

From: [Susan Puzas](#)
To: [Taylor, Matthew](#)
Cc: [Southeast District Permits - ADOT](#)
Subject: Fwd: Cochise County AZ; Docket SU24-14 (Palominas RV Park)
Date: Monday, July 15, 2024 4:58:36 PM
Attachments: [SU24-14 DRT Transmittal.pdf](#)
[TGP-240-2021-08 Guide.pdf](#)
[TGP-240-2021-08 Form.pdf](#)
[Turnout Application.pdf](#)

CAUTION: EXTERNAL EMAIL*

Good evening Matthew,

Upon review of the proposed Palominas RV Park ADOT is requesting the developer complete and return an ADOT Traffic Guidelines and Processes, 240 Traffic Impact Analysis and Statement. I'm attaching the guide and a blank form for ease of use by the developer. In addition I'm attaching a current application, you may share now, or we'll also include a current package once the traffic impact analysis (TIA) or statement (TIS) is accepted by our traffic engineering staff.

Susie Puzas, Permits Supervisor

ADOT Southeast District Permits Office

2082 E. Hwy 70, Safford, AZ 85546

928-432-4916 – O or 928-651-1286 – C

www.azdot.gov



----- Forwarded message -----

From: **Taylor, Matthew** <MTaylor@cochise.az.gov>

Date: Mon, Jul 1, 2024 at 3:19 PM

Subject: Cochise County AZ; Docket SU24-14 (Palominas RV Park)

To: [Watkins, Jackie](mailto:JWatkins@cochise.az.gov) <JWatkins@cochise.az.gov>, [Solis, Joaquin](mailto:JSolis@cochise.az.gov) <JSolis@cochise.az.gov>, [Simmons, Bradley A](mailto:bsimmons@cochise.az.gov) <bsimmons@cochise.az.gov>, [Fast, Travis](mailto:TFast@cochise.az.gov) <TFast@cochise.az.gov>, [Reyes, Alberto](mailto:AREyes@cochise.az.gov) <AREyes@cochise.az.gov>, [Brady, Shon](mailto:SBrady@cochise.az.gov) <SBrady@cochise.az.gov>, [Amaya, Dora](mailto:DAmaya@cochise.az.gov) <DAmaya@cochise.az.gov>, [Esparza, Paul](mailto:PEsparza@cochise.az.gov) <PEsparza@cochise.az.gov>, [Duchon, Daniel](mailto:DDuchon@cochise.az.gov) <DDuchon@cochise.az.gov>, [Capas, Carol](mailto:CCapas@cochise.az.gov) <CCapas@cochise.az.gov>, [Correa, Paul](mailto:PCorrea@cochise.az.gov) <PCorrea@cochise.az.gov>, [Marinez, Frances G](mailto:FMarinez@cochise.az.gov) <FMarinez@cochise.az.gov>, [BOS-Supervisors](mailto:BOSSupervisors@cochise.az.gov) <BOSSupervisors@cochise.az.gov>, pep@azgfd.gov <pep@azgfd.gov>, [Ruth Bigelow](mailto:ruthbigelow@ssvec.com) <ruthbigelow@ssvec.com>, [Susan Puzas](mailto:spuzas@azdot.gov) <spuzas@azdot.gov>, cward@azwater.gov

<cward@azwater.gov>

Cc: Coxworth, Daniel <dcoxworth@cochise.az.gov>, McLachlan, Christine
<CMcLachlan@cochise.az.gov>, Bronson, Susan <SBronson@cochise.az.gov>

Good afternoon,

The County received a special use request for an RV Park at 10290 E. Highway 92 in Palominas. See attached for additional project details.

Please provide any comments by 19 July. Kindly do not reply to all.

Thank you.

Matthew Taylor, AICP

Planner II

Cochise County

Development Services Department

1415 Melody Lane, Building F

Bisbee, AZ 85603

Direct: 520-432-9256

Office: 520-432-9300

GIS Online Map: INFOMap

APPLY ONLINE: CITIZENSERVE

Public Programs...Personal Service

www.cochise.az.gov

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From: [Richard Freije](#)
To: [Taylor, Matthew](#)
Cc: [Southeast District Permits - ADOT](#); [Susan Puzas](#); [Jay Gomes](#); [Tim Snyder](#)
Subject: Re: Cochise County AZ; Docket SU24-14 (Palominas RV Park)
Date: Tuesday, July 16, 2024 9:06:56 AM

CAUTION: EXTERNAL EMAIL*

Matthew,

Just to clarify the Traffic Study process, the TGP 240A pre-submittal form that Susie attached should be filled out by a traffic engineer who is familiar with traffic studies, and then my group (ADOT Southern Region Traffic) will determine whether we need a full traffic analysis (TIA), a brief traffic statement (TIS), or are able to waive the traffic study requirement. This will depend on how much traffic is expected to be generated by the proposed development, among other factors.

Any traffic study questions can be addressed to my supervisor Jay Gomes (copied) or myself.

Any questions related to the permit application process should be directed to Susie and her group (Southeast District Permits).

Thanks,

Rick Freije, PE, MSCE
Assistant Southern Regional Traffic Engineer

1221 S 2nd Ave.
Tucson, AZ 85713
Office: 520.388.4203
Cell: 520.576.8614

azdot.gov



On Mon, Jul 15, 2024 at 4:58 PM Susan Puzas <spuzas@azdot.gov> wrote:

Good evening Matthew,

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Susie Puzas, Permits Supervisor

ADOT Southeast District Permits Office

2082 E. Hwy 70, Safford, AZ 85546

928-432-4916 – O or 928-651-1286 – C



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From: **Taylor, Matthew** <MTaylor@cochise.az.gov>

Date: Mon, Jul 1, 2024 at 3:19 PM

Subject: Cochise County AZ; Docket SU24-14 (Palominas RV Park)

To: Watkins, Jackie <JWatkins@cochise.az.gov>, Solis, Joaquin <JSolis@cochise.az.gov>, Simmons, Bradley A <bsimmons@cochise.az.gov>, Fast, Travis <TFast@cochise.az.gov>, Reyes, Alberto <AReyes@cochise.az.gov>, Brady, Shon <SBrady@cochise.az.gov>, Amaya, Dora <DAmaya@cochise.az.gov>, Esparza, Paul <PEsparza@cochise.az.gov>, Duchon, Daniel <DDuchon@cochise.az.gov>, Capas, Carol <CCapas@cochise.az.gov>, Correa, Paul <PCorrea@cochise.az.gov>, Marinez, Frances G <FMarinez@cochise.az.gov>, BOS-Supervisors <BOSSupervisors@cochise.az.gov>, pep@azgfd.gov <pep@azgfd.gov>, Ruth Bigelow <rbigelow@ssvec.com>, Susan Puzas <spuzas@azdot.gov>, cward@azwater.gov <cward@azwater.gov>
Cc: Coxworth, Daniel <dcoxworth@cochise.az.gov>, McLachlan, Christine <CMcLachlan@cochise.az.gov>, Bronson, Susan <SBronson@cochise.az.gov>

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Matthew Taylor, AICP

Planner II

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SECTION I: Meeting Information (Optional: Use Only if Pre-App Meeting is Scheduled)

Date: Time: Google Meet Link (If Applicable):

ADOT Permit Point of Contact:

Permittee Owner/Name:

SECTION II: Proposed Project Overview

Applicable	N/A		Applicable	N/A	Type of Permit
<input type="checkbox"/>		Project Description, Scope, and Location	<input type="checkbox"/>	<input type="checkbox"/>	Utility
<input type="checkbox"/>	<input type="checkbox"/>	Pre-Application Meeting (Optional)	<input type="checkbox"/>	<input type="checkbox"/>	Ext. Development
			<input type="checkbox"/>	<input type="checkbox"/>	Municipality

Notes:

SECTION III: ADOT Permit Process Overview



SECTION IV: Application Requirements, Documents and Resources

Applicable	N/A		Applicable	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Application & Instructions</u>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Drainage Resources</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Insurance</u>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Maintenance Agreement</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Traffic Control Plan</u>	<input type="checkbox"/>	<input type="checkbox"/>	<u>CADD Resources and Guides</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Traffic Impact Analyses (TIA)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Rights-of-Way (R/W) Plans Index</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Utility & Railroad Accommodation Guideline</u>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Construction Standard Drawings</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Permittee Record Drawings (As-Built)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Bond Requirement</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>ADOT Record Drawings and Plans (ROAD Portal)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<u>QA/QC of Rights of Way Improvements (Inspections)</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Drainage Guidelines (RDG - Chapter 600)</u>			

SECTION V: Environmental

Applicable	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Biology - Endangered or Threatened Species
<input type="checkbox"/>	<input type="checkbox"/>	Will the project require a temporary or permanent discharge to the ADOT ROW?
<input type="checkbox"/>	<input type="checkbox"/>	Will the project require grading or other drainage structure changes to the ADOT ROW?
<input type="checkbox"/>	<input type="checkbox"/>	<u>Storm Water Pollution Prevention Plan (SWPPP) - Contact District Environmental Coordinator</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Landscaping: Roadside Development</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Biology: Native Plant Laws</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Biology: 404 Permitting - Impacting any Waterway - Contact ADOT Biologist</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Biology: 401 Permitting - Any Dredge or Fill into Waterway - Contact ADOT Biologist</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Cultural Resources: If Federal R/W Permits Required, Contact ADOT Archaeologist</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Cultural Resources: Any Ground Disturbance, Contact ADOT Archaeologist</u>

SECTION VI: Miscellaneous

Applicable	N/A		Where to Send Application Click Drop-Down List:
<input type="checkbox"/>	<input type="checkbox"/>	Upcoming Moratoriums, Fire Restrictions, etc...	southeastpermit@azdot.gov
<input type="checkbox"/>	<input type="checkbox"/>	<u>Obtain Underlying Land-Owner Permission</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Upcoming Projects in Area</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Design Concept Reports (DCR)</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Special Cases</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Historic and Scenic Roads and Guidelines & Rules for Construction & Maintenance</u>	

[Click Here to Submit Feedback for this Form](#)

Instructions for Submitting an Encroachment Permit Application

To use the Arizona Department of Transportation Highway Right-of-Way, an Encroachment Permit is required. The following instructions will assist you in the completion of your permit application.

1. **NAME OF ENCROACHMENT OWNER** - Owner of, or person authorized to accept responsibility, during and following construction, of the encroachment.
2. **ADDRESS OF OWNER** - Where the owner or authorized agent receives correspondence. The permit owner receives the copy of the permit.
3. **CITY, STATE, & ZIP CODE** - Of owners address.
4. **PHONE** - Phone number to contact the owner during working hours, or list the best time to call after working hours.
5. **EMAIL** - Email address for owner.
6. **LOCAL POINT OF CONTACT NAME** - Fill in name and phone.
7. **SIGNATURE OF OWNER** - The signature of owner or owners' agent authorized to accept responsibility for owner. If agent signature is used, the owner must provide documentation of agent authorization signed by the owner.
8. **ALL SIGNATURES** - Must be a "wet" or a digitally traceable electronic signature which shall be unique to the person using it.
9. **NAME OF PRIME CONTRACTOR / FIRM** - The applicant should be the individual or firm responsible for design and/or construction, and accountable for the conditions of the permit. The Prime Contractor / Firm may be the same as the owner, in that case, circle YES.
10. **LOCAL POINT OF CONTACT NAME** - Name and phone number the Prime Contractor / Firm may be contacted at during working hours or list the best time to call after working hours.
11. **MAILING ADDRESS** - Prime Contractor / Firm address where correspondence is received and/or Prime Contractor / Firm resides.
12. **CITY, STATE, ZIP CODE** - Of Prime Contractor / Firm address.
13. **EMAIL** - Email where the Prime Contractor / Firm can be reached during working hours.

14. **SIGNATURE OF Prime Contractor / Firm** - Prime Contractor / Firm, responsible and accountable for the conditions of the permit.
15. **TRAFFIC CONTROL COMPANY** - Name, Contact Name, Phone Number, and Email.
16. **SIGNATURE OF TRAFFIC CONTROL COMPANY** - Name of the responsible party accountable for the traffic control related to the permit.
17. **HIGHWAY ROUTE NUMBER** - State Highway Route, example: SR-77, I-10, B-19.
18. **APPROXIMATE FEET FROM MILE POST AND IN WHAT DIRECTION** - Milepost markers are located along the highway, as green and white sign panels with the word "MILE" and a number. A distance can be measured in feet from the marker to the proposed site to provide this information. An example might be: 123 feet east of MP 279.
19. **SIDE OF HIGHWAY (N, S, E, W)** – Location of the permit work. Is the permit work located on the North, South, East or West side of the Highway? (Please check box)
20. **CITY (in or near)** - City, or closest City, where permit work will be constructed.
21. **ENCROACHMENT OWNERS PROJECT OR PARCEL NUMBER** - To be completed by the owner.
22. **PROJECT DURATION WITHIN ADOT ROW** - Time needed to complete work in the ADOT ROW.
23. **DESCRIPTION OF PROPOSED WORK** – This section must be a complete detailed description of the work or activity you propose to conduct within the State's Right-of-Way. **Examples** are: Construct a 30' Asphalt turnout with 30' radii including fence and gate; **utilities example**: bore 400' and trench 300' to install 1- 2" HDPE, 2 bore pits and 4 handholes and 2 pedestals. Please provide a description of materials being used.
24. **NOTE:** A permit application is **ONLY** considered complete when the attached Certificates of Insurance with endorsements, and completed insurance checklist have been included along with the required permit design drawing documents and any temporary traffic control plans reflective of the work being performed in ADOT Right-of-Way. Submit the completed application to the District's general email address where your encroachment will take place. See page four for a map with the District Boundaries to assist you in finding the appropriate district.

