. If the holiday falls on a Monday, the movement shall stop before noon the Friday preceding the bank holiday.

7.

**BUILDING AND STRUCTURE MOVING REGULATIONS**

- A. **OVERSIZE / OVERWEIGHT** permits to move buildings and structures will be issued only when the required zoning and building permits have been obtained from the Maricopa County Planning and Development Department and the equipment used is suitable for the purpose of moving buildings and structures. Every **OVERSIZE / OVERWEIGHT** permit issued shall be governed the following restrictions:
- (1) Where a **OVERSIZE / OVERWEIGHT** permit is given to move any building or structure or any part thereof, the permit shall contain the conditions under which the load shall be moved, and the load shall be moved along the extreme right-hand side of the roadway, including the shoulder, leaving a clear passing lane on the left-hand side of the roadway, provided that where the width of the roadway is such that traffic cannot move in any direction, the permittee shall not tie up traffic in any direction more than five minutes. If it becomes necessary, because of a narrow bridge, or structure to temporarily block the passing lane, the permittee shall use extreme caution in flagging the traffic from both directions. After passing the structure, the load shall be immediately moved to the extreme right-hand side of the roadway and proceed as provided herein.
  - (2) Any building or structure being transported on dollies or trailers shall be of sufficient height above the roadway level to allow for clearance of guard rails, bridge railings, and other highway installations.
  - (3) Upon completion of the moving work, all timbers, and equipment shall be removed from the right-of way, and the highway and related facilities shall be restored to original condition with the permittee required to pay for any damage and the cost of repair to restore to the original condition.
  - (4) Permittee shall notify the owner or utility company of all overhead lines subject to disturbances or damage by moving operation. Permittee shall be held responsible for the restoration of overhead lines disturbed or damaged by moving operation.
  - (5) Building and structure moving shall require a single permit for each trip.
  - (6) Permits issued for moving buildings or structures, in addition to those contained herein, are subject to all regulations for excessive size and weights of vehicles and loads.
  - (7) Permits for moving buildings or structures are based upon the premise that when such oversize loads are moved, the permittee will be held to the strictest compliance with the permit regulations and maintenance of the clear passing lane.

**B.****BUILDING AND STRUCTURE NIGHT MOVES :**

An applicant may request to have a permit issued for the move a building or structure at night. This application shall be reviewed on a case by case basis by the County Engineer or his assigned representative and approved or denied at his discretion. If approved, the following requirements must be met;

- (1) The building or structure must be 30 feet in width or wider, except when such move is exiting a city or municipality that allows a smaller width load to be moved at night
- (2) The applicant must have a bond of Ten Thousand Dollars (\$10,000) posted with the Maricopa County Highway Department to be cashed in the event of damage to highways or appurtenances.
- (3) All moves must be made from midnight to 6:00 A.M. as specified on permit.
- (4) White lights shall be prominently displayed on the front of the structure being transported no greater than four feet apart.
- (5) Amber lights shall be prominently displayed on the left and right sides of the structure being transported no greater than four feet apart.
- (6) Red lights shall be prominently displayed on the rear of the structure being transported no greater than four feet apart.
- (7) No permit to move any building or structure shall be granted to any applicant other than to a bona fide owner of such building or structure unless the applicant is properly licensed by the Registrar of Contractors of the State of Arizona and has fully complied with all rules and regulations promulgated by the Registrar of Contractors as required by law.
- (8) The owner shall be responsible to furnish satisfactory evidence of financial responsibility.
- (9) Minimum of four escort vehicles (two pilots and two follow-up) will be required at all times on all moves conducted at night.
- (10) Each escort vehicle shall display a minimum of one flashing amber light visible at least 500 feet in all directions.
- (11) Two (2) Maricopa County Sheriff deputies must accompany the entire move (one deputy in front of the load and one deputy to the rear of the load) on all sections of roadway under jurisdiction of the Board of Supervisors of Maricopa County. Deputies names and badge numbers shall be supplied to the permits section prior to the move. A deputy shall be required to telephone the permits section of Maricopa County Highway Department at 233-8609, as soon as possible after completion

of the move and relay the following; times move started and ended, any problems encountered on move, any damage and location of damage.

- (12) Permits issued for the movement of buildings or structures at night shall be subject to all regulations for permits for excessive size and weight of vehicles and loads.
- (13) Permits MUST be applied for a minimum of two working days prior to scheduled move.

## 8. ESCORT VEHICLE REGULATIONS

### A. EQUIPMENT REQUIREMENTS :

- (1) **Size of vehicles:** Escort vehicles must be a passenger car or two axle truck not exceeding 20,000 pounds G.V.W. and be capable of displaying required warning devices.
- (2) **Flags and signs:** All escort vehicles shall display red flags (clean and in good condition) twelve (12) inches square on all corners of the vehicle and display an "OVERSIZE LOAD" sign mounted securely to the vehicle at least five feet above the pavement level facing traffic approaching the load. Oversize load signs shall be removed or entirely covered when not in use.

**Warning lights:** Warning lights are required and must be in accordance with 28-947(D) of the Arizona Revised Statutes.

- (4) **Radio equipment:** Each vehicle shall be equipped with a two-way radio capable of transmitting and receiving voice messages over a minimum distance of one-half mile and be compatible with two-way radios in accompanying escort and towing vehicles. Radios and operators shall have all necessary approvals and licensing required by the Federal Communications Commission. Radios designed for use under Federal Communications Commission rules, Part 15, Sub-part E are not acceptable.
- (5) **Emergency equipment:** Escort vehicles shall carry a minimum of eight (8) flares, a first-aid kit and two (2) red flags twelve (12) inches square on a staff. The first-aid kit shall conform to the Federal Motor Carriers Safety Regulations, paragraph 393.96, or as amended.

### B. VEHICLE OPERATION

- (1) Escort vehicles shall have their headlights and warning lights on and operating at all times when in service.
- (2) When a escort vehicle is operated as a pilot vehicle (preceding an oversize vehicle or a vehicle towing an oversize load) or operating as a rear escort vehicle (following an oversize vehicle or a vehicle

towing an oversize load) the distance between such load and the escort vehicle shall not be less than one hundred (100) feet nor more than five hundred (500) feet, except where visual contact with an escorted load cannot be maintained.

- (3) When traveling on a route where traffic signals control the movement of traffic, if an escort vehicle passes through an intersection and the load being escorted is required to stop, the escort vehicle will stop as soon as possible at the right hand side of the road when the stop can be done in safety and not resume until the escorted load approaches to the required distance to the escort vehicle. When the escort vehicle following an escorted load is required to stop at an intersection, the escorted load shall proceed in the direction as planned and the escort shall resume its normal distance behind the escorted load as soon as possible after being allowed to proceed through the intersection.

9.

#### GENERAL RESTRICTIONS

- A. When any vehicle or vehicles are being operated under the provisions of an OVERSIZE / OVERWEIGHT permit, such permit shall be carried in the vehicle or combination of vehicles to which it refers, and the following applicable restrictions shall be shown on the permit. In addition, the County Engineer may impose ANY additional restrictions to reduce traffic hazards.
  - (1) All bulldozer blades and dozer arms which are more than 12 feet 6 inches wide (measured at right angle to the longitudinal axis of the hauling equipment) shall be removed and transported in a manner so that they will not create a traffic hazard.
  - (2) Equipment having dozer type blades at or shorter than those described in sub-paragraph (1) above, may be transported under permit without detaching the blade from the equipment provided, and only when the dozer blade is firmly supported so as to provide a MINIMUM vertical clearance of 6 feet 6 inches from level surface of the roadway.
  - (3) All over-width vehicles or loads, shall display the required "OVERSIZE LOAD" sign both to the front of the foremost vehicle or vehicles, and on the rear or the last vehicle in any combination of vehicles. The OVERSIZE LOAD sign shall comply with the sign specifications shown in Appendix A of this Resolution, except signs from other states are acceptable when in compliance with AASHTO standards.
  - (4) On the vehicle or vehicle combinations upon which the oversize load is loaded, the signs shall be mounted on the forward most part of the towing vehicle and the rear-most part of the load or vehicle on which the load is loaded in such a manner as to be clearly visible.

All over-width loads and vehicles must be flagged with red flags (clean and in good condition) twelve (12) inches square or larger, on

all extremities.

- ) All over-width loads and vehicles 15 feet wide and less than 20 feet wide shall require a pilot escort vehicle.
  - (7) All overwidth loads and vehicles 20 feet wide or over require pilot and follow-up escort vehicles.
  - (8) If vehicle or load is 14 feet high or over, a non-conductive wire guide must be used to guard against overhead wires.
  - (9) All loads or vehicles with an overhang in excess of 6 feet in front or rear must be flagged.
  - (10) All loads or vehicles with an overhang of 20 feet or more in front require a pilot escort vehicle.
  - (11) All loads or vehicles with an overhang of 20 feet or more in rear require a follow-up escort vehicle.
  - (12) Barges to be launched on the Salt River Lakes must be accompanied by a launching permit required by the U.S. Forest Service before a OVERSIZE / OVERWEIGHT permit may be issued.
  - (13) No Overweight permits shall be issued for a two-axle truck or vehicle, two-axle tractor and one or two-axle semitrailer. All Overweight permits require a minimum of three axles for a single vehicle and a minimum of five axles for combination of tractor and semitrailer.
- B. A mover of any item 20 feet or greater in width must provide the proposed route of move a minimum of 24 hrs. (One working day), preferably 48 hrs. (Two working days) prior to the move, to the Traffic Engineering Division of the Maricopa County Highway Department, Attention Traffic Engineering Supervisor, 3325 W. Durango Street, Phoenix, Arizona. The route shall be supplied at the time of application but the permit shall not be valid until 24 hrs. after application has been made.