Application Page Two Instructions

25. Items: 18, 19, & 20: Owner shall acknowledge by initialing these lines. Application will be rejected if left blank or N/A is used.
26. Send **signed** application and **all required attachments** by email or mail to the respective Permits District Office as listed below:

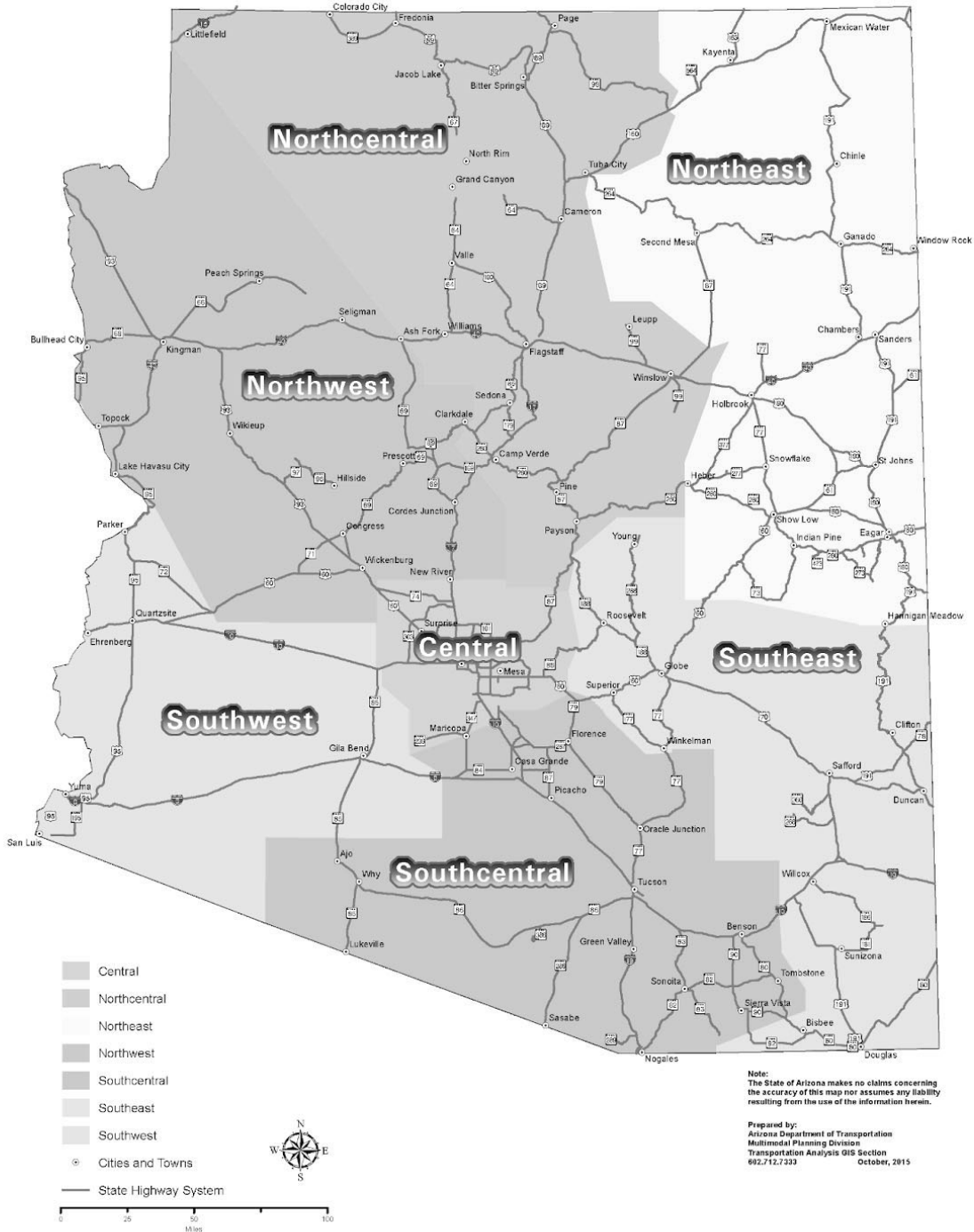


27. Standard distribution is to send the permit to the encroachment owner, The owner agrees that a copy of the permit will be sent to the Prime Contractor, Firm or other Authorized agent: unless the permit office must receive a letter from the encroachment owner notifying ADOT not to distribute the permit to any other parties.

Central District Permits Office 2140 W. Hilton Avenue Phoenix, AZ 85009 Phone: 602.712.6954 centralpermit@azdot.gov	North Central District Permits Office 1801 S. Milton Road Flagstaff, AZ 86001 Phone: 928.774.1491 northcentralpermit@azdot.gov
Southeast District Permits Office 2082 US Highway 70 Safford, AZ 85546 Phone: 928.432.4916 southeastpermit@azdot.gov	Northeast District Permits Office 2407 Navajo Blvd. Holbrook, AZ 86025 Phone: 928.524.5455 northeastpermit@azdot.gov
South Central District Permits Office 1221 S. Second Avenue Tucson, AZ 85713 Phone: 520.388.4200 southcentralpermit@azdot.gov	Northwest District Permits Office 1109 E. Commerce Drive Prescott, AZ 86305 or 3660 E. Andy Devine Avenue Kingman, AZ 86401 Phone: 928.777.5861 northwestpermit@azdot.gov
Southwest District Permits Office 2243 E. Gila Ridge Road Yuma, AZ 85365 Phone: 928.317.2100 southwestpermit@azdot.gov	

For additional permit requirements, questions, or to schedule a pre-application meeting, please contact the appropriate District Permit Office.

Arizona Department of Transportation Engineering and Maintenance Districts





ARIZONA DEPARTMENT OF TRANSPORTATION

Infrastructure Delivery and Operations Division

www.azdot.gov

ENCROACHMENT PERMIT APPLICATION

FOR ADOT USE:

ADOT Agreement Number: _____ ECS JPA OTHER:

PERMIT NUMBER: _____ ROUTE: _____ MILEPOST: _____

ADOT PROJECT NUMBER: _____ ADOT ENGINEERING STATION: _____ DISTRICT: _____

NAME OF ENCROACHMENT OWNER:	Same as Encroachment Owner: NAME OF PRIME CONTRACTOR / FIRM: If other:
Mailing Address of Owner:	Mailing Address of Prime Contractor / Firm:
City:	City:
State: _____ Zip: _____	State: _____ Zip: _____
Phone: _____	Phone: _____
E-mail Address: _____	E-mail Address: _____
Local Point of Contact Name: _____ Phone Number: _____	Local Point of Contact Name: _____ Phone Number: _____

TRAFFIC CONTROL COMPANY:	PHONE NUMBER:
CONTACT NAME:	EMAIL:

HIGHWAY/ROUTE: _____ **Approximately:** _____ **Feet:** N S E W **Milepost:** _____

Side Highway: N S E W **City (in or near):** _____ **Cross Street:** _____

Encroachment Owner's Parcel Number: _____ Encroachment Owner's Project Number: _____

DESCRIPTION OF PROPOSED WORK OR ACTIVITY TO OCCUR IN RIGHT OF WAY: _____ Project Duration within ADOT ROW: _____

Certificate of Insurance with endorsements and checklist are required for all permit submissions. If any Boring, Trenching or digging the XCU Endorsement is required.

The Encroachment Owner will be the Permittee. By signing this application, the Encroachment Owner and the Prime Contractor / Firm acknowledge that the information given and statements made in this application are true and correct to the best of his/her knowledge. THE ENCROACHMENT OWNER MUST ALSO SIGN ON PAGE TWO TO AGREE TO ACCEPT THE GENERAL OBLIGATIONS AND RESPONSIBILITIES AS DESCRIBED ON PAGE TWO OF THIS APPLICATION. By accepting an approved encroachment permit ONCE ISSUED the Permittee agrees to the requirements described in the permit, to be responsible for all permit requirements, and to comply with ADOT's requirements as set out in the permit. An approved permit consists of, but is not limited, to this application and final supporting documentation approved by ADOT, and any requirements set by ADOT. NO WORK SHALL TAKE PLACE INSIDE THE RIGHT OF WAY WITHOUT AN ADOT APPROVED PERMIT ON SITE.

Encroachment Owner (Print Name and Sign)	Date
Prime Contractor / Firm: If other than the Encroachment Owner (Print Name and Sign)	Date
Traffic Control Company Representative (Print Name and Sign)	Date

FOR ADOT USE:
PERMIT TO USE STATE HIGHWAY RIGHT-OF-WAY
This application is approved as a permit and a permit is issued to the Permittee. Construction is authorized only for the period indicated below.

Authorized ADOT Name and Signature _____ Authorized ADOT Name and Signature _____

PERMIT ISSUED(Date): _____ PERMIT WORK TO BE COMPLETED BY (Date): _____

THE PERMITTEE SHALL:

1. Assume all legal liability and financial responsibility for the encroachment activity for the duration of the encroachment, including indemnify, defend, and save harmless ADOT and the State of Arizona and any of its departments, agencies, boards, commissions, universities, officers, officials, agents and employees from and against any and all claims, demands, suits, actions, proceedings, loss, costs, damages of every kind, or expenses, including court costs, reasonable attorney's fees and/or litigation expenses, and costs of claim processing and investigation, arising out of bodily injury or death of any person, or tangible or intangible property damage, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts, or omissions of the Permittee, any of its directors, officers, agents, employees, or volunteers, or its contractor or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the contractor's failure to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. Permittee and Contractor agree to provide ADOT with certificate(s) of insurance (COI) consistent with the requirements stated in the ADOT Permit Insurance Matrix and to provide the State of Arizona/ADOT with endorsements or evidence to satisfy the Additional Insured, Waiver of Subrogation and Primary/Non-Contributory coverage requirements. The required insurance shall be kept in force by the Permittee and its contractors/subcontractors for the term of the permit and shall not expire, be canceled or materially changed to affect coverage available to the State without thirty (30) days written notice to the State. Automobile and Worker's Compensation coverage requirements are dependent upon the use of employees and autos for the encroachment activity. Permittee agrees to maintain and make available to ADOT all contractors/subcontractors' certificates upon demand. ADOT reserves the right to require an increase or allow a decrease in insurance limits or coverage based on the risks and financial exposure arising out of the event or activity proposed in the permit application.
2. Comply with Environmental Laws.
 - a. Environmental Laws refer collectively to any and all federal, state, or local statute, law, ordinance, code, rule, regulation, permit, order or decree regulating, relating to, or imposing liability or standards of conduct on a person discharging, releasing or threatening to discharge or release or causing the discharge or release of any hazardous or solid waste or any hazardous substance, pollutant, contaminant, water, wastewater or stormwater, and specifically includes, but is not limited to: The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act; the Comprehensive Environmental Response, Compensation and Liability Act, as amended; the Toxic Substances Control Act; the Clean Water Act (CWA); the Clean Air Act; the Occupational Safety and Health Act; the Arizona Water Quality Act Revolving Fund Act, the Arizona Hazardous Waste Management Act, any applicable National Pollutant Discharge Elimination System (NPDES) or Arizona Pollution Discharge Elimination System (AZPDES) permit, any applicable CWA Section 404 permit, or any local pretreatment or environmental nuisance ordinance.
 - b. The Permittee (and/or their agent) specifically agree that in the course of performing any activity for which this Permit is necessary:
 - I. Shall comply with any and all Environmental Laws;
 - II. Ensure that no activity under this Permit shall cause ADOT to be in violation of any Environmental Laws;
 - III. Indemnify ADOT for any losses, damages, expenses, penalties, liabilities or claims of any nature whatsoever suffered by or asserted against ADOT.
 - c. If the Permittee fails or refuses to comply with any Environmental Laws, or causes ADOT to be in violation of any Environmental Laws; ADOT may at its sole and unreviewable discretion, (1) revoke this Permit; (2) require the Permittee to undertake corrective or remedial action to address any release or threatened release or discharge of the hazardous substance, pollutant or contaminant, water, wastewater or storm water; and (3) expressly consents to entry of injunctive relief to enforce any listed remedies.
3. Be responsible for any repair or maintenance work and repair any aspect or condition of the encroachment that causes danger or hazard to the traveling public, for the duration of the encroachment and must perform such work under the appropriate encroachment permit authorization.
4. Comply with ADOT's traffic control standards with an ADOT approved traffic control plan.
5. In any case and at the Department's discretion; ADOT may require written approval from the abutting property owner prior to issuance of the encroachment permit. If the encroachment encroaches on abutting property owned by someone other than the permittee (and/or on underlying fee land owned by someone other than the permittee where ADOT owns its right of way by easement), the Permittee must obtain written approval from the abutting property owner (and/or underlying fee owner where ADOT owns its right of way by easement).
6. ADOT reserves the right to require the permittee to perform any repairs necessary to address damages caused by the encroachment throughout the life of the encroachment.
7. Remove the encroachment and restore repair the portions of the right-of-way that were damaged as a result of the encroachment to substantially the same condition as existed prior to the damage if ADOT cancels the encroachment permit, and terminates all rights under the permit, or if the project terminates for any reason beyond ADOT's control.
8. Reimburse ADOT for costs incurred or deposit with ADOT money necessary to cover all costs incurred for activities related to the encroachment, such as inspections, restoring and/or repairing portions of the right-of-way damaged by the encroachment to substantially the same condition as existed prior to the damage, removing the encroachment, or repair encroachment to originally permitted condition and comply with ADOT's bond policy as applicable.
9. Notify new owners of property or encroachment to apply for an ADOT encroachment permit, as required by Arizona Administrative Rule R17-3-502(D).
10. Apply for a new encroachment permit if the use of the permitted encroachment or the use of adjoining property changes.
11. Keep a copy of the encroachment permit at the work site or site of encroachment activity.
12. Construct the encroachment according to attached Specifications, Standards and the plans approved by ADOT as part of the final permit; any field changes shall be approved by ADOT prior to implementation.
13. Obtain all required permits from other government agencies or political subdivisions.
14. Remove any defective materials, or materials that fail to pass ADOT's final inspection, and replace them with materials ADOT specifies.
15. Have the right to a hearing as prescribed in Arizona Administrative Code, R17-3-509 if the permit application is denied.
16. Understand that once issued, the permit is revocable and subject to modification or abrogation by ADOT at any time, without prejudice.
17. Following the installation or relocation of utilities within ADOT Rights-of-Way, utility companies are required to provide as-built drawings.
18. Certify that the Permittee shall secure overlash approval on existing poles from the utility company pole owner. I certify I have written approval as necessary or have verified no approvals are required or needed. Initial _____
19. Certify that the Permittee shall secure from the existing utility owner to enter the existing sleeve, conduit, inner duct, cabinets, handholes or manholes to install additional infrastructure as noted on Page 1. I certify I have written approval as necessary or have verified no approvals are required or needed. Initial _____
20. Where ADOT holds an easement interest, certify the Permittee has written approval from any underlying fee owner to include government entities, political subdivisions, and private property owners. I certify I have written approval as necessary or have verified no approvals are required or needed. Initial _____
21. The Permittee shall: In the event of a future relocation, reimburse the Department for any damages caused by the failure of the permittee to relocate the utility on or before the relocation date provided by the Department

By accepting an ADOT approved Encroachment permit, the Encroachment Owner agrees to the requirements described in the permit, to be responsible for all permit requirements, and to comply with ADOT's requirements as set out in the permit. **NO WORK SHALL TAKE PLACE INSIDE THE RIGHT OF WAY WITHOUT AN ADOT APPROVED PERMIT ON SITE. I have read, understand and shall comply with the requirements as stated above:**

Name: _____ **Date:** _____ **Signature:** _____

ADOT Roadway Drainage Section Permit Application Checklist

Permit Name: _____ Tracking No.: _____

City/County: _____ Route: _____ MP/Crossroad _____

The following documents should be included and checked by ADOT Permit Tech/Permit Applicant.

DOCUMENT LIST				
- DOCUMENT DESCRIPTION-		YES	NO	N/A
1.	Drainage Report/ Drainage Memo sealed and signed by Professional Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	A complete set of construction plans with drainage details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Location/Vicinity map showing project site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Floodplain Delineation map showing FEMA flood hazard zones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Drainage Report/Memo should include following items and be checked by Permit Applicant.

DRAINAGE REPORT/MEMO INCLUDES				
- ITEM DESCRIPTION -		YES	NO	N/A
1.	Drainage area maps showing drainage patterns in both the pre- and post-construction conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Adequate description of existing drainage condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adequate description of proposed drainage conditions including impacts to ADOT drainage facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Hydrologic methodology and computations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Hydraulic computations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the report demonstrate that drainage conditions within ADOT right-of-way are not being worsened as a result of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are retention requirements described and met by the proposed design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is the first flush volume retained on the project site or treated prior to discharging to ADOT drainage facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is there any FEMA floodplain impact? Is this discussed in the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Arizona Department of Transportation
STATE AND FEDERAL ENVIRONMENTAL REGULATIONS
Compliance to Guidelines
To Be Included With Application Package**

Clean Air Act

- all applicable documentation and information has been included.
 - Not applicable
-

National Historic Preservation Act:

- all applicable documentation and information has been included.
 - Not applicable
-

Clean Water Act:

- all applicable documentation and information has been included.
 - Not applicable
-

The Endangered Species Act:

- all applicable documentation and information has been included.
 - Not applicable
-

Arizona Native Plant Law:

- all applicable documentation and information has been included.
 - Not applicable
-

Drainage Requirements:

- all applicable documentation and information has been included.
 - Not applicable
-

Company

Representative Signature

Date

Print Name

ADOT Encroachment Permit

Temporary Traffic Control Plan Minimum Requirements

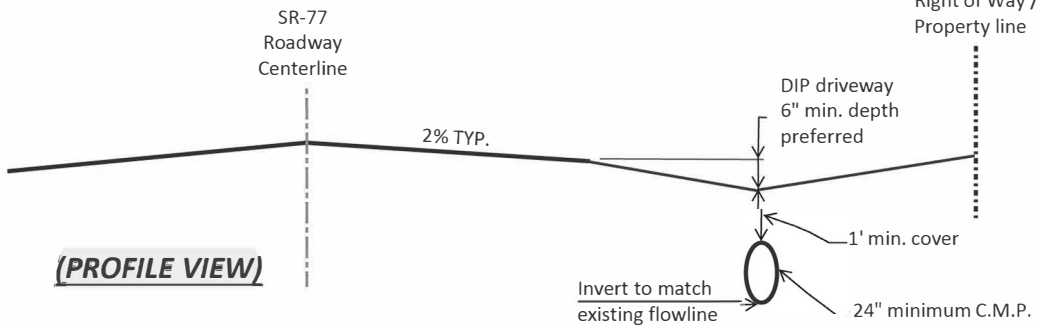
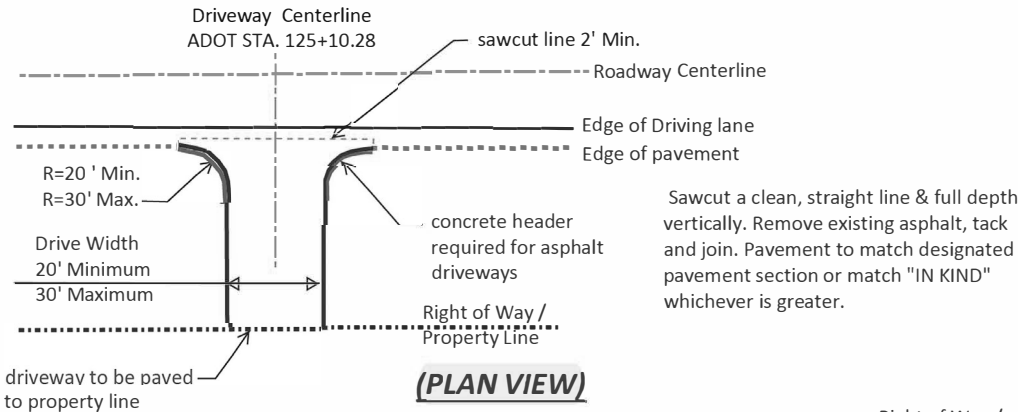
Temporary traffic control plans (TCP) are required for any activity that could impact the operation of a roadway. See Arizona Administrative Code Sections R17-3-504 through 505 and Encroachment Permits Bulletin 07-06.

TCP's submitted (either on the plan, in the application or supplemental documents) shall include, at a minimum, the following items (additional information may be required depending on the location and the actual work proposed):

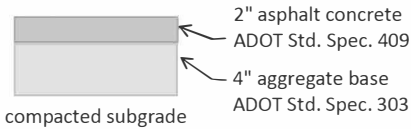
- Location - Route, MP (approximate), Cross Street Name, and Name of Town/ City/ Area that the work is being conducted
- Lane Configuration - both sides of the roadway and adjacent cross streets within the work zone.
- Posted Speed Limit
- North Arrow (Preferred to be towards top of page, to the right is okay)
- Work Area Defined - Where and What is being done? This might be included in the permit application or construction plans, but should match what is shown on the TCP.
- Contact Information - Name and Phone Number, of Contractor's Contact Person
- Proposed Traffic Control Devices (type, spacing, lighting, taper lengths)
- Proposed Signs (sign code, size, lighting) Manual of Approved Signs link found at: <https://azdot.gov/business/engineering-and-construction/traffic/arizona-manual-approved-signs>
- Defined work duration: short term (one day or daily), long term (more than 3 days), night work, mobile work, etc.
- Proposed Work Hours - TBD is not acceptable
- Will the Traffic Control devices be installed only during work hours?
- Pedestrian ADA sidewalks/paths shall be accommodated, when pedestrians are expected.
- Bicycle traffic shall be accommodated, when bicycles are expected.
- References to adhere to all requirements of the Manual on Uniform Traffic Control Devices (MUTCD), Arizona Supplement to MUTCD, and ADOT Traffic Control Design Guidelines, (current editions). Links are found at: <http://www.azdot.gov/business/engineering-and-construction/traffic/traffic-engineering-references>
- Typical Applications (TA's) or Supplemental Applications (SA's) are acceptable, if applicable to the site conditions and adapted to actual field conditions where work is being performed.
- Traffic Control Plans by professional companies are encouraged and preferred. Hand drawn plans are acceptable, if legible and provide the correct, required information.

If you have any questions on the information to be provided, please contact ADOT Southeast Permits Office: Southeastpermits@azdot.gov

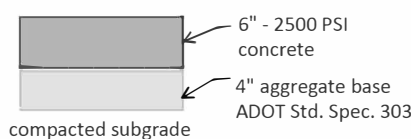
TYPICAL RESIDENTIAL DRIVEWAY REQUIREMENTS



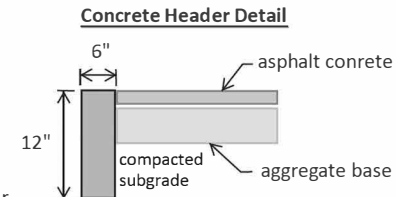
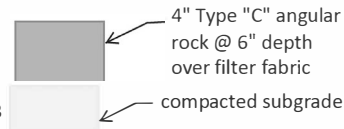
Pavement Structural Section for asphalt driveways



Pavement Structural Section for concrete driveways



Temporary Construction Access for residential driveways



CONCRETE SHALL HAVE A MINIMUM 28-DAY COMPRESSIVE STRENGTH OF 2,500 PSI. EXPOSED EDGES SHALL BE FINISHED WITH A TOOL HAVING A 1/4" RADIUS.

An ADOT plan set will be required for Driveway Access permits. the drawing should include a plan and profile view of the proposed driveway.

To obtain ADOT stationing and Mile Post information go to <https://road.azdot.gov/> or visit South Central District Permit office to obtain the Drawings of Record.

See ADOT Standard Detail 06.10 for Driveway & turnout layouts / slopes

C.M.P.'s located within "clear zone" will need to provide pipe end sections per ADOT Standard Detail C-13.25

Plans with C.M.P.'s will require a profile drawing. Drainage Report or a drainage statement may also be requested.

Additional Right of Way improvements may be needed; talk to Permits technician for information regarding: sight visibility, riprap at pipe ends, fence, cattle guard and Contractor's Certificate of Insurance requirements.

Exhibit 240-A. Traffic Impact Analysis Pre-Submittal Form

Project Name: _____

Developer/Owner: _____

Phone Number: _____

Email: _____

Project Location

State Route (with nearest MP or Street): _____

Local Jurisdiction: _____

Stage of Development (choose one)

Planning/Zoning

Development Plan

Brief Description of Project (land use, intensity, timeframe/phasing)

Proposed Access (number, location, restrictions)

Preliminary Assumptions (provide as attachment)

- Trip Generation
- Study Horizon Years
- Trip Distribution
- Pass-By Or Internal Capture
- Future Roadway Network
- Study Area Intersections

Traffic Study Required (choose one) Yes No

Traffic Study Type (choose one if yes, none if no)

Transportation Planning Study

Traffic Impact Analysis

Traffic Impact Statement

Traffic Study Preparer

Firm Name: _____

Contact: _____

Phone: _____

Email: _____

Pre-Submittal Forms are not required for each project but are a useful tool to reduce the number of submittals/reviews and aid development timeframes. When submitted, Regional Traffic Engineering staff will review and confirm the form in a timely manner. Changes to the above information should be provided in writing. A hard copy of an approved Pre-Submittal Form shall be included in the Study appendix.

Approval by: _____ Date: _____

240 TRAFFIC IMPACT ANALYSIS & STATEMENT

The purpose of this document is to establish uniform guidelines for conducting traffic impact analyses for a proposed new redevelopment of an existing site, or an expansion of an existing development requesting access or modification of access to the State highway system. Traffic Impact Analysis (TIA) and Traffic Impact Statement (TIS) will herein be referred to as traffic studies.

240.1 IMPLEMENTING STATEMENT

ADOT desires to operate a safe and efficient State Highway System. The management of access to the system in an effective manner is vital to maintain the overall safety and efficiency of this transportation system. Access to the State highway system is managed through the Encroachment Permit process. This process requires those desiring access to the State Highway System to apply for an Encroachment Permit. Since access to a State highway for a development (whether direct or indirect access) may impact traffic operations on the highway, a traffic study shall be prepared for developments which desire such access and shall meet the specific requirement stated below.

The purposes of the traffic study procedures presented herein are to:

- Provide information to the permit applicant and/or their representatives on specific requirements of the analysis, and
- Level of Analysis that is required (Traffic Impact Analysis, Traffic Impact Statement, or Transportation Planning Study)
- Ensure consistency in the preparation and review of traffic study.

The procedures outlined herein present the minimum information required when conducting a traffic study. The preparer of the traffic study shall contact the appropriate ADOT Regional Traffic Engineer to discuss the scope of the analysis, methodology, and level of detail required for the specific project prior to beginning the analysis. See Exhibit 240-A, Traffic Impact Analysis Pre-Submittal Form, to be used to compile information for the analysis. The Regional Traffic Engineer shall make the final decision on whether a traffic statement may be substituted for a Traffic Impact Analysis.

240.2 REFERENCES

American Association of State Highway and Transportation Officials:

- Highway Safety Manual current Edition
- Highway Safety Manual Supplement, current Edition

Arizona Department of Transportation:

- ADOT TGP 611, "Traffic Signal Needs Studies"
- ADOT Roadway Design Guidelines, latest edition

Institute of Transportation Engineers:

- Manual of Transportation Engineering Studies, current edition
- Trip Generation, current edition
- Transportation and Land Development, current edition

Transportation Research Board:

- Highway Capacity Manual, current edition

240.3 DEFINITIONS

Area of Significant Traffic Impact - The geographic area which includes the facilities significantly impacted by the site traffic.

Influence Area - The geographic area surrounding the site from which the development is likely to draw a high percentage (80% or more) of the total site traffic.

Level of Service (LOS) - A qualitative measure used to relate the quality of motor vehicle traffic service. LOS is used to analyze roadways and intersections by categorizing traffic flow and assigning quality levels of traffic based on performance measure like vehicle speed, density, congestion, etc.

Mode Split - The estimation of the number of trips made by each mode (automobile, pedestrian, bicyclist, transit, etc.)

Peak Hour - The single hour of a representative day when the traffic volume on the highway represents the most critical period for operation and the highest typical capacity requirements.

Peak Hour of Generator - The single hour of highest volume of traffic entering and exiting a site.

Traffic Generation - The estimation of the number of origins from and destinations to a site resulting from the land use activity on that site.

Traffic Generator - A designated land use (residential, commercial, office, industrial, etc.) or change in land use that generates vehicular and/or pedestrian traffic to and from the site.

Traffic Impact - The effect of site traffic on the operation and safety of the surrounding roadway network.

Traffic Impact Analysis (TIA) - A traffic engineering study which determines the potential traffic impacts of a proposed traffic generator on the surrounding street network. A complete analysis includes an estimation of future traffic with and without the proposed generator, analysis of the traffic impacts, and recommended Off-site improvements which may be necessary to accommodate the expected traffic.

Traffic Impact Statement (TIS) – An abbreviated traffic engineering study which determines the potential traffic impacts of a proposed traffic generator. Analysis is similar to a Traffic Impact Analysis, but is typically limited to site driveway concerns.

Traffic Mitigation - The reduction of traffic impacts on roadways and/or intersections to an acceptable level of service by way of roadway construction improvements, the upgrade of existing traffic control devices, and/or the modification of the site plan.

Transportation Planning Study - A planning-level traffic study which focuses on roadway capacity and daily traffic volumes rather than peak-hour operations. The study is typically prepared prior to site planning and at the request of local jurisdictions in support of zoning changes.

Trip Assignment - The assignment of site plus non-site traffic to specific streets and highways.

Trip Distribution - The allocation of the site-generated traffic among all possible approach and departure routes.

240.4 REQUIREMENTS

A TIS may be required for all new developments, redevelopment of existing sites or additions to existing developments which generate less than 100 trips during any one hour of a day with no other negative factors; this will serve as the only traffic impact study document. It shall include at a minimum: the site location and access points, and expected trip generation. The following factors may require additional traffic analysis even if the development generates less than 100 peak hour trips.

- 1) Traffic concerns that currently exist and could be aggravated by the proposed development
- 2) Public concerns regarding the development
- 3) Negative impact on adjacent neighborhoods
- 4) Proximity of site driveways to existing driveways or intersections
- 5) Turn Lane Analysis per TGP 245 and 430
- 6) Other local issues that may be present

A TIA shall be required for all new developments, redevelopment of existing sites or additions to existing developments which generate 100 or more trips during any one hour of a day.

The specific analysis requirements and level of detail are determined by the following categories:

- (1) Category I - Developments which generate 100 or more peak hour trips but less than 500 trips during the morning or afternoon peak hour of the highway or during the peak hour of the generator.

A Category I TIA may also be required for any of the following reasons:

- a. The existence of any current traffic problems or concerns in the local area such as an offset intersection, overcapacity of segments or intersections, a high number of crashes, etc., or
- b. The sensitivity of the adjacent neighborhoods or other areas where the public may perceive an adverse impact, or

- c. Impact on access to a State highway, such as proximity of proposed site driveways to existing driveways or intersections, or
 - d. Other specific problems or safety concerns that may be negatively impacted by the proposed development.
- (2) Category II - Developments which generate more than 500 trips during the peak hour of the highway or during the peak hour of the generator.

The Regional Traffic Engineer makes the final decision on requiring a TIA and the determination whether the Analysis falls within Category I or II. A developer shall first estimate the number of vehicle trips generated by the development to determine if a Traffic Impact Analysis is required and the applicable category. The developer shall obtain concurrence from the Regional Traffic Engineer on the number and assignment of trips generated by the development as well as the traffic distribution on the network system. The developer may ask that the Regional Traffic Engineer assist them in estimating the number of trips for the purpose of determining whether a TIA is required for the proposed development. This information shall be documented on Exhibit 240-A, Traffic Impact Analysis Pre-Submittal Form, found at the end of this document.

Under certain conditions, identified by the Regional Traffic Engineer, the TIA may be required to analyze traffic impacts during construction of the development. High volumes of construction traffic shall be mitigated prior to the start of construction in order to provide safe access during construction.

If a developer agrees to perform mitigation improvements as specified by the Regional Traffic Engineer, preparation of a TIA may be waived.

240.5 ANALYSIS APPROACH AND METHODS

The following diagrams illustrate the roadway network accurately and should be included in each Traffic Impact Analysis report, unless specifically waived by the Regional Traffic Engineer:

- a. Site location and study area map
- b. Site plan
- c. Existing peak hour turning volumes
- d. Existing transportation system
- e. Collision diagram(s) with existing number and severity of crashes
- f. Anticipated transportation system
- g. Estimated site traffic generation (a table is required)
- h. Directional distribution of site traffic
- i. Site traffic assignment (For each horizon year/Build out)
- j. Future traffic assignment without development for each horizon year
- k. LOS for future traffic without development for each horizon year
- l. Total future traffic, i.e. future traffic with development, for each horizon year
- m. LOS for total future traffic for each horizon year

- n. Predicted or expected number and severity of future crashes with and without development for each horizon year
- o. Recommended Off-site improvements

For Category I, many of the items may be documented within the text. For Category II, the items should be included in figures and/or tables. All figures and tables shall be legible.

Additional diagrams may be required to illustrate development construction phases and proposed alternatives when applicable.

When transportation planning models are used to generate present and/or future traffic conditions, it is the responsibility of the submitter to illustrate the diagrams above to provide a clear, step-by-step analysis.

The traffic analysis approach and methods are presented below.

(1) Study Area

The minimum study area shall be determined by project type and size in accordance with the criteria in Table 240-1. The extent of the study area may be enlarged or decreased depending on special conditions as determined by the Regional Traffic Engineer.

(2) Study Horizon Years

The study horizon years shall be determined by project type and size in accordance with the criteria in Table 240-1.

Table 240-1. Criteria for Determining Study Requirements

Analysis Category	Development Characteristic (c)	Study Horizons (a)	Minimum Study Area On the State Highway(s) (b)
Traffic Statement	Small Development <100 peak hour trips	1. Opening year	1. Site access driveways 2. Immediate impacts determined by the RTE
I	Small Development 100 ≥ and < 500 peak hour trips	1. Opening year 2. 3 years after opening	1. Site access driveways 2. Adjacent signalized intersections and/or major unsignalized street intersections within a minimum of ½ mile.
II a	Moderate, single phase 500 ≥ and < 1000 peak hour trips	1. Opening year 2. 5 years after opening	1. Site access driveways 2. All State highways, signalized intersections, and/or major unsignalized street intersections within a minimum of 1 mile.
II b	Large, single phase ≥ 1000 peak hour trips	1. Opening year 2. 5 years after opening 3. 10 years after opening	1. Site access driveways 2. All State highways, signalized intersections, and/or major unsignalized street intersections within a minimum of 1 mile.
II c	Moderate or large, multi-phase (d, e)	1. Opening year of each phase 2. 5 years after opening of final phase for developments with < 1000 peak hour trips. 3. 10 years after opening of final phase for developments with > 1000 peak hour trips.	1. Site access driveways 2. All State highways, signalized intersections, and major unsignalized street intersections within a minimum of 1 mile dependent on category.
(a) Assume full occupancy and build-out. (b) An enlarged study area may be required by the Regional Traffic Engineer for certain projects. (c) The number of trips shall include all trips made to the site, i.e. pass-by and diverted link trips. (d) Multi-phase developments shall not exceed 3 phases for purposes of analysis and mitigation. (e) Multi-phase developments should only be considered if the phases are separated by 2 or more years.			

(3) Analysis Time Period

Both the morning and afternoon weekday peak hours shall be analyzed except:

- a. If the proposed project is expected to generate no trips or a very low number of trips during either the morning or evening peak periods, then the requirement to analyze one or both of these periods may be waived by the Regional Traffic Engineer, or
- b. Where the peak traffic hour in the study area occurs during a different time period than the normal morning or afternoon peak travel periods (for example midday), or occurs on a weekend, or if the proposed project has unusual peaking characteristics, these additional peak hours shall also be analyzed.

The peak hour of generation also shall be analyzed where its value exceeds the number of trips generated by the development during the peak hour of the adjacent highway.

(4) Traffic Volume Adjustments

The traffic volumes for the analysis hours shall be adjusted for the peak season, if appropriate, in cases where seasonal traffic data are available and approved by the Regional Traffic Engineer.

The traffic volumes may also be adjusted to account for the internal capture and bypass trips as defined in the Institute of Transportation Engineers Trip Generation Manual

(5) Data Collection Requirements

All data shall be collected in accordance with the latest edition of the Institute of Transportation Engineers "Manual of Transportation Engineering Studies" or as directed by the Regional Traffic Engineer.

a. Turning Movement Counts

Turning movement counts shall be obtained for all existing cross-street intersections to be analyzed during the morning and afternoon peak periods and the peak hour of the generator. Turning movement counts may be required during other periods as directed by the Regional Traffic Engineer. Data should be broken into 15 minute increments in order to determine if any atypical PHF exists.