10.

#### ENFORCEMENT AND LIABILITY

- A. **Enforcement:** The Sheriff of Maricopa County shall enforce the provisions of this resolution a manner he deems necessary under the authority of Title 28, Chapter 6, Article 18, Arizona Revised Statutes, with respect to highways and streets under the jurisdiction of the Board of Supervisors of Maricopa County, but such OVERSIZE / OVERWEIGHT permit shall be open to inspection to any authorized agent of said County. Permits shall be revoked for misuse. Vehicle and load shall be parked clear of traffic and remain standing until such time as all requirements of this resolution are met and a new permit has been issued prior to the resumption of movement. Flagrant violations may cause the permittee to have permit privileges suspended, subject

to review by the County Engineer.

**Liability:** Any damage done to the highways over which a permitted load is transported, including the roadway surface, signs, markers, railings, guards, delineators, overhead wires, structures and appurtenances shall be paid for by the permittee causing said damage upon demand of the owner of the property damaged. To insure payment, the County may require the applicant for the permit to show proof of insurance which will pay for such damage. If no such proof is furnished, a cash deposit or bond in a form approved by the County, of at least \$1,000.00 may be required.

**C. Saving the County Harmless:** An applicant for a permit under these rules shall agree to hold the County Engineer, agents, any of its departments, divisions, agencies, officers and employees harmless from all sums which the County Engineer, agents and any of its departments, divisions, agencies, officers or employees may be obligated to pay by reason of any liability imposed upon any of the above damages arising out of the issuance of a permit under these Rules or arising out of any movement made pursuant to the permit or caused by any negligent act or failure to act committed by the permittee or any person employed by the permittee or any others for whose action the permittee is legally liable. The above sums shall also include in the event of litigation, court costs, expenses of litigation and a reasonable attorney's fee.

11.

#### VALIDITY OF PERMITS

- A.** An OVERSIZE / OVERWEIGHT permit shall be valid only when issued by the County Engineer, or his authorized agent.
- B.** OVERSIZE / OVERWEIGHT permits granted hereunder are valid ONLY on the roads and streets described on the permit, and the right to use State or Federal highways, or city streets is neither granted nor implied. Permits for use of other than routes designated on the permit shall be procured from the proper authority.

12.

#### APPEAL

In the event the granting of an OVERSIZE / OVERWEIGHT permit under these regulations is refused, the applicant shall have the right to appeal to the Board of Supervisors of Maricopa County, by filing a written petition of appeal, setting forth all facts pertaining to such application. Such appeal shall be made within ten (10) days of the refusal of the permit and shall be heard by the Board as soon thereafter as can be conveniently done.

13.

#### EMERGENCY

Adoption of these Rules and Regulations being necessary for the immediate preservation of public peace, health and safety and public procedure thereon being impracticable and unnecessary, the foregoing rules are adopted as emergency rules.

FURTHERMORE, that, except for permits for the movement of vehicles owned by the United States Government, the County Engineer shall collect and account for all fees set forth in this resolution as required by A.R.S. 28-1011(G), and all fees and all fines for the violation of these permit regulations, unless otherwise specialty provided by law, shall be paid immediately to the County Treasurer, who shall credit the amount to the General County Road Fund; and

BE IT FURTHERMORE RESOLVED, that, this resolution be entered in the minutes of the Board of Supervisors of Maricopa County and that the Clerk of said County be, and is hereby directed to give notice to the County Engineer, the County Treasurer, and the Sheriff, of the provisions herein.

ADOPTED AND APPROVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF MARICOPA

this 10th day of July 1989

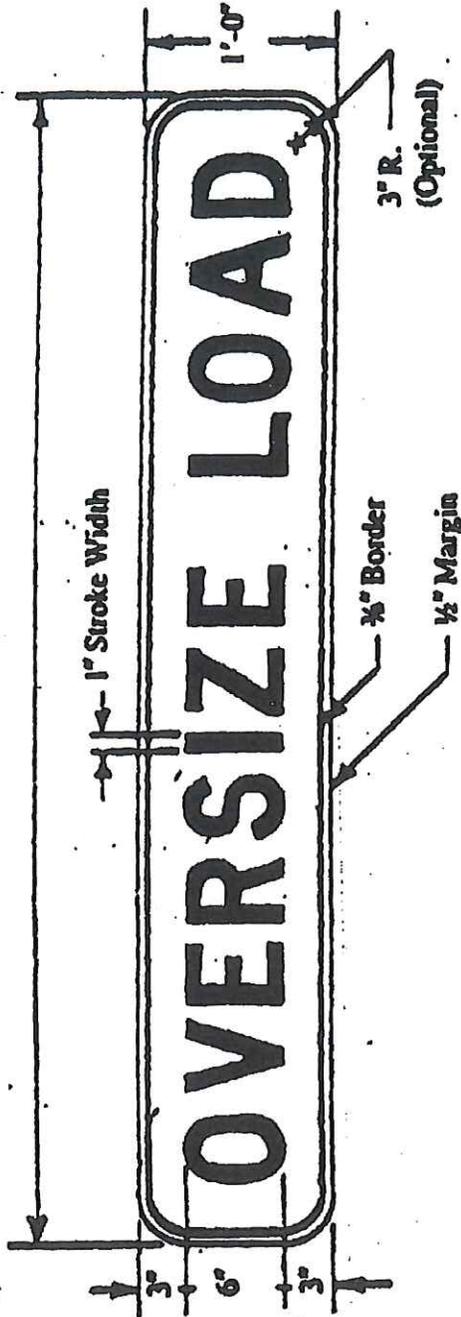
S/Chairman of the Board.

C. Pennington

APPENDIX A

SIGN SPECIFICATIONS FOR OVERSIZE  
LOADS AND ESCORT VEHICLES

5'-0" for Escort Vehicles  
6'-0" for Oversize Vehicles



All dimensions shown are minimum.

Black Letters — 6 Inch Series "D"

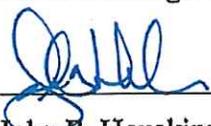
Yellow Background — If oversize load is to be transported during hours of darkness, the background of the sign shall be reflectorized, or illuminated.

Any sign in compliance with AASHTO standards is acceptable.



**MARICOPA COUNTY**  
*Department of Transportation*

**POLICY # T5201**

<b>Title:</b> Altering or Abandoning County Highways	<b>Effective Date:</b> June 6, 2012	<b>Division:</b> Public Works Real Estate Division
<b>Purpose:</b> To thoroughly and consistently assess petitions and applications for altering or abandoning existing local highways, dedicated public right-of-way, or streets in legal subdivisions.	<b>Authorized Signature:</b>  6-12-2012 <b>John B. Hauskins, P.E.</b> <b>Transportation Director</b> 	

**Policy Statement:**

The Maricopa County Board of Supervisors (BOS) is authorized to abandon, convey, exchange or vacate roadways and extinguish easements in the unincorporated areas of Maricopa County by the following Arizona Revised Statutes (A.R.S.): §§ 28-6701, 6709, 7202, 7204, 7205, 7210, 7214, and 7215. Roadways and easements that were established by Maricopa County, but since have been annexed, may be abandoned by the annexing jurisdiction under A.R.S. § 9-254.

**1. Background:**

The Real Estate Division receives petitions or applications to initiate a closing, altering, or abandoning of County roadway right-of-way. The staff follows the established abandonment procedure to ensure the petitioner's requests are thoroughly and consistently considered. The Real Estate Division coordinates the abandonment process for the Department of Transportation (MCDOT) by preparing a packet of documents, maps, and other pertinent information that is routed to MCDOT technical review staff, utilities, municipalities, affected neighboring property owners, and others. The review comments and recommendations are considered and a final recommendation is made. The detailed process is outlined in Procedure # P5201.

**2. Responsibilities:**

The Property Engineering Branch of the Real Estate Division processes the request for altering or abandoning roadways following the Arizona State Statutes cited above and the procedures established in Procedure # P5201. The Abandonment Coordinator places approved requests on the agenda for BOS consideration.

**3. Cross References (Policies, Procedures, Design Manual, etc.):**

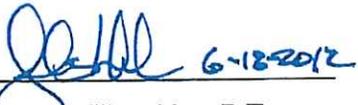
MCDOT Procedure # P5201: Altering or Abandoning County Highways

A.R.S §§ 28-6701, 6709, 7202, 7204, 7205, 7210, 7214, and 7215.



**MARICOPA COUNTY**  
*Department of Transportation*

**PROCEDURE # P5201**

<b>Title:</b> Altering or Abandoning County Highways	<b>Effective Date:</b> June 6, 2012	<b>Division:</b> Real Estate Division
<b>Purpose:</b> To thoroughly and consistently assess petitions and applications for altering or abandoning existing local highways, dedicated public right-of-way, or streets in legal subdivisions.	<b>Authorized Signature:</b>  6-18-2012 <b>John B. Hauskins, P.E.</b> <b>Transportation Director</b> 	

**1. Background:**

The Maricopa County Board of Supervisors (BOS) is authorized to abandon, convey, exchange or vacate roadways and extinguish easements in the unincorporated areas of Maricopa County by the following Arizona Revised Statutes (A.R.S.): §§ 28-6701, 6709, 7202, 7204, 7205, 7210, 7214, and 7215. Roadways and easements that were established by Maricopa County, but since have been annexed, may be abandoned by the annexing jurisdiction under A.R.S. § 9-254.

The Public Works Real Estate Division (Real Estate Division) receives petitions or applications to initiate a closing, altering, or abandoning of County roadway right-of-way. The staff follows the established abandonment procedure to ensure the petitioner's requests are thoroughly and consistently considered. The Real Estate Division coordinates the abandonment process for the Department of Transportation (MCDOT) by preparing a packet of documents, maps, and other pertinent information that is routed to MCDOT technical review staff, utilities, municipalities, affected neighboring property owners, and others. The review comments and recommendations are considered and a final recommendation is made. The detailed process is outlined in this Procedure.

**2. Procedure:**

**A. County Authority:**

Maricopa County may act upon requests to abandon right-of-way and/or easements (other than Patent Easements) that have been conveyed to the public but not accepted by the BOS. However, it is at the discretion of the County to do so. Neither MCDOT nor the Real Estate Division processes abandonment requests for easements that are established as part of a subdivision and are not part of the Maricopa County roadway system (such as drainage

casements and public utility easements). These requests are processed through the Maricopa County Planning and Development Department.

The Real Estate Division, on behalf of MCDOT, may administer abandonments for the following:

1. Alleys
2. Roadways within subdivisions established by plat
3. County Roadways abandoned to become private roadways
4. Non-vehicular easements
5. Rights-of-way and easements acquired by Maricopa County by purchase or condemnation
6. Rights-of-way and easements dedicated to the general public or to Maricopa County

**B. County Initiated:**

The County may initiate abandonment of roads and highways that are in the County roadway system. After MCDOT review and approval, the Transportation Director will petition the Board of Supervisors to abandon the roadway. The Abandonment Coordinator will process the abandonment documentation to the Board of Supervisors.

**C. Public Initiated:**

Road abandonment requests may be initiated by petition, signed by ten (10) taxpayers of the County, and submitted to the Clerk of the Board of Supervisors or by an individual who submits a formal application to MCDOT. The BOS may act upon the petition to abandon or it may choose to refer the matter to MCDOT for recommendation. The Property Engineering branch of the Real Estate Division coordinates the abandonment request for MCDOT and processes abandonments that have been recommended for approval to the BOS for statutory approval.

**1. Application and Fee Collected and Jurisdiction Confirmed:**

When the assigned Real Estate Division Abandonment Coordinator (Abandonment Coordinator) receives the abandonment application and a \$250 processing fee, he/she will verify the existence and jurisdiction of the right-of-way and/or easement and contact the Applicant for additional information as needed. If the Abandonment Coordinator determines that the area sought to be abandoned is not within county jurisdiction the application will be denied and the fee returned to the Applicant.

**2. Fee Forwarded to Financial Services and Invoice Filed:**

When the Abandonment Coordinator verifies that the right-of-way/easement is within the unincorporated portion of Maricopa County and exists by documentation of a grant to the public or Maricopa County, the Abandonment Coordinator will forward the \$250 processing fee of the abandonment application to MCDOT Financial Services. An invoice for the application fee will be provided by Financial Services and placed in the Applicant's file as proof of payment of the fee.

**3. Preliminary Inquiry:**

After initial review of the application, the Abandonment Coordinator may determine that special circumstances exist for the abandonment request and may conduct a

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preliminary inquiry with specific Technical Reviewers to identify if special considerations will need to be addressed as part of the formal technical review.

4. Technical Review Package:

The Abandonment Coordinator will then prepare a Technical Review Package and forward it to the technical areas within MCDOT, the utility companies that service that area (information provided by Blue Stake), the local city jurisdiction if within their planning area, and, when necessary, to the Maricopa County Department of Planning and Development. The Abandonment Coordinator will also post an abandonment notice in the area of the abandonment request to allow for comment by adjacent property owners who may be affected by the request.

5. Technical Review Comments:

Technical Reviewers will provide review comments within 14 days, but extensions may be given if there is a need for more information or clarification of an issue. The Abandonment Coordinator shall review these comments for their merit. If the technical comments contradict each other, the Abandonment Coordinator shall forward the conflicting reviews to the Reviewers and request that they meet to resolve the conflicting recommendations and make a final technical recommendation.

6. Compiling the Request and Obtaining a Recommendation:

The Abandonment Coordinator shall then compile the abandonment request, review comments, final technical recommendations, and any necessary back-up information such as maps and pictures. The Property Engineering Manager shall make a recommendation based on the technical reviews for acceptance, denial, or further study of the abandonment request.

7. County Fee Interest:

If the existing right-of-way is a fee simple interest, the Abandonment Coordinator shall then notify the Real Estate Manager and branch managers who will determine if the proposed abandonment should be handled as a sale of excess land, sale of a roadway, a roadway vacate, or a roadway exchange. This determination is based on the application of applicable statutes and County requirements.

8. Abandonment to be Sold:

If the requested abandonment must be sold, the Property Engineering Manager will then contact the Applicant to determine if he/she wishes to proceed with the request or to rescind it. If the Applicant wishes to proceed, the application file will be transferred to the Property Management Branch after technical review has recommended that the abandonment request be approved.

9. Reviewing the Abandonment Request:

The Property Engineering Manager will schedule a meeting with the Real Estate Manager and branch managers to review the abandonment request recommendation made by the Technical Reviewers. The Real Estate Manager and branch managers may determine that the application needs to be elevated to a higher level (such as the Engineering Division Manager or, if necessary, MCDOT Division Managers).

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10. Submitting Approved Applications to the Board of Supervisors:

When the abandonment application has been recommended for approval and approved by the Real Estate Manager and branch managers, the Real Estate Division Manager, authorized by the MCDOT Director, will sign the recommendation for the abandonment approval. The Abandonment Coordinator will then submit it to the Board of Supervisors for review and/or approval.

To do this, the Abandonment Coordinator will assign the application a road file number. The Coordinator will then prepare an agenda item recommending the abandonment of the right-of-way/easement. Next, the Coordinator will forward an Agenda Summary, a Resolution, a Legal Description (in WORD format), a Map Exhibit, and a Certified Copy of the affected existing right-of-way document(s) to MCDOT Contracts who will input the item into "SOLAR" for processing to the Board of Supervisors for its statutory approval.

11. BOS Approval of the Application:

The Board of Supervisors, upon approval, will issue a resolution abandoning the right-of-way/easement. The Clerk of the Board then records and notifies the Abandonment Coordinator. The recorded resolution is then placed in the Real Estate Division Database and, if appropriate, (on roads identified in the County Maintenance System) sent to the Database Manager within the Operations Division.

12. Notifying the Property Owners of Abandonment Adoption:

The Property Engineering Manager will then notify the property owner of the decision by the Board of Supervisors to adopt the abandonment resolution by issuing a formal letter and enclosing a copy of the recorded resolution.

13. Non-Approved Applications and Appeals Process:

If the Technical Reviewers do not recommend the Abandon application for approval, the Property Engineering Manager will notify the Applicant, in writing, of the recommendation not to approve the request. The Applicant may appeal the denial and request a meeting with a panel of the Technical Reviewers to discuss the reasons for the recommendation against abandonment. The appeal shall be in writing and directed to the Engineering Division Manager or appointed hearing officer. The Engineering Division Manager or appointee will set the time and place for the appeal meeting and notify the applicant and Technical Reviewers. After the first appeal, the Engineering Division Manager or appointed hearing officer shall rule to deny or approve the abandonment. If the initial denial is overturned, the Engineering Division Manager or appointed hearing officer will direct the Abandonment Coordinator to process the abandonment for Board approval.

14. Beyond the First Appeal:

If the Applicant requests further review and consideration of the request beyond the first appeal, or if the Engineering Division Manager independently decides that further review is prudent, the Engineering Division Manager or appointed hearing officer shall schedule the matter for the next available Transportation Advisory Board (TAB) for consideration and recommendation. If the first appeal denial is

overturned by the TAB, the Engineering Division Manager or appointed hearing officer will direct the Abandonment Coordinator to process the abandonment for Board approval. If the TAB upholds the abandonment denial, the ultimate decision for approval or denial of an abandonment request is with the Board of Supervisors. The Applicant may petition directly to the BOS requesting the abandonment or easement extinguishment. The petition must be signed by 10 taxpayers of Maricopa County and specifically state the request being made of the BOS.