Available turning movement counts may be extrapolated a maximum of two years with the concurrence of the Regional Traffic Engineer.

Only counts that are within two years shall be used. Counts older than two years may be used with the concurrence from the RTE

b. Daily Traffic Volumes

The current and projected daily traffic volumes shall be presented in the report. Available daily count data may be obtained from ADOT and extrapolated a maximum of two years with the concurrence of the Regional Traffic Engineer.

Traffic volume estimates from other developments within the study area which are expected to occur during the study horizon years should be obtained from ADOT and presented in the report.

Where daily count data are not available, mechanical counts may be required at the Regional Traffic Engineer's discretion.

c. Crash Data

Traffic crash data shall be obtained from ADOT for the most current three-year period available. Requests for crash data by entities outside ADOT should follow the Public Records Request process.

d. Roadway and Intersection Geometrics

Roadway geometric information shall be obtained including roadway width, number of lanes, turning lanes, vertical grade, location of nearby driveways, and lane configuration at intersections.

e. Traffic Control Devices

The location and type of traffic control devices, including signs, markings, signals, and other devices, shall be identified.

(6) Trip Generation

- a. The latest edition of the Institute of Transportation Engineers' "Trip Generation" shall be used for selecting trip generation rates.
- b. Other rates may be used with the prior approval of the Regional Traffic Engineer in cases where the Trip Generation reference does not include trip rates for a specific land use category, or includes only limited data, or where local trip rates have shown to differ from the "Trip Generation" rates.

(7) Trip Distribution and Assignment

- a. Projected trips shall be distributed and added to the projected non-site traffic on the State highway(s).

- b. The specific assumptions and data sources used in deriving trip distribution and assignment shall be documented in the report.

(8) Capacity Analysis

- a. Level of service shall be computed for all signalized and unsignalized intersections within the study area in accordance with the latest edition of the Highway Capacity Manual or with any software that uses HCS methodology. The level of service shall be calculated and reported by intersection, intersection approach, and lane group within the approach.
- b. For signalized intersections, operational analyses shall be performed for time horizons up to five years. The planning method will be acceptable for time horizons beyond five years. Analyses may include modifications to the existing signal timing if the study area is within a coordinated signal system; Highway Capacity Manual signal timing methods should not be used for generating signal timing.
- c. Analyses may include an arterial analysis in accordance with the latest edition of the Highway Capacity Manual.
- d. Peak hour factors used for future conditions shall not exceed 0.90. The following peak hour factors shall be used unless otherwise directed by the Regional Traffic Engineer:

PHF = 0.80 for < 75 vph per lane
PHF = 0.85 for 75 - 300 vph per lane
PHF = 0.90 for > 300 vph per lane

(9) Traffic Signal Needs Study

- a. A Traffic Signal Needs Study shall be conducted for all new proposed signals for the base year. If the warrants are not met for the base year, they should be evaluated for each year in the study horizon.
- b. A Traffic Signal Needs Study shall be conducted in accordance with ADOT Traffic Guidelines and Processes 611.
- c. Existing traffic signals adjacent to the development's access to the State highway shall be evaluated for continued signal warrants, phasing, timing, and coordination for each year in the study horizon, in accordance with Table 240-1.

(10) Crash Analysis

An analysis of three years of traffic crash data and crash prediction per HSM (if required); calculations shall be conducted to determine if the level of safety will deteriorate due to the addition of site traffic.

(11) Queuing Analysis

A queuing analysis shall be conducted for all turn lanes, median openings, and ramp termini within the study area. Queuing analysis should be supported by the longest queue length from the following three methods:

- 1) HCM methodologies that represent the 95th percentile conditions.
- 2) TGP 430
- 3) Synchro Queue

(12) Speed Considerations

Vehicle speed is used to estimate stopping and cross corner sight distances. In general, the posted speed limit is representative of the 85th percentile speed on the highway and may be used to estimate safe stopping and cross corner sight distances. However, the 85th percentile speeds for some highways are commonly higher than the posted speed limit. Therefore, a speed of 5 MPH over the posted speed limit or the 85th percentile speed, as directed by the Regional Traffic Engineer, should be used to estimate stopping and cross corner sight distances for highways with posted speeds of 55 MPH or greater.

(13) Improvement Analysis

The roadways and intersections within the study area shall be analyzed with and without the proposed development to identify any projected impacts in regard to level of service and safety.

- a. Where the roadways, intersections, intersection approaches or lane groups will operate at arterial level of service C or better without the development, the traffic impact of the development on the State highway in the horizon year shall be mitigated to level of service C. Mitigation to level of service D may be acceptable in urban areas of over 50,000 population at the discretion of the Regional Traffic Engineer and with the concurrence of all affected municipalities.
- b. Where the roadways, intersections, intersection approaches or lane groups will operate below arterial level of service C in the horizon year(s) without the development, the traffic impact of the development shall be mitigated to provide the same level of service at the horizon year(s). If the roadways, intersections, intersection approaches or lane groups operate at a level of service of F before the development – mitigation is required to maintain the same degree of level of service F (i.e. same level of delay) which would occur without the development.
- c. In some situations, a series of individual developments in the same general area may not warrant any highway improvements on their own merit. However, when combined with the other nearby developments, the total combined impact could warrant highway improvements. Under this scenario, each development in the area shall be required to contribute their fair share of the cost of the ultimate

highway improvements based on their trip generation as a percentage of the overall trip generation.

(14) Certification

The Traffic Impact Analysis shall be prepared under the supervision of a registered Professional Engineer (Civil) registered in the state of Arizona. For analyses prepared by persons external to ADOT, the report shall be sealed and signed.

240.6 APPROVALS

240.7 STUDY AND REPORT FORMAT

(1) Introduction and Summary The TIA shall be submitted to the Regional Traffic Engineer for review and approval. The Regional Traffic Engineer or their designated representative shall approve, provide acceptance, or disapprove the TIA. Should the results of the Traffic Study indicate mitigation measures are necessary to maintain traffic operations per any other ADOT TGP, these mitigation measures will be required to be provided by the developer/owner at no cost to the Department. These mitigations will be provided through the ADOT Encroachment Permit process.

- a. Purpose of report and study objectives
- b. Executive summary
 - Site location and study area
 - Development description
 - Principal findings
 - Conclusions
 - Recommendations

(2) Proposed Development

- a. Site location
- b. Land use and intensity
- c. Site plan (readable version shall be provided)
 - Access geometrics
- d. Development phasing and timing

(3) Study Area Conditions

- a. Study area
 - Area of significant traffic impact
 - Influence area
- b. Land use
 - Existing land use

- Anticipated future development
- c. Site accessibility
 - Existing and future area roadway system

(4) Analysis of Existing Conditions

- a. Physical characteristics
 - Roadway characteristics
 - Traffic control devices
 - Transit service
 - Pedestrian/bicycle facilities
 - Existing transportation demand management
- b. Traffic volumes
 - Daily, morning, and afternoon peak periods (two hours), and others as required
- c. Level of service
 - Morning peak hour, afternoon peak hour, and other as required
- d. Safety
- e. Data sources

(5) Projected Traffic

- a. Site traffic forecasting (each horizon year)
 - Trip generation
 - Mode split
 - Pass-by traffic (if applicable)
 - Trip distribution
 - Trip assignment
- b. Non-site traffic forecasting (each horizon year)
 - Projections of non-site traffic by ADOT may be used. For larger developments and study areas, a more comprehensive method may be required which includes: trip generation, trip distribution, modal split, and trip assignment.
- c. Total traffic (each horizon year)

(6) Traffic and Improvement Analysis

- a. Site access
- b. Level of service analysis
 - Without project including programmed improvements (each horizon year)
 - With project including programmed improvements (each horizon year)
- c. Queueing analysis for all left and right turn lanes (show existing storage bay length, existing queues, and projected queues.)
- d. Roadway improvements
 - Improvements programmed by ADOT or others to accommodate non-site traffic
 - Additional alternative improvements to accommodate site traffic
- e. Traffic safety
 - Sight distance
 - Acceleration/deceleration lanes, left-turn lanes

- Adequacy of location and design of driveway access
- Crash predictions
- f. Pedestrian and bicyclist considerations
- g. Speed considerations
- h. Traffic control needs
- i. Traffic signal needs (base plus each year in five-year horizon)
- j. Transportation demand management

(7) Conclusions

(8) Recommendations

- a. Site access
- b. Offsite roadway improvements
 - Phasing based on Horizon Years, if applicable.
- c. Transportation demand management actions if appropriate
- d. Other

(9) Appendices

- a. Traffic counts
- b. Capacity analyses worksheets
- c. Traffic signal needs studies
- d. Accident data, analysis, and summaries

(10) Electronic Files

- a. PDF copy of the Report
- b. Synchro File

240.8 Re-evaluation

Any TIA older than 24 months shall be updated to reflect the current roadway condition and volumes, as determined by the Regional Traffic Engineer. All assumptions in the original studies shall be validated unless approved by the Regional Traffic Engineer.

Exhibit 240-A. Traffic Impact Analysis Pre-Submittal Form

Project Name: _____

Developer/Owner: _____

Phone Number: _____

Email: _____

Project Location

State Route (with nearest MP or Street): _____

Local Jurisdiction: _____

Stage of Development (choose one)

Planning/Zoning

Development Plan

Brief Description of Project (land use, intensity, timeframe/phasing)

Proposed Access (number, location, restrictions)

Preliminary Assumptions (provide as attachment)

- Trip Generation
- Study Horizon Years
- Trip Distribution
- Pass-By Or Internal Capture
- Future Roadway Network
- Study Area Intersections

Traffic Study Required (choose one) Yes No

Traffic Study Type (choose one if yes, none if no)

Transportation Planning Study

Traffic Impact Analysis

Traffic Impact Statement

Traffic Study Preparer

Firm Name: _____

Contact: _____

Phone: _____

Email: _____

Pre-Submittal Forms are not required for each project but are a useful tool to reduce the number of submittals/reviews and aid development timeframes. When submitted, Regional Traffic Engineering staff will review and confirm the form in a timely manner. Changes to the above information should be provided in writing. A hard copy of an approved Pre-Submittal Form shall be included in the Study appendix.

Approval by: _____ Date: _____

From: [Tracy Bazelman](#)
To: [Taylor, Matthew](#); [Project Evaluation Program - Game and Fish](#)
Subject: AZGFD Review of the Cochise County AZ; Docket SU24-14 (Palominas RV Park) project
Date: Wednesday, July 17, 2024 4:21:53 PM
Attachments: [M24-07024914 ERT 22490 Cochise County AZ; Docket SU24-14 \(Palominas RV Park\).pdf](#)

CAUTION: EXTERNAL EMAIL*

Dear Mr. Taylor,

The Department's Environmental Review Tool (ERT) Report generated for the **Cochise County AZ; Docket SU24-14 (Palominas RV Park)** project is attached. Please see general project recommendations starting on page 11.

Due to the proximity of this project to the San Pedro River the Department appreciates the opportunity to assist the County with planning for wildlife. This email and the attached ERT report serves as the Department's official response.

Please feel free to call or email with any questions and reference **AZGFD# M24-07024914**.

Kind Regards,

Tracy C. Bazelman

AZGFD# M24-07024914

TRACY C. BAZELMAN | PROJECT EVALUATION SPECIALIST
ARIZONA GAME AND FISH DEPARTMENT

OFFICE: 623.236.7513

MOBILE: 602.578.9944

EMAIL: tbazelman@azgfd.gov

azgfd.gov | 5000 W. Carefree Highway, Phoenix, AZ 85086

Donate today to help make possible our science-based efforts to conserve and protect Arizona's 800+ species.

This E-mail is from an EXTERNAL address. DO NOT click on links or open attachments unless you trust the sender and know the content is safe. If you suspect this message to be phishing, please report it using the Phish Alert Button at the top of the email, or forward to cochise.az.gov@missedspam.com or contact IT support at 520-432-8301.

Arizona Environmental Online Review Tool Report



Arizona Game and Fish Department Mission

To conserve Arizona's diverse wildlife resources and manage for safe, compatible outdoor recreation opportunities for current and future generations.

Project Name:

Cochise County AZ; Docket SU24-14 (Palominas RV Park)

Project Description:

Cochise County AZ; Docket SU24-14 (Palominas RV Park)

Project Type:

Development Outside Municipalities (Rural Development), Residential subdivision and associated infrastructure, New construction or expansion

Contact Person:

Tracy C. Bazelman

Organization:

AZGFD

On Behalf Of:

COCHISE

Project ID:

HGIS-22490

Please review the entire report for project type and/or species recommendations for the location information entered. Please retain a copy for future reference.