**3. Cross References (Policies, Procedures, Design Manual, etc.):**

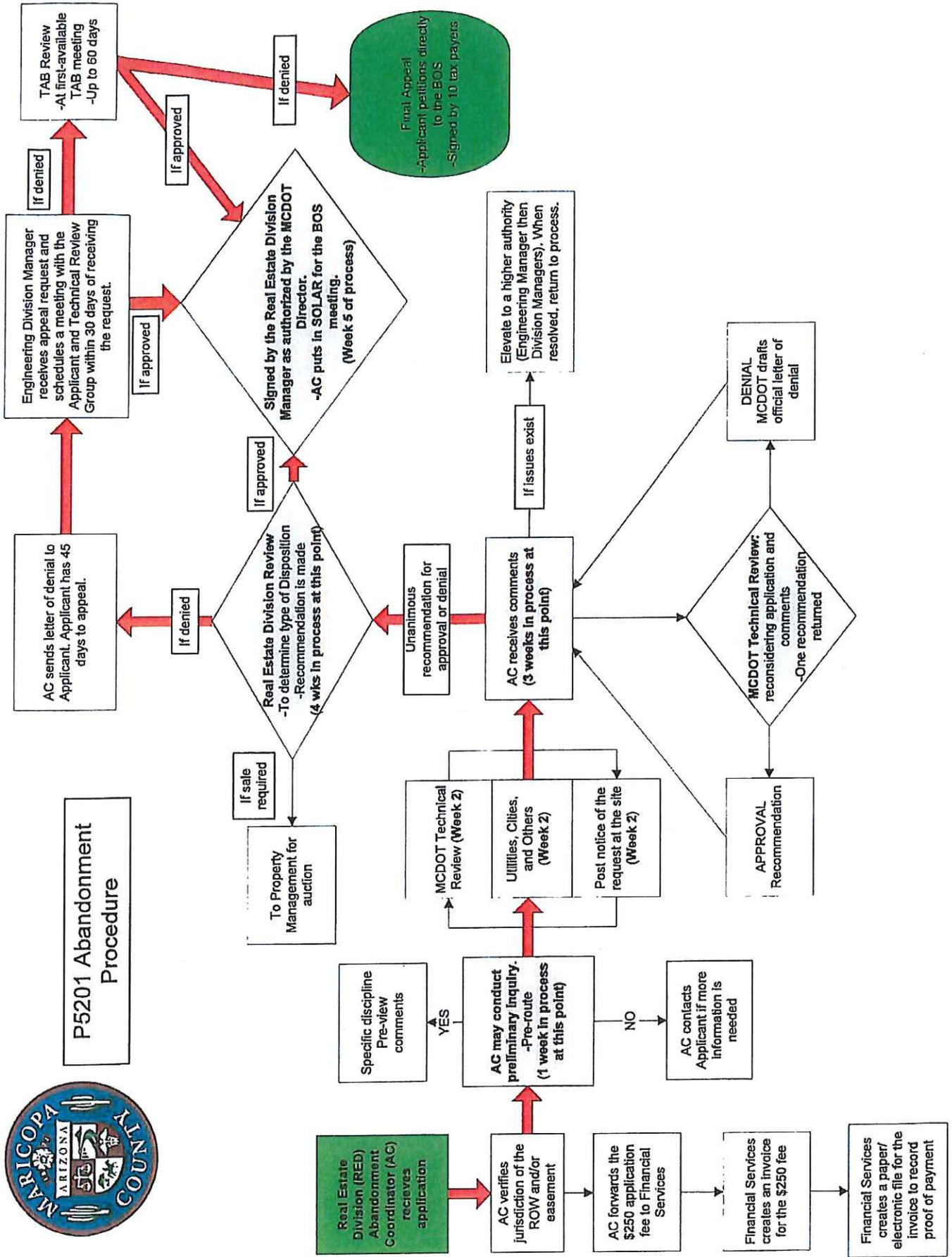
MCDOT Policy T5201: Altering or Abandoning County Highways

P5201 Abandonment Procedure Flowchart

A.R.S. §§ 28-6701, 6709, 7202, 7204, 7205, 7210, 7214, and 7215



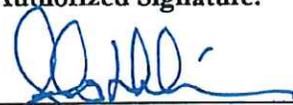
# P5201 Abandonment Procedure





**MARICOPA COUNTY**  
*Department of Transportation*

**POLICY # T5104**

<b>Title:</b> Right-of-Way Dedication	<b>Effective Date:</b> 02-27-12	<b>Division:</b> Public Works Real Estate
<b>Purpose:</b> To establish a policy for the dedication of public right-of-way to Maricopa County.	<b>Authorized Signature:</b>  <b>John B. Hauskins, P.E.</b> <b>Transportation Director</b>	
		

**1. Policy Statement:**

A dedication of right-of-way is a donation of land by a Maricopa County property owner to Maricopa County. The Maricopa County Department of Transportation (MCDOT) is authorized to approve and process a right-of-way dedication in three instances: 1) When the Maricopa County Board of Supervisors requires the property owner to dedicate right-of-way as a stipulation of zoning approval (Maricopa County Zoning Ordinance §1104); 2) when it is a requirement of a MCDOT Development Services permit or plan review in which a MCDOT roadway is affected by a proposed change to the transportation infrastructure facility; and 3) when a property owner, voluntarily and unsolicited by the County, makes a request to dedicate right-of-way that supports the Maricopa County Transportation System Plan (TSP) Primary or Secondary Roadway System.

The Public Works Real Estate Division (PWRED) is the administrator of right-of-way dedications on behalf of MCDOT. PWRED will process the applications for dedications by requiring that the applicant provide appropriate title research and undertaking to close an escrow so that, to the extent feasible, title may be conveyed clear and free of encumbrances. However, when a property owner makes a dedication request that is not related to zoning approval or Development Services permit, nor is in support of the TSP, this service will not be provided by MCDOT. In those instances, the owner is encouraged to work with his/her own real estate professional counsel to prepare appropriate documents.

**2. Background:**

The most frequent circumstance prompting the dedication of right-of-way in support of the Primary or Secondary Roadway System in the Transportation System Plan (TSP) is when a property owner obtains new zoning and a dedication is required as one of the stipulations for the zoning, or as part of a MCDOT Development Services permit. These dedications require time for title research and to clear title, and many owners postpone the dedication requirement, resulting in a delay in the issuance of their building permits.

Occasionally other circumstances arise where a voluntary and non-County solicited request to dedicate right-of-way is made by a property owner and that dedication relates directly to and is in support of the TSP.

### **3. Responsibilities:**

The Public Works Real Estate Division for the Maricopa County Public Works Agency will administer this policy in support of MCDOT. MCDOT Development Services will assist in public awareness of this policy by giving a dedication brochure to applicants at the initiation of the zoning case as part of the Technical Advisory Committee (TAC) meeting process, administered by Development Services, and by enforcing zoning stipulations that require right-of-way dedication.

#### **CITY REQUIRED DEDICATIONS REQUESTED BY OTHERS:**

Periodically, a city may require a property owner, living within county jurisdiction, to dedicate his or her right-of-way to the city so that city services can be extended. When such right-of-way dedications are required by a jurisdiction other than MCDOT, they will be accepted only when the right-of-way supports the Maricopa County TSP, regardless of whether the dedication was prompted by a permit process or a zoning stipulation.

To satisfy the city requirements of other jurisdictions that are not in support of the TSP but are required for city permit purposes, PWRED will recommend the applicant make a dedication to the general public for roadway and utility purposes. When a property owner makes a dedication request that is not related to zoning stipulation approval nor is in support of the TSP, MCDOT Development Services permitting, the owner will be encouraged to work with his/her own real estate professional counsel to prepare appropriate documents.

### **4. Cross References (Policies, Procedures, Design Manual, etc.):**

Maricopa County Zoning Ordinance §1104

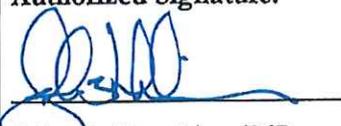
Maricopa County Transportation System Plan

Procedure P5104: Right-of-Way Dedication



**MARICOPA COUNTY**  
*Department of Transportation*

**PROCEDURE # P5104**

<b>Title:</b> Right-of-Way Dedication	<b>Effective Date:</b> 02-27-12	<b>Division:</b> Public Works Real Estate
<b>Purpose:</b> To establish a procedure for the dedication of public right-of-way to Maricopa County	<b>Authorized Signature:</b>  <b>John B. Hauskins, P.E.</b> <b>Transportation Director</b>	
		

**1. Background:**

The most frequent circumstance prompting the dedication of right-of-way in support of the Primary or Secondary Roadway System in the Transportation System Plan (TSP) is when a property owner obtains new zoning and a dedication is required as one of the stipulations for the zoning, or as part of a MCDOT Development Services permit. These dedications require time for title research and to clear title, and many owners postpone the dedication requirement, resulting in a delay in the issuance of their building permits.

Occasionally other circumstances arise where a voluntary and non-County solicited request to dedicate right-of-way is made by a property owner and that dedication relates directly to, and is in support of, the TSP.

**2. Procedure:**

- a. **Right-of-Way Dedication Application:** The Public Works Real Estate Division (PWRED) Dedication Coordinator shall make brochures available to Planning and Development and MCDOT Development Services regarding the PWRED Dedication process. These departments shall then disburse the brochures to applicants/permittees to assist with public awareness about the dedication process.

When, during the course of a zoning application process or a Development Services permit review, a right-of-way dedication is determined, the applicant/permittee shall notify the PWRED Dedication Coordinator to obtain an application to dedicate right-of-way (as is directed in the dedication brochure). Along with this application, the PWRED Dedication Coordinator shall provide an Environmental Checklist for the property owner to complete and return to PWRED.

If it is not a zoning or development permit requirement, MCDOT technical areas [consisting of MCDOT Engineering (Development Services and Utilities), MCDOT Transportation Planning, MCDOT Operations, MCDOT Traffic Engineering, and MCDOT Project Management Office] shall review the dedication application and decide whether to accept or reject it. These technical

areas shall review the application for non-zoning related dedication requests for compliance with Maricopa County's TSP needs. Non-zoning related right-of-way dedications, approved by the technical areas within MCDOT as to acceptable right-of-way for dedication, will also require submittal of a right-of-way dedication application.

- b. Initial Application is Submitted and Reviewed: When the property owner and/or his representative submits the dedication application, the PWRED Dedication Coordinator shall review it and assign it a tracking number to track the dedication documents that will be created as part of the right-of-way dedication.
- c. Order Title Report: The applicant shall provide a title report to the Dedication Coordinator to verify ownership and determine the probability of satisfying all closing requirements. The applicant shall pay all closing costs, title report, and title policy fees associated with the dedication. Maricopa County reserves the right to retain a title report from a County vendor contract list of title companies. In those instances, the County will pay the cost of the title report, escrow, and closing costs. This reservation is held at the discretion of the PWRED Management.
- d. Legal Description: The applicant shall provide, at no cost to the County, a legal description and exhibit of the right-of-way being dedicated to the PWRED Dedication Coordinator. This legal description must be sealed by a Registered Land Surveyor and acceptable to County standards. The Dedication Coordinator shall review the legal description and exhibit to ensure compliance with County standards. The County reserves the right to create a legal description for the right-of-way dedication.
- e. Dedication Documents: Dedication Documents consist of the Dedication Agreement, the Warranty Deed, Escrow Instructions and any related easements or right-of-way documents as determined by the zoning case.

The PWRED Dedication Coordinator shall prepare the dedication documents and send them to the applicant or contact person for the required signatures. The Warranty Deed, Dedication Agreement and Escrow Instructions shall recite consideration in the amount of ten dollars (\$10.00) which the applicant is required to pay.

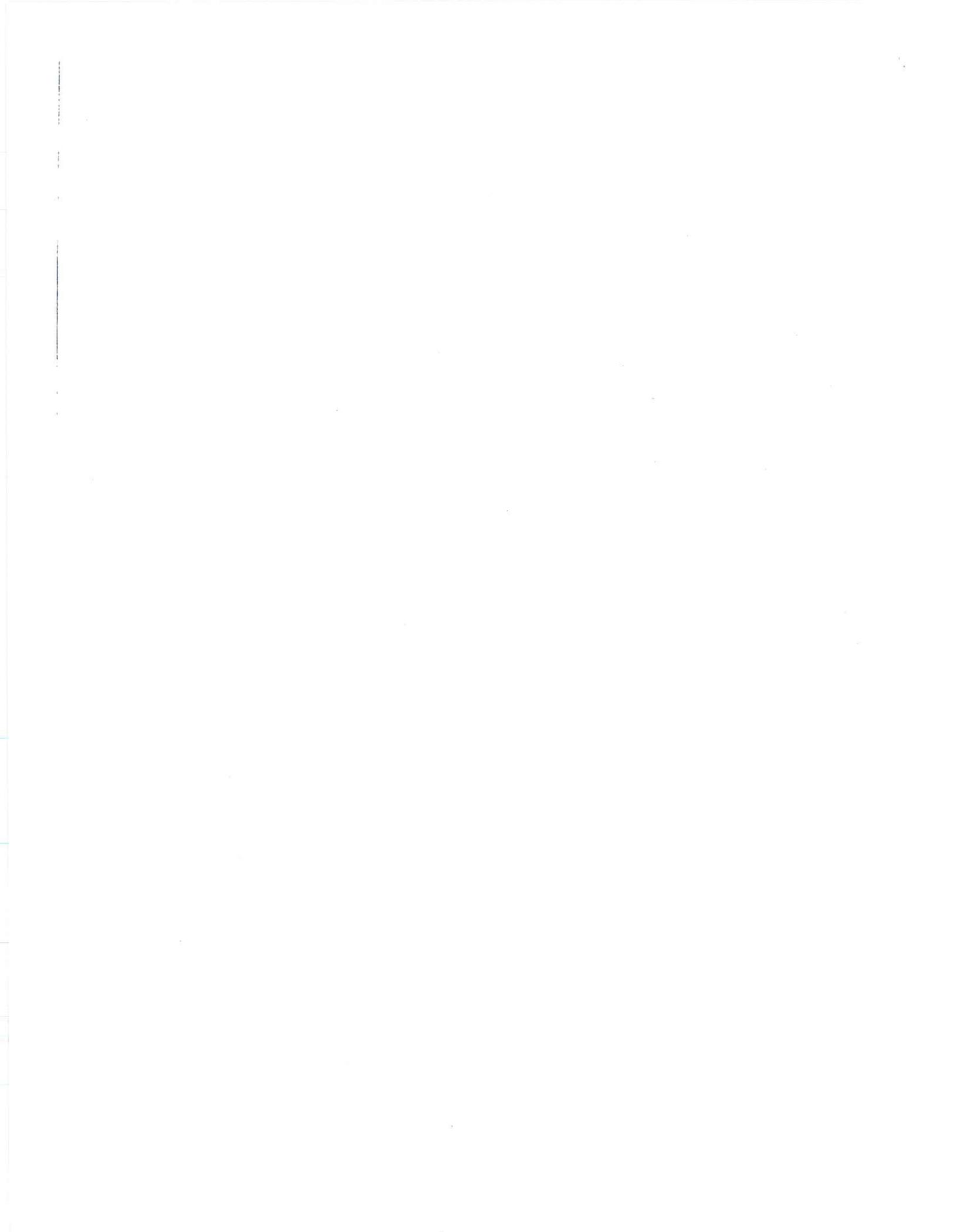
The applicant is responsible for working with the title company to obtain all the closing requirements identified by the title company.

- f. Environmental Checklist: Prior to any dedication documents being submitted by the PWRED to the BOS for approval, an Environmental Checklist must be submitted by the property owner and reviewed by PWRED and/or MCDOT Environmental Planning. The PWRED Dedication Coordinator shall send the environmental checklist to the applicant to be completed. If it is determined that the land to be dedicated may be contaminated, the Dedication Coordinator shall notify MCDOT Environmental Planning and request a review of the environmental checklist. Environmental Planning will determine if any remediation is necessary or, if the land contamination is too severe, may terminate the request for dedication at this time.

- g. Board of Supervisors (BOS): When the Warranty Deed, Dedication Agreement, and any associated easements are returned by the applicant(s) to the Dedication Coordinator, the Dedication Coordinator shall submit the dedication documents for the next available BOS consent agenda and forward them to the Maricopa County Board of Supervisors for approval and signature.
- h. Documents Returned from Board: The Board of Supervisors-approved dedication documents are returned by the Clerk of the Board to the PWRED Dedication Coordinator who shall forward them to the title company for close of escrow and recording of the Warranty Deed. During the escrow process, the title company shall clear financial liens (closing requirements) that affect title to the right-of-way area. If title cannot be cleared, PWRED Division Management shall, at their discretion, determine whether to accept encumbered dedication. The title company shall then distribute any final documents to the applicant(s) and PWRED Dedication Coordinator.
- i. Notification to Development Services: The PWRED Dedication Coordinator shall notify either Planning and Development or Development Services, depending on the source of the dedication requirement, and then see that the Warranty Deed and any associated easements are recorded. The PWRED Dedication Coordinator shall then forward a copy of the document(s) to the appropriate agency that generated the dedication requirement. Only the recordation of the Warranty Deed and any necessary associated easements will satisfy the zoning stipulation.
- j. Cancellation of Dedication: Either party may terminate the dedication process for any reason. The terminating party shall notify the other party of the termination in writing. If the applicant terminates the dedication after the Board of Supervisors has signed the documents and they have gone to escrow, the applicant may be liable for the fees incurred by the County. The Dedication Coordinator monitors the compliance of this issue.

**3. Cross References (Policies, Procedures, Design Manual, etc.):**

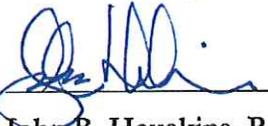
Policy T5104: Right-of-Way Dedication





**MARICOPA COUNTY**  
*Department of Transportation Directive*

**POLICY # T1802**

<b>Title:</b> Maricopa County Enhanced Regulatory Outreach Program	<b>Effective Date:</b> March 25, 2013	<b>Division:</b> Director
<b>Purpose:</b> To implement the Maricopa County Enhanced Regulatory Outreach Program throughout the Department of Transportation	<b>Authorized Signature:</b>  3-25-2013 _____ <b>John B. Hauskins, P.E.</b> Transportation Director	



**1. Policy Statement:**

MCDOT shall implement the Maricopa County Enhanced Regulatory Outreach Program under the direction of the Maricopa County Board of Supervisors and consistent with implementation efforts of all other applicable departments of the County. No code, rule, regulation or ordinance can be enforced without substantial compliance with this policy, except those that were approved by the Board of Supervisors before January 9, 2013.