Disclaimer:

1. This Environmental Review is based on the project study area that was entered. The report must be updated if the project study area, location, or the type of project changes.
2. This is a preliminary environmental screening tool. It is not a substitute for the potential knowledge gained by having a biologist conduct a field survey of the project area. This review is also not intended to replace environmental consultation (including federal consultation under the Endangered Species Act), land use permitting, or the Departments review of site-specific projects.
3. The Departments Heritage Data Management System (HDMS) data is not intended to include potential distribution of special status species. Arizona is large and diverse with plants, animals, and environmental conditions that are ever changing. Consequently, many areas may contain species that biologists do not know about or species previously noted in a particular area may no longer occur there. HDMS data contains information about species occurrences that have actually been reported to the Department. Not all of Arizona has been surveyed for special status species, and surveys that have been conducted have varied greatly in scope and intensity. Such surveys may reveal previously undocumented population of species of special concern.
4. Arizona Wildlife Conservation Strategy (AWCS), specifically Species of Greatest Conservation Need (SGCN), represent potential species distribution models for the State of Arizona which are subject to ongoing change, modification and refinement. The status of a wildlife resource can change quickly, and the availability of new data will necessitate a refined assessment.

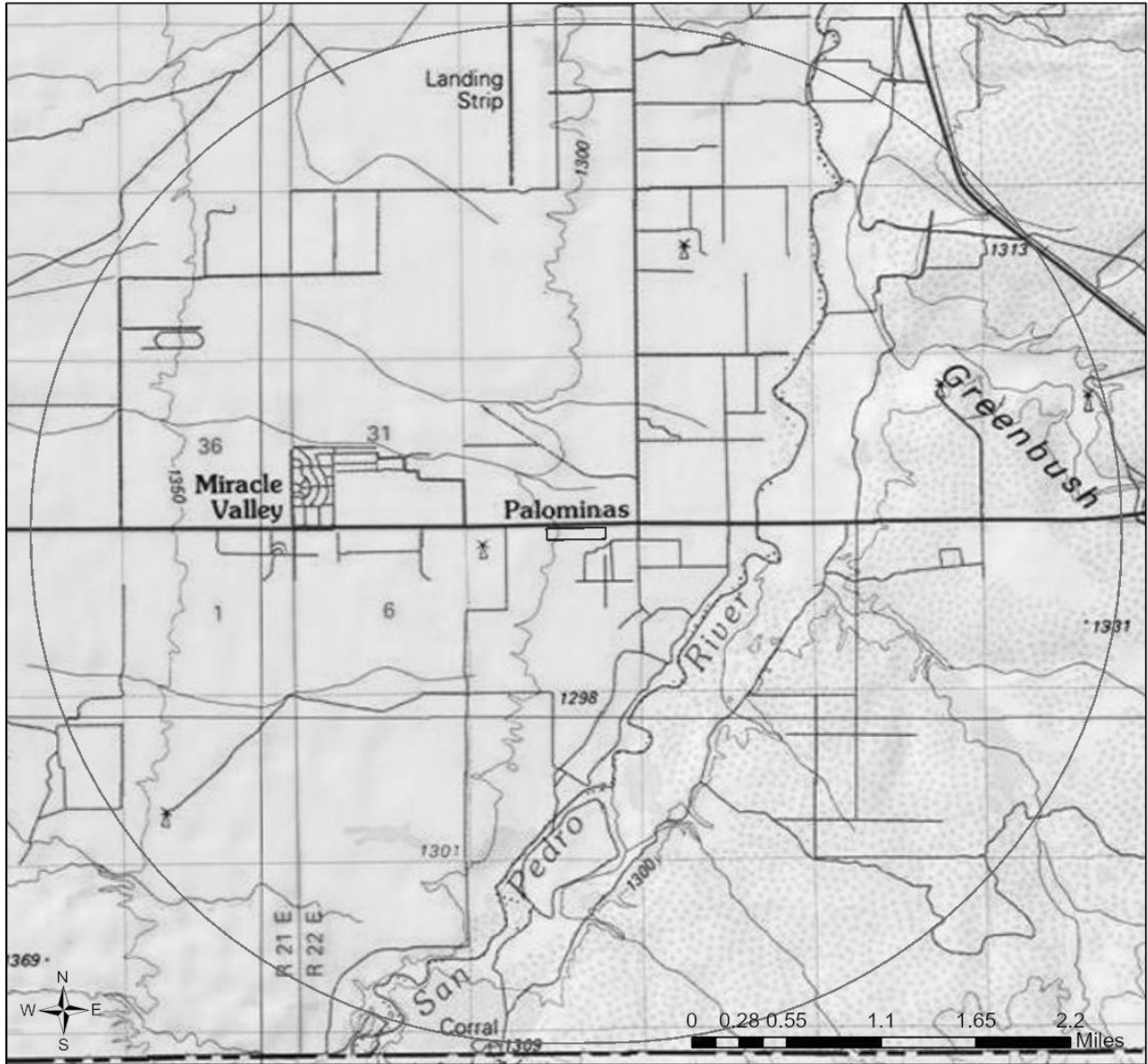
Locations Accuracy Disclaimer:



Project locations are assumed to be both precise and accurate for the purposes of environmental review. The creator/owner of the Project Review Report is solely responsible for the project location and thus the correctness of the Project Review Report content.

Recommendations Disclaimer:

1. The Department is interested in the conservation of all fish and wildlife resources, including those species listed in this report and those that may have not been documented within the project vicinity as well as other game and nongame wildlife.
2. Recommendations have been made by the Department, under authority of Arizona Revised Statutes Title 5 (Amusements and Sports), 17 (Game and Fish), and 28 (Transportation).
3. Potential impacts to fish and wildlife resources may be minimized or avoided by the recommendations generated from information submitted for your proposed project. These recommendations are preliminary in scope, designed to provide early considerations on all species of wildlife.
4. Making this information directly available does not substitute for the Department's review of project proposals, and should not decrease our opportunity to review and evaluate additional project information and/or new project proposals.
5. Further coordination with the Department requires the submittal of this Environmental Review Report with a cover letter and project plans or documentation that includes project narrative, acreage to be impacted, how construction or project activity(s) are to be accomplished, and project locality information (including site map). Once AGFD had received the information, please allow 30 days for completion of project reviews. Send requests to:
Project Evaluation Program, Habitat Branch
Arizona Game and Fish Department
5000 West Carefree Highway
Phoenix, Arizona 85086-5000
Phone Number: (623) 236-7600
Fax Number: (623) 236-7366
Or
PEP@azgfd.gov
6. Coordination may also be necessary under the National Environmental Policy Act (NEPA) and/or Endangered Species Act (ESA). Site specific recommendations may be proposed during further NEPA/ESA analysis or through coordination with affected agencies.

Cochise County AZ; Docket SU24-14 (Palominas RV Park) USA Topo Basemap With Locator Map



-  Buffered Project Boundary
-  Project Boundary

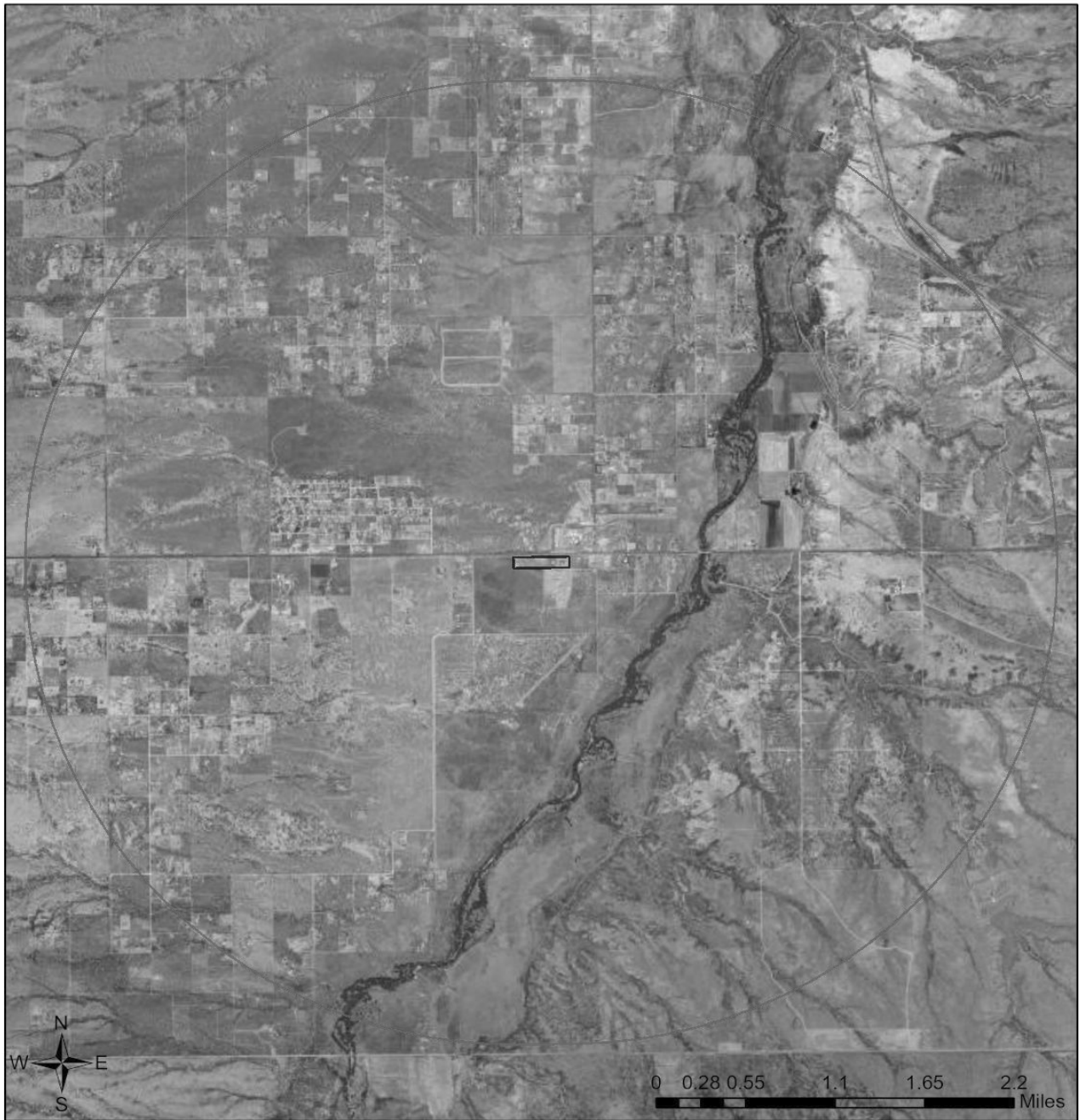
Project Size (acres): 15.13
Lat/Long (DD): 31.3792 / -110.1280
County(s): Cochise
AGFD Region(s): Tucson
Township/Range(s): T24S, R22E
USGS Quad(s): HEREFORD; NICKSVILLE



County of Yavapai, Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, USFWS
Copyright:© 2013 National Geographic Society, i-cubed
Esri, USGS



Cochise County AZ; Docket SU24-14 (Palominas RV Park)