**2. Background:**

Maricopa County has recognized the benefits that could be realized for the County as well as our customers from an enhanced outreach program serving those we are authorized and entrusted to regulate. Accordingly, beginning on January 9, 2013, as authorized by the Maricopa County Board of Supervisors, MCDOT shall implement an enhanced regulatory outreach program as prescribed in this policy. This program's purpose is to provide a comprehensive process that allows multiple opportunities for stakeholder input regarding the adoption and amendment of all regulatory requirements.

**3. Responsibility:**

A web site will be created and accessible from the County main web page, with a distinct URL, that can be found on the web pages of all departments and districts engaged in regulation adoption or amendment. This site will serve as a central place for interested parties to participate in all County regulatory changes.

At a minimum, this new web site will contain the following information:

A. Calendar – A calendar notifying the public of all major milestones and opportunities for public input on all current regulatory adoptions and amendments.

B. Information about where comments can be submitted electronically or in writing.

C. Staff Reports – Staff reports on all regulatory changes will be prepared and linked to the web site at least one week prior to any public meeting or hearing (Transportation Advisory Board or Board of Supervisors). These staff reports will include:

- (i) A summary of the proposed regulatory change;
- (ii) An analysis of the input received during the process and how that input was responded to;
- (iii) Language of any proposed regulatory change or amendment;
- (iv) Minutes from all public meetings; and,
- (v) Copies of all written and electronic stakeholder input.

In addition to the required staff report, an executive summary of the report including an overview of stakeholder input and staff responses will be provided to the Board of Supervisors (BOS) at least one week prior to any BOS public hearing.

D. Process Flow Chart – MCDOT will post a flow chart depicting the department's rule adoption or regulatory amendment process. This flow chart will include mandatory participation by the Transportation Advisory Board. A county-wide process flowchart and a MCDOT process flowchart are attached to this policy.

E. Expedited Flow Chart – MCDOT will post a flow chart depicting their expedited rule adoption or regulatory amendment process. This expedited process may only be used if the following criteria have been met:

- i) The proposed amendment has been the subject of at least one Stakeholder Workshop (posted on the County's web site at least two weeks in advance) and one Transportation Advisory Board meeting;
- ii) A draft of the regulatory change was available on the Enhanced Regulatory Outreach Program web site at least two weeks prior to the Transportation Advisory Board meeting and was forwarded to the Transportation Advisory Board at least one week in advance of their review meeting.
- iii) No comments of opposition to the amendment have been received from the public;
- iv) The Transportation Advisory Board recommends approval.

A countywide Expedited Process flowchart and a MCDOT process flowchart are attached.

F. Stakeholder Notification Sign-up - The Enhanced Regulatory Outreach site will include an opportunity for any interested person to sign up to receive notices of all proposed regulatory changes, including opportunities to participate in the process. Citizens will have the option of receiving notices regarding all regulation changes or only those involving specific departments.

G. Index of Current Regulations - Organized by implementing department or district, the index will list all County regulations and a link to each.

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H. Index of Substantive Policy Statements – As required by ARS § 11-1607, an index, organized by department or district, listing all departmental substantive policy statements and a link to each.

I. A standardized County definition of the terms Regulations and Substantive Policy Statements along with an index, organized by department or district, listing all documents that meet these definitions and a link to each.

J. Process for Review of Complaints Re: Failure to Observe Adoption Procedure - If an affected person has a complaint concerning a failure to observe the requirements of this policy, it shall be submitted to the department initiating or recommending the regulation or ordinance. The complaint shall contain, at a minimum, the name of the department initiating or recommending the rule; the specific rule being initiated or recommended; and an explanation specifying the failure of a process or procedure of this policy that lead to the complaint. Within fifteen business days after the date of submission, the department shall, in writing, respond to the complaint and recommend action. The affected person may appeal the decision by filing with the Clerk of the Board within thirty days after the date of the written decision of the department, a written appeal to the Board of Supervisors. The Board shall place the complaint on its agenda within thirty days and provide a response to the complainant at the meeting. In the event of an appeal, the appealed portion of the regulation or ordinance will not be enforced until the Board of Supervisors rules on the appeal.

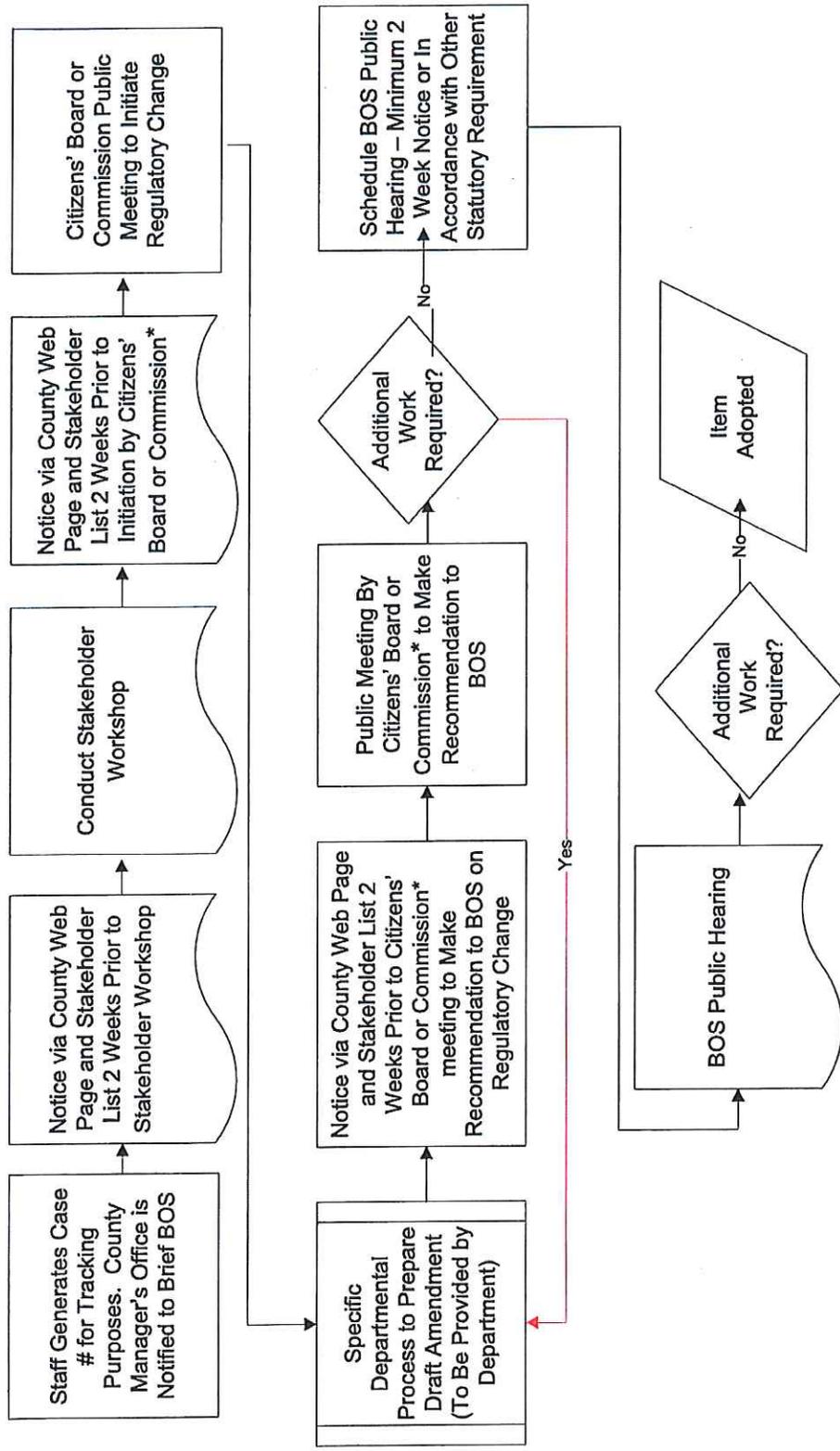
K. Emergency Adoption of Regulations and Ordinances - The Board of Supervisors may adopt regulations or ordinances without complying with the procedures of this policy if it makes a finding of an emergency requiring the adoption of the regulation and ordinance and records the nature of the emergency and the reason for the adoption in its minutes. Not later than sixty (60) days after the adoption of an emergency measure according to this policy, the regulation or ordinance shall be reviewed by the Board to determine if it should continue or be terminated.

#### **4. Cross References (Policies, Procedures, Design Manual, etc.):**

Arizona Revised Statutes, §§ 11-251 and 11-1601 et seq.