Web Map As Submitted By User



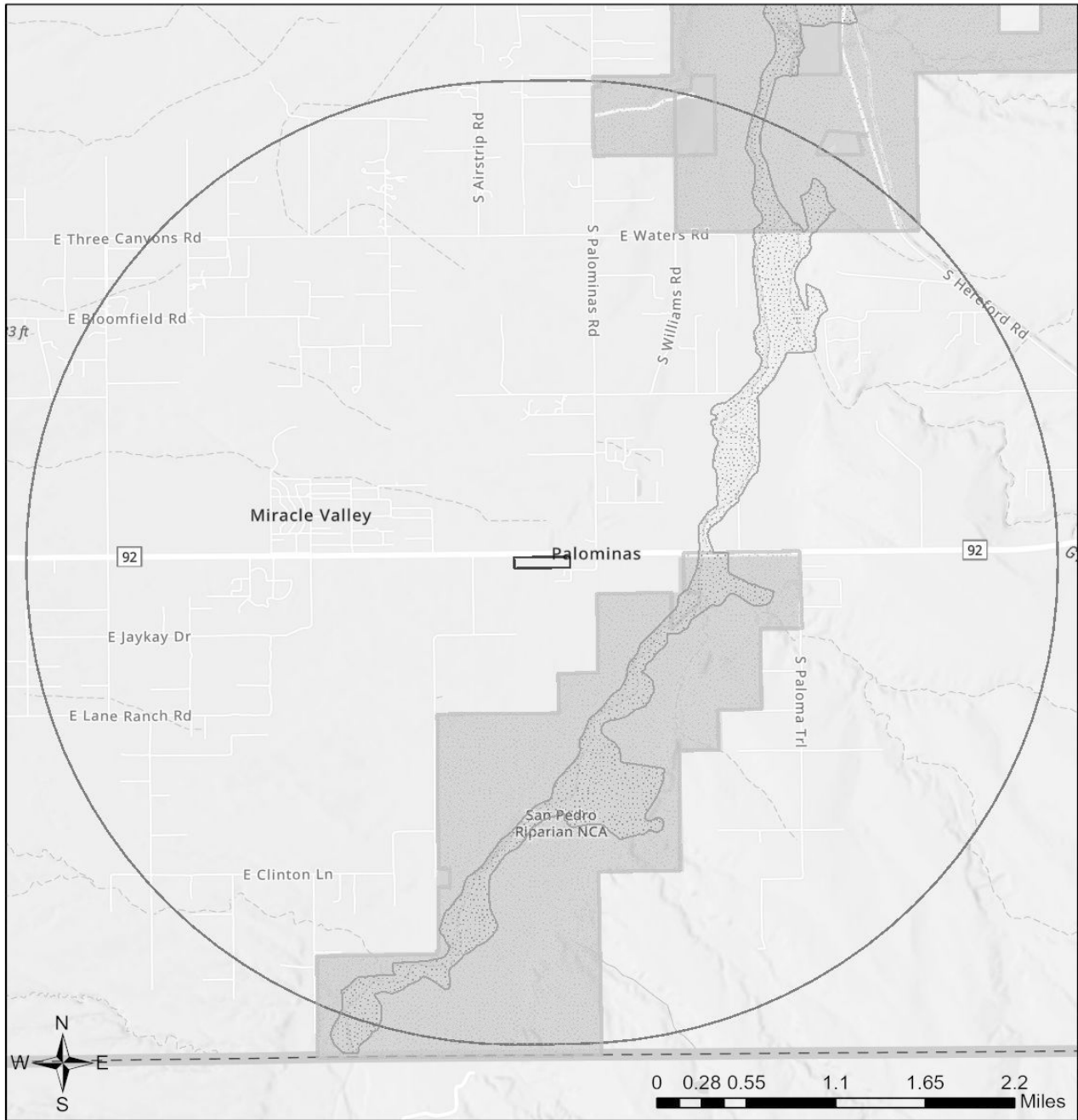
-  Buffered Project Boundary
-  Project Boundary

Project Size (acres): 15.13
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Earthstar Geographics

Cochise County AZ; Docket SU24-14 (Palominas RV Park)

Important Areas



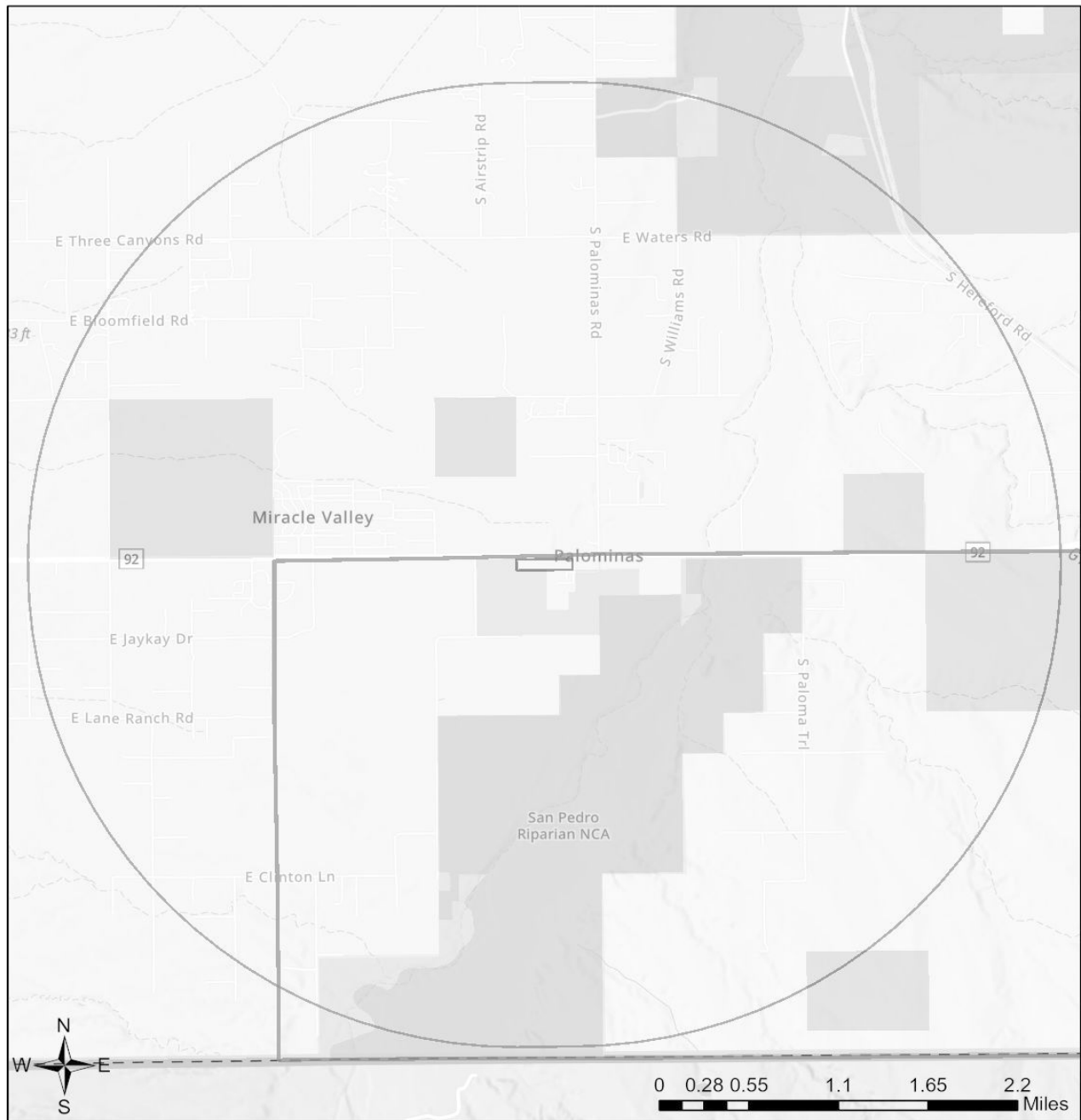
- Buffered Project Boundary
- Project Boundary
- Important Bird Areas
- Critical Habitat
- Pinal County Riparian
- Important Connectivity Zones
- Wildlife Connectivity

Project Size (acres): 15.13
 Lat/Long (DD): 31.3792 / -110.1280
 County(s): Cochise
 AGFD Region(s): Tucson
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 USGS Quad(s): HEREFORD; NICKSVILLE

CONANP, Esri, TomTom, Garmin, Foursquare, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA, USFWS, Esri, NASA, NGA, USGS, FEMA

Cochise County AZ; Docket SU24-14 (Palominas RV Park)

Township/Ranges and Land Ownership



- | | | | |
|--|---------------------------|--|------------------------|
| | Buffered Project Boundary | | Mixed/Other |
| | Project Boundary | | National Park/Mon. |
| | AZ Game & Fish Dept. | | Private |
| | BLM | | State & Regional Parks |
| | BOR | | State Trust |
| | Indian Res. | | US Forest Service |
| | Military | | Wildlife Area/Refuge |
| | | | Township/Ranges |

Project Size (acres): 15.13
 Lat/Long (DD): 31.3792 / -110.1280
 County(s): Cochise
 AGFD Region(s): Tucson
 Township/Range(s): T24S, R22E
 USGS Quad(s): HEREFORD; NICKSVILLE

CONANP, Esri, TomTom, Garmin, Foursquare, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA, USFWS, Esri, NASA, NGA, USGS, FEMA

Special Status Species Documented within 3 Miles of Project Vicinity

Scientific Name	Common Name	FWS	USFS	BLM	NPL	SGCN
Agosia chrysogaster chrysogaster	Gila Longfin Dace	SC		S		2
Buteo plagiatus	Gray Hawk	SC				
Calypte costae	Costa's Hummingbird					2
Campylorhynchus brunneicapillus	Cactus Wren					2
Coccyzus americanus	Yellow-billed Cuckoo (Western DPS)	LT	S	S		1
Cynanthus latirostris	Broad-billed Hummingbird		S			2
Danaus plexippus	Monarch	C		S		
Elgaria kingii	Madrean Alligator Lizard					2
Erigeron arisolius	Arid Throne Fleabane		S			
Eugenes fulgens	Rivoli's Hummingbird					2
Lampropeltis nigrata	Mexican Black Kingsnake					
Lilaeopsis schaffneriana ssp. recurva	Huachuca Water-umbel	LE		S	HS	
Myotis velifer	Cave Myotis	SC		S		2
Phrynosoma solare	Regal Horned Lizard					2
Poeciliopsis occidentalis occidentalis	Gila Topminnow	LE,UR		S		1
Rana chiricahuensis	Chiricahua Leopard Frog	LT		S		1
Selasphorus platycercus	Broad-tailed Hummingbird					2
Sigmodon ochrognathus	Yellow-nosed Cotton Rat	SC				3
Terrapene ornata luteola	Desert Box Turtle			S		1

Note: Status code definitions can be found at <https://www.azgfd.com/wildlife-conservation/on-the-ground-conservation/state-wildlife-action-plan/state-wildlife-action-plan-status-definitions/>.

Special Areas Documented that Intersect with Project Footprint as Drawn

Scientific Name	Common Name	FWS	USFS	BLM	NPL	SGCN
San Pedro Riparian National Conservation Area	Conservation Opportunity Area					
San Pedro River-Upper Reach (International Border-Near St. David, Montezuma Canyon, Banning Creek, Walnut Gulch, Clifford Wash-San Pedro R)	Conservation Opportunity Area					

Note: Status code definitions can be found at <https://www.azgfd.com/wildlife-conservation/on-the-ground-conservation/state-wildlife-action-plan/state-wildlife-action-plan-status-definitions/>.

Species of Greatest Conservation Need Predicted that Intersect with Project Footprint as Drawn, based on Predicted Range Models

Scientific Name	Common Name	FWS	USFS	BLM	NPL	SGCN
Agosia chrysogaster	Longfin Dace	SC		S		2

Species of Greatest Conservation Need Predicted that Intersect with Project Footprint as Drawn, based on Predicted Range Models

Scientific Name	Common Name	FWS	USFS	BLM	NPL	SGCN
<i>Ammodramus savannarum ammolegus</i>	Arizona grasshopper sparrow					
<i>Ammodramus savannarum perpallidus</i>	Western Grasshopper Sparrow					
<i>Anthus spragueii</i>	Sprague's Pipit	SC				2
<i>Aquila chrysaetos</i>	Golden Eagle			S		2
<i>Asio otus</i>	Long-eared Owl					2
<i>Aspidoscelis sonorae</i>	Sonoran Spotted Whiptail					2
<i>Athene cucularia hypugaea</i>	Western Burrowing Owl	SC	S	S		2
<i>Auriparus flaviceps</i>	Verdin					2
<i>Buteo regalis</i>	Ferruginous Hawk	SC		S		2
<i>Buteo swainsoni</i>	Swainson's Hawk					2
<i>Buteogallus anthracinus</i>	Common Black Hawk					2
<i>Calcarius ornatus</i>	Chestnut-collared Longspur					2
<i>Callipepla squamata</i>	Scaled Quail					2
<i>Calypte costae</i>	Costa's Hummingbird					2
<i>Camptostoma imberbe</i>	Northern Beardless-Tyrannulet		S			2
<i>Campylorhynchus brunneicapillus</i>	Cactus Wren					2
<i>Catharus ustulatus</i>	Swainson's Thrush					2
<i>Chaetodipus baileyi</i>	Bailey's Pocket Mouse					2
<i>Choeronycteris mexicana</i>	Mexican Long-tongued Bat	SC	S	S		2
<i>Chordeiles minor</i>	Common Nighthawk					2
<i>Coccyzus americanus</i>	Yellow-billed Cuckoo (Western DPS)					2
<i>Colaptes chrysoides</i>	Gilded Flicker			S		2
<i>Coluber bilineatus</i>	Sonoran Whipsnake					2
<i>Columbina inca</i>	Inca Dove					2
<i>Corvus cryptoleucus</i>	Chihuahuan Raven					2
<i>Corynorhinus townsendii pallescens</i>	Pale Townsend's Big-eared Bat	SC	S	S		1
<i>Cyananthus latirostris</i>	Broad-billed Hummingbird		S			2
<i>Cynomys ludovicianus</i>	Black-tailed Prairie Dog	CCA		S		1
<i>Dendrocygna autumnalis</i>	Black-bellied Whistling-Duck					2
<i>Elgaria kingii</i>	Madrean Alligator Lizard					2
<i>Empidonax wrightii</i>	Gray Flycatcher					2
<i>Eumops perotis californicus</i>	Greater Western Bonneted Bat					2
<i>Falco mexicanus</i>	Prairie Falcon					2
<i>Falco peregrinus anatum</i>	American Peregrine Falcon					2
<i>Falco sparverius</i>	American Kestrel					2
<i>Haemorhous cassinii</i>	Cassin's Finch					2
<i>Hypsiglena sp. nov.</i>	Hooded Nightsnake					2

Species of Greatest Conservation Need Predicted that Intersect with Project Footprint as Drawn, based on Predicted Range Models

Scientific Name	Common Name	FWS	USFS	BLM	NPL	SGCN
Icterus bullockii	Bullock's Oriole					2
Icterus cucullatus	Hooded Oriole					2
Icterus parisorum	Scott's Oriole					2
Incilius alvarius	Sonoran Desert Toad					2
Lanius ludovicianus	Loggerhead Shrike	SC				2
Lasiurus blossevillii	Western Red Bat		S			2
Lasiurus cinereus	Hoary Bat					2
Lasiurus xanthinus	Western Yellow Bat		S			2
Leptonycteris yerbabuenae	Lesser Long-nosed Bat	SC				1
Lithobates chiricahuensis	Chiricahua Leopard Frog	LT				1
Lithobates yavapaiensis	Lowland Leopard Frog	SC	S	S		1
Megascops kennicottii	Western Screech-owl					
Melanerpes uropygialis	Gila Woodpecker					2
Melospiza lincolni	Lincoln's Sparrow					2
Melospiza aberti	Abert's Towhee		S			2
Micrathene whitneyi	Elf Owl					
Micruroides euryxanthus	Sonoran Coralsnake					2
Myadestes townsendi	Townsend's Solitaire					2
Myiarchus tuberculifer	Dusky-capped Flycatcher					2
Myotis auriculus	Southwestern Myotis					2
Myotis thysanodes	Fringed Myotis	SC				2
Myotis velifer	Cave Myotis	SC		S		2
Myotis yumanensis	Yuma Myotis	SC				2
Notiosorex cockrumi	Cockrum's Desert Shrew					2
Nyctinomops femorosaccus	Pocketed Free-tailed Bat					2
Nyctinomops macrotis	Big Free-tailed Bat	SC				2
Parabuteo unicinctus	Harris's Hawk					2
Passerculus sandwichensis	Savannah Sparrow					2
Peucaea botterii arizonae	Arizona Botteri's Sparrow				S	2
Peucaea carpalis	Rufous-winged Sparrow					2
Phrynosoma solare	Regal Horned Lizard					2
Poocetes gramineus	Vesper Sparrow					2
Spizella breweri	Brewer's Sparrow					2
Tadarida brasiliensis	Brazilian Free-tailed Bat					
Terrapene ornata	Ornate Box Turtle				S	1
Troglodytes pacificus	Pacific Wren					2

Species of Economic and Recreation Importance Predicted that Intersect with Project Footprint as Drawn

Scientific Name	Common Name	FWS	USFS	BLM	NPL	SGCN
Callipepla gambelii	Gambel's Quail					
Callipepla squamata	Scaled Quail					
Odocoileus hemionus	Mule Deer					
Patagioenas fasciata	Band-tailed Pigeon					
Pecari tajacu	Javelina					
Puma concolor	Mountain Lion					
Zenaida asiatica	White-winged Dove					
Zenaida macroura	Mourning Dove					

Project Type: Development Outside Municipalities (Rural Development), Residential subdivision and associated infrastructure, New construction or expansion

Project Type Recommendations:

Fence recommendations will be dependent upon the goals of the fence project and the wildlife species expected to be impacted by the project. General guidelines for ensuring wildlife-friendly fences include: barbless wire on the top and bottom with the maximum fence height 42", minimum height for bottom 16". Modifications to this design may be considered for fencing anticipated to be routinely encountered by elk, bighorn sheep or pronghorn (e.g., Pronghorn fencing would require 18" minimum height on the bottom). Please refer to the Department's Fencing Guidelines located on Wildlife Friendly Guidelines page, which is part of the Wildlife Planning button at <https://www.azgfd.com/wildlife-conservation/planning-for-wildlife/planning-for-wildlife-wildlife-friendly-guidelines/>.

During the planning stages of your project, please consider the local or regional needs of wildlife in regards to movement, connectivity, and access to habitat needs. Loss of this permeability prevents wildlife from accessing resources, finding mates, reduces gene flow, prevents wildlife from re-colonizing areas where local extirpations may have occurred, and ultimately prevents wildlife from contributing to ecosystem functions, such as pollination, seed dispersal, control of prey numbers, and resistance to invasive species. In many cases, streams and washes provide natural movement corridors for wildlife and should be maintained in their natural state. Uplands also support a large diversity of species, and should be contained within important wildlife movement corridors. In addition, maintaining biodiversity and ecosystem functions can be facilitated through improving designs of structures, fences, roadways, and culverts to promote passage for a variety of wildlife. Guidelines for many of these can be found at: <https://www.azgfd.com/wildlife-conservation/planning-for-wildlife/planning-for-wildlife-wildlife-friendly-guidelines/>.

Consider impacts of outdoor lighting on wildlife and develop measures or alternatives that can be taken to increase human safety while minimizing potential impacts to wildlife. Conduct wildlife surveys to determine species within project area, and evaluate proposed activities based on species biology and natural history to determine if artificial lighting may disrupt behavior patterns or habitat use. Use only the minimum amount of light needed for safety. Narrow spectrum bulbs should be used as often as possible to lower the range of species affected by lighting. All lighting should be shielded, canted, or cut to ensure that light reaches only areas needing illumination.

Minimize the potential introduction or spread of exotic invasive species, including aquatic and terrestrial plants, animals, insects and pathogens. Precautions should be taken to wash and/or decontaminate all equipment utilized in the project activities before entering and leaving the site. See the Arizona Department of Agriculture website for a list of prohibited and restricted noxious weeds at <https://www.invasivespeciesinfo.gov/unitedstates/az.shtml> and the Arizona Native Plant Society <https://aznps.com/invas> for recommendations on how to control. To view a list of documented invasive species or to report invasive species in or near your project area visit iMapInvasives - a national cloud-based application for tracking and managing invasive species at <https://imap.natureserve.org/imap/services/page/map.html>.

- To build a list: zoom to your area of interest, use the identify/measure tool to draw a polygon around your area of interest, and select "See What's Here" for a list of reported species. To export the list, you must have an account and be logged in. You can then use the export tool to draw a boundary and export the records in a csv file.

The construction or maintenance of water developments should include: incorporation of aspects of the natural environment and the visual resources, maintaining the water for a variety of species, water surface area (e.g., bats require a greater area due to in-flight drinking), accessibility, year-round availability, minimizing potential for water quality problems, frequency of flushing, shading of natural features, regular clean-up of debris, escape ramps, minimizing obstacles, and minimizing accumulation of silt and mud.

Minimization and mitigation of impacts to wildlife and fish species due to changes in water quality, quantity, chemistry, temperature, and alteration to flow regimes (timing, magnitude, duration, and frequency of floods) should be evaluated. Minimize impacts to springs, in-stream flow, and consider irrigation improvements to decrease water use. If dredging is a project component, consider timing of the project in order to minimize impacts to spawning fish and other aquatic species (include spawning seasons), and to reduce spread of exotic invasive species. We recommend early coordination with Project Evaluation Program for projects that could impact water resources, wetlands, streams, springs, and/or riparian habitats.

The Department recommends that wildlife surveys are conducted to determine if noise-sensitive species occur within the project area. Avoidance or minimization measures could include conducting project activities outside of breeding seasons.

Trenches should be covered or back-filled as soon as possible. Incorporate escape ramps in ditches or fencing along the perimeter to deter small mammals and herpetofauna (snakes, lizards, tortoise) from entering ditches.

Communities can actively support the sustainability and mobility of wildlife by incorporating wildlife planning into their regional/comprehensive plans, their regional transportation plans, and their open space/conservation land system programs. An effective approach to wildlife planning begins with the identification of the wildlife resources in need of protection, an assessment of important habitat blocks and connective corridors, and the incorporation of these critical wildlife components into the community plans and programs. Community planners should identify open spaces and habitat blocks that can be maintained in their area, and the necessary connections between those blocks to be preserved or protected. Community planners should also work with State and local transportation planning entities, and planners from other communities, to foster coordination and cooperation in developing compatible development plans to ensure wildlife habitat connectivity. The Department's guidelines for incorporating wildlife considerations into community planning and developments can be found on the Wildlife Friendly Guidelines portion of the Wildlife Planning page at <https://www.azgfd.com/wildlife-conservation/planning-for-wildlife/planning-for-wildlife-wildlife-friendly-guidelines/>.

Design culverts to minimize impacts to channel geometry, or design channel geometry (low flow, overbank, floodplains) and substrates to carry expected discharge using local drainages of appropriate size as templates. Reduce/minimize barriers to allow movement of amphibians or fish (e.g., eliminate falls). Also for terrestrial wildlife, washes and stream corridors often provide important corridors for movement. Overall culvert width, height, and length should be optimized for movement of the greatest number and diversity of species expected to utilize the passage. Culvert designs should consider moisture, light, and noise, while providing clear views at both ends to maximize utilization. For many species, fencing is an important design feature that can be utilized with culverts to funnel wildlife into these areas and minimize the potential for roadway collisions. Guidelines for culvert designs to facilitate wildlife passage can be found on the home page of this application at <https://www.azgfd.com/wildlife-conservation/planning-for-wildlife/planning-for-wildlife-wildlife-friendly-guidelines/>.

Development plans should provide for open natural space for wildlife movement, while also minimizing the potential for wildlife-human interactions through design features. Please contact Project Evaluation Program for more information on living with urban wildlife at PEP@azgfd.gov or at <https://www.azgfd.com/wildlife-conservation/planning-for-wildlife/project-evaluation-program/> and <https://www.azgfd.com/wildlife-conservation/planning-for-wildlife/planning-for-wildlife-wildlife-friendly-guidelines/>.

Vegetation restoration projects (including treatments of invasive or exotic species) should have a completed site-evaluation plan (identifying environmental conditions necessary to re-establish native vegetation), a revegetation plan (species, density, method of establishment), a short and long-term monitoring plan, including adaptive management guidelines to address needs for replacement vegetation.

The Department requests further coordination to provide project/species specific recommendations, please contact the Project Evaluation Program directly at PEP@azgfd.gov.

Project Location and/or Species Recommendations:

HDMS records indicate that one or more native plants listed on the **Arizona Native Plant Law and Antiquities Act** have been documented within the vicinity of your project area. Please contact:

Arizona Department of Agriculture
1688 W Adams St.
Phoenix, AZ 85007
Phone: 602.542.4373

<https://agriculture.az.gov/sites/default/files/Native%20Plant%20Rules%20-%20AZ%20Dept%20of%20Ag.pdf> starts on page 44

HDMS records indicate that **Chiricahua Leopard Frogs** have been documented within the vicinity of your project area. Please review the Chiricahua Leopard Frog Management Guidelines found at: <https://s3.amazonaws.com/azgfd-portal-wordpress/PortalImages/files/wildlife/planningFor/wildlifeFriendlyGuidelines/FINALLithchirHabitatGdlns.pdf>

Analysis indicates that your project is located in the vicinity of an identified **Conservation Opportunity Area (COA)**. While there are many areas in Arizona that present abundant conservation opportunities, COAs are specific areas on the landscape that the Department identified as having the greatest potential for conservation efforts. COAs were identified using species and habitat data, the presence of unique landscape features, and Departmental expertise. COAs range in size, scope, and focal species and/or habitats and are strictly a non-regulatory conservation tool for the public and our conservation partners to consider. For more information regarding this particular COA near your project area and the Department's suggestions for potential conservation efforts, please visit the COA profile at <https://awcs.azgfd.com/conservation-opportunity-areas>.

HDMS records indicate that one or more **Listed, Proposed, or Candidate** species or **Critical Habitat** (Designated or Proposed) have been documented in the vicinity of your project. The Endangered Species Act (ESA) gives the US Fish and Wildlife Service (USFWS) regulatory authority over all federally listed species. Please contact USFWS Ecological Services Offices at <https://www.fws.gov/office/arizona-ecological-services> or:

Phoenix Main Office
9828 North 31st Avenue #C3
Phoenix, AZ 85051-2517
Phone: 602-242-0210
Fax: 602-242-2513

Tucson Sub-Office
201 N. Bonita Suite 141
Tucson, AZ 85745
Phone: 520-670-6144
Fax: 520-670-6155

Flagstaff Sub-Office
SW Forest Science Complex
2500 S. Pine Knoll Dr.
Flagstaff, AZ 86001
Phone: 928-556-2157
Fax: 928-556-2121