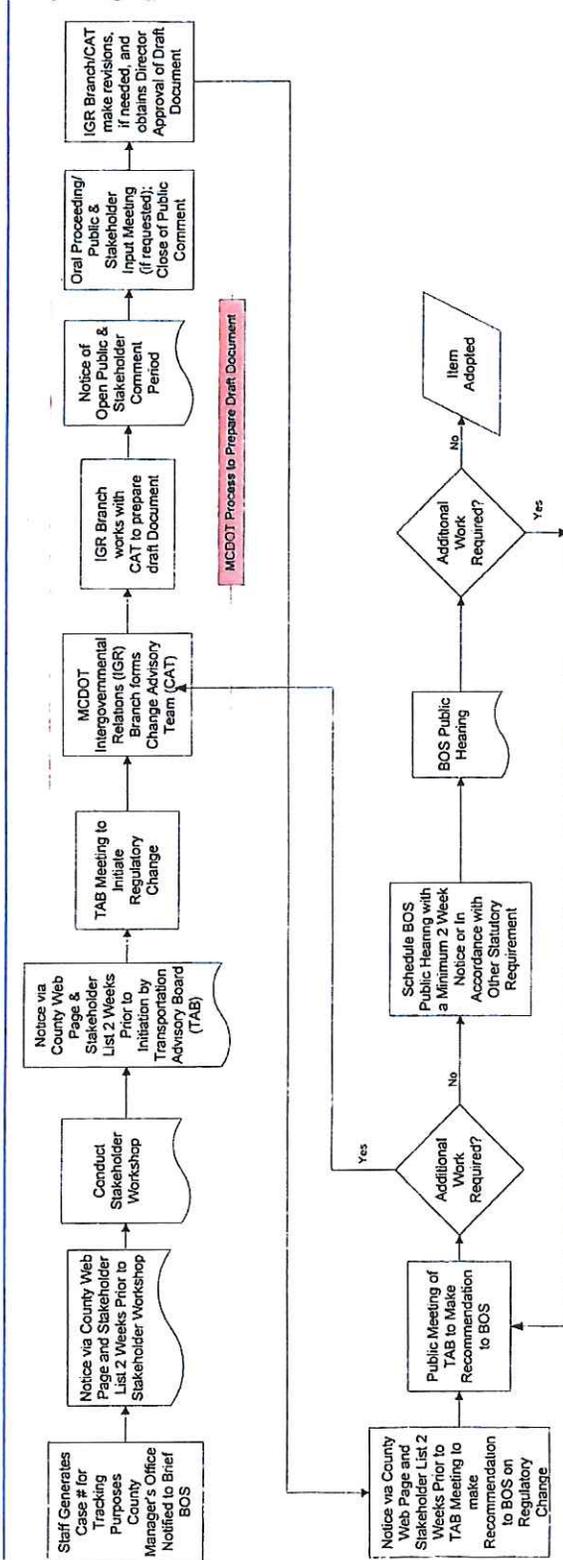
Maricopa County Internal Policy: Enhanced Regulatory Outreach Program

# Maricopa County Regulatory Adoption / Amendment Process



\* Air Quality = Board of Health; Environmental Services = Board of Health; Flood Control = Flood Control Advisory Board; Planning & Development = Planning & Zoning Commission and Building Code Advisory Board; Transportation = Transportation Advisory Board

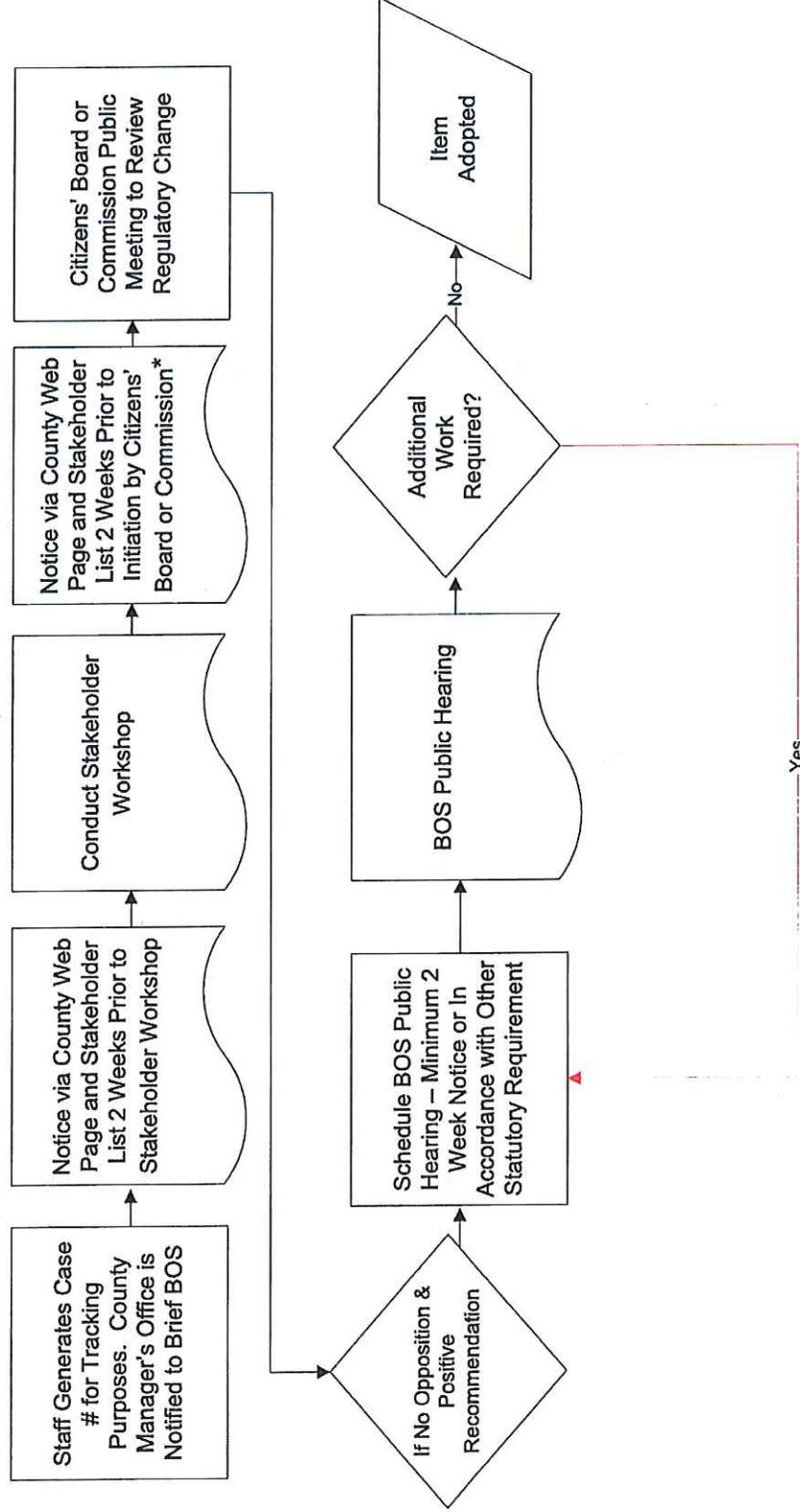
# MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION (MCDOT) REGULATORY ADOPTION / AMENDMENT PROCESS



Per Arizona Revised Statutes  
ARS §11-251 and ARS §11-251.05

# EXPEDITED

## Maricopa County Regulatory Adoption / Amendment Process

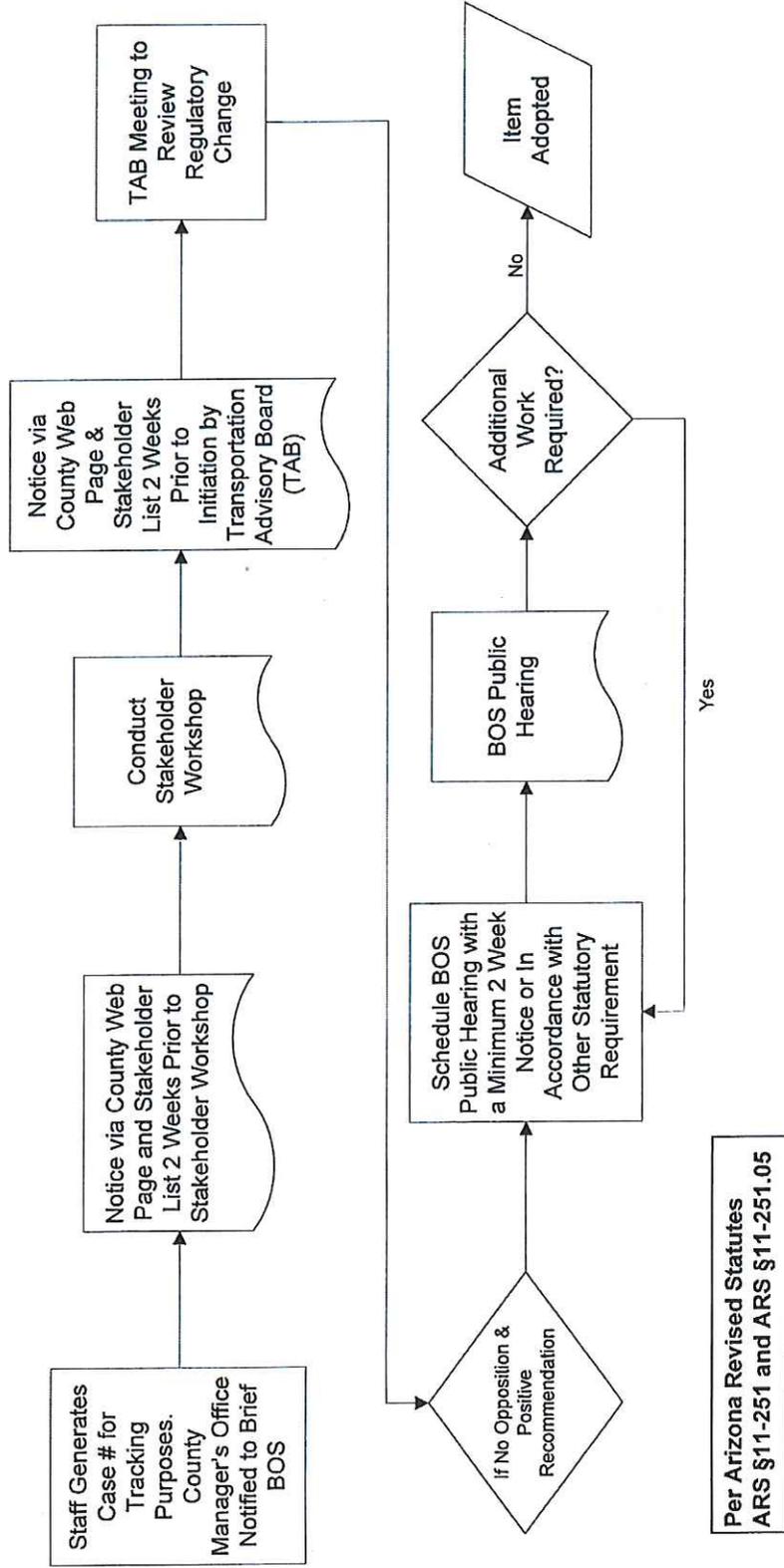


Feb 28, 2013

\* Air Quality = Board of Health; Environmental Services = Board of Health; Flood Control = Flood Control Advisory Board; Planning & Development = Planning & Zoning Commission and Building Code Advisory Board; Transportation = Transportation Advisory Board

# EXPEDITED

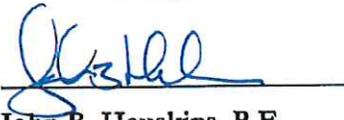
## MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION (MCDOT) REGULATORY ADOPTION / AMENDMENT PROCESS





**MARICOPA COUNTY**  
*Department of Transportation*

**POLICY # T1206**

<b>Title:</b> MCDOT Roadway Condition Reports	<b>Effective Date:</b> June 27, 2011	<b>Division:</b> Operations
<b>Purpose:</b> To establish guidelines for reporting roadway conditions in need of attention	<b>Authorized Signature:</b>  <b>John B. Hauskins, P.E.</b> <b>Transportation Director</b>	
		

**Policy Statement:**

Employees are encouraged to take a pro-active role in reporting conditions on the Maricopa County roadway system that are in need of immediate attention. MCDOT employees who observe or become aware of Maricopa County roadway conditions in need of attention (such as potholes, road damage, road debris, malfunctioning traffic signs or signals, or other relevant conditions) shall contact the 6-1 Office specifying the location, direction of travel and condition.

**1. Definitions**

- a. 6-1 Office – is the official MCDOT Communication Center for dispatching which serves as the Department of Transportation’s base for radio communication. 6-1 Office electronically documents roadway condition reports received and the subsequent actions taken by MCDOT.
- b. Agency of Ownership – The agency responsible and accountable and/or hold property ownership.
- c. Pothole – A type of disruption in the surface of a MCDOT maintained roadway where a portion of the road material has broken away leaving a hole that could potentially damage a vehicle.
- d. Road Damage – Damage to the pavement, pavement edge, shoulder or unimproved road.
- e. Road Debris – Debris, e.g., gravel, rocks, trees, cacti, trash, or other material impeding the movement of vehicles, bicycles and/or pedestrians in the designated public travel-way.

f. Roadway Condition Report – Submittal of a report to the 6-1 Office by radio or telephone indicating the severity and location of needed repairs, maintenance and/or remedial action required to be performed to an area, right-of-way, device, structure, property or equipment by MCDOT as the agency of ownership.

g. Traffic Signal – Any installed signal along MCDOT maintained roadways for the purpose of regulating motorists.

h. Traffic Sign – Any permanently installed sign along MCDOT maintained roadways for the purpose of regulating, warning and informing motorists.

## **2. Responsibilities:**

a. During regular work hours (Monday through Friday, 6:00 a.m. – 4:30 p.m.), MCDOT employees who observe Maricopa County roadway conditions in need of attention (including potholes, road damage, road debris, traffic signal or sign problems or other applicable conditions) shall submit roadway condition reports to the 6-1 Office via MCDOT radio dispatch or telephone.

b. To submit roadway condition reports to the 6-1 Office after normal business hours, employees shall call 602-506-6063 and follow the instructions.

c. The MCDOT Operations Division shall develop a procedure to implement this policy.

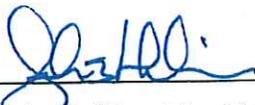
## **3. Cross References (Policies, Procedures, Design Manual, etc.):**

MCDOT Procedure P1206: MCDOT Roadway Condition Reports



**MARICOPA COUNTY**  
*Department of Transportation*

**PROCEDURE # P1206**

<b>Title:</b> MCDOT Roadway Condition Reports	<b>Effective Date:</b> June 27, 2011	<b>Division:</b> Operations
<b>Purpose:</b> To establish guidelines for reporting roadway conditions in need of attention	<b>Authorized Signature:</b>  <hr/> <b>John B. Hauskins, P.E.</b> <b>Transportation Director</b>	



**1. Background:**

MCDOT employees who observe or become aware of Maricopa County roadway conditions in need of attention (such as potholes, road damage, road debris, malfunctioning traffic signs or signals, or other relevant conditions) shall contact the 6-1 Office specifying the location, direction of travel and condition in accordance with this procedure.

**2. Definitions:**

- a. 6-1 Office – is the official MCDOT Communication Center for dispatching and serves as the Department of Transportation’s base for radio communication. 6-1 Office electronically documents roadway condition reports received and the subsequent actions taken by MCDOT.
- b. Agency of Ownership - Government agency who is the agency responsible and accountable and/or holds property ownership.
- c. Pothole – A type of disruption in the surface of a MCDOT maintained roadway where a portion of the road material has broken away leaving a hole that could potentially damage a vehicle.
- d. Road Damage – Damage to the pavement, pavement edge, shoulder or unimproved road.
- e. Road Debris – Debris, e.g., gravel, rocks, trees, cacti, or other material impeding the movement of vehicles, bicycles and/or pedestrians in the designated public travel-way.
- f. Roadway Condition Report – Submittal of a report to the 6-1 Office by radio or telephone indicating the severity and location of needed repairs, maintenance and/or remedial action

required to be performed to an area, right-of-way, device, structure, property or equipment by MCDOT as the agency of ownership.

- g. Traffic Signal – Any installed signal along MCDOT maintained roadways for the purpose of regulating motorists.
- h. Traffic Sign – Any permanently installed sign along MCDOT maintained roadways for the purpose of regulating, warning and informing motorists

### 3. Procedure:

- a. 6-1 Office Dispatchers, during normal working hours shall continuously monitor and be available on the two-way radio. When circumstances are such that the dispatcher will not be available on the radio, arrangements will be made in advance for someone to receive and respond to radio communications.
- b. During regular work hours (Monday through Friday, 6:00 a.m. – 4:30 p.m.), all MCDOT employees who observe Maricopa County roadway conditions in need of attention shall use MCDOT radio dispatch or telephone (602 – 506-6063) to contact the 6-1 Office specifying the location, direction of travel and condition.
  - To submit a roadway condition report to the 6-1 Office after normal business hours, please contact 602-506-6063 and follow the instructions.
- c. The 6-1 Office shall verify jurisdictional ownership of incoming roadway condition reports prior to dispatching the report to a MCDOT crew.
- d. The 6-1 Office shall initiate a radio card for all roadway condition reports received. If it is verified that MCDOT is not the agency of ownership for the roadway condition report received, the 6-1 Office will contact the correct agency of ownership, note the correct agency of ownership on the radio card and the date and time the agency of ownership was contacted, close the card, and retain the record for future reference.
- e. The 6-1 Office shall process and dispatch the roadway condition report to the appropriate MCDOT Supervisor or crew for a field assessment and remedial action.
- f. The 6-1 Office shall relay all pertinent information to the responding appropriate MCDOT crew regarding the roadway condition report to assist in facilitating a timely and efficient response.
- g. The 6-1 Office shall notify the Traffic Management Center when there are closures and/or lane restrictions on arterial roads.
- h. The 6-1 Office shall review the various open work reports on a regular basis and request status updates from the responsible supervisor(s) for work that remains unresolved.

- i. The 6-1 Office shall include notes on the radio cards explaining items that may not be self-explanatory when the record is under review. The 6-1 Office will note on the radio card any special instructions given and/or special or unusual conditions communicated to 6-1 Office.
- j. The 6-1 Office shall relay all pertinent information to the responding crew regarding the roadway condition report to assist in facilitating a timely and efficient response.
- k. The 6-1 Office shall dispatch the roadway condition report to the responsible supervisor, with the exception of the Traffic Operations crews, as they can be contacted directly by the dispatcher. The supervisor will assign the roadway condition report to a crew. The crew shall contact 6-1 Office when they begin the corrective action for the roadway condition report and when the corrective action has been completed. 6-1 Office will document the starting and ending dates and times for the corrective action on the radio card and close the radio card upon completion.
- l. Upon performing the needed repairs, maintenance or replacement function, the MCDOT crew shall again contact the 6-1 Office and advise the 6-1 Office of the job completion date and time.

**4. Cross References (Policies, Procedures, Design Manual, etc.):**

MCDOT Policy T1206, MCDOT Roadway Condition Reports