



# CITY OF GLENDALE

## SINGLE FAMILY RESIDENTIAL LOT ENGINEERING PROCESS GUIDE

(Water Service, Sewer Tap, Driveway)

### **I. INTRODUCTION**

The Engineering Department, Land Development Division, is providing the following information to assist applicants in obtaining a water service, sewer tap, and/or driveway to their residential lot within the City of Glendale. Additional technical information may be obtained from City Engineering staff at (623) 930-3630.

This information is intended to be a guide for completing the attached forms. Additional information can be obtained from the City of Glendale Design and Construction Standards and Details, and MAG Standard Details provided at the links below:

<http://www.glendaleaz.com/engineering/documents/2002-Engineering-Standards.pdf>

<http://www.glendaleaz.com/engineering/documents/2002-Standard-Details.pdf>

<http://www.mag.maricopa.gov/pdf/cms.resource/2008-English-Drawings-All.pdf>

### **II. PROCESS**

This process guide addresses water services, sewer taps, and driveway installations for single family homes. The process is summarized as follows:

- (1) Obtain Building Permit Application and Engineering forms from Development Services Counter or website.
- (2) Complete application and forms. Information on existing utilities and right-of-way may be obtained from the Mapping Counter on the 3<sup>rd</sup> floor of City Hall or by calling (623) 930-3656.
- (3) Submit (1) copy of the Building Permit Application and (3) copies of the completed Engineering forms to Development Services Counter for review, along with applicable review fees. Contact Development Services at (623) 930-2800 for fee amount. Review time is 11 working days from the date of submittal.
- (4) Upon approval, Development Services will contact the applicant with a list of requirements. **A licensed contractor will be required to install the improvements.** The contractor will need to supply a Register of Contractor's License #, City of Glendale sales tax license #, and a General Liability insurance policy with the City of Glendale named as an additional insured.
- (5) Once the contractor's information has been submitted to Development Services, the applicant will be called to pick up the required permits and pay the prevailing permit fees. Permits are typically generated within 24 hours of receiving the contractor's information.
- (6) Once the permits have been pulled, the contractor should contact the City of Glendale Engineering Department at (623) 930-3626 to set up an onsite pre-construction meeting to go over the construction requirements. The contractor should also contact Traffic Engineering at (623) 930-2940 for information on preparing a Traffic Control Plan. Additional fees may be required if a barricade permit is applicable.



# CITY OF GLENDALE

## Driveway for Single Family Residential Lot

(Attach (3) copies to building permit application)

### Property Information:

Owner's Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ APN#: \_\_\_\_\_

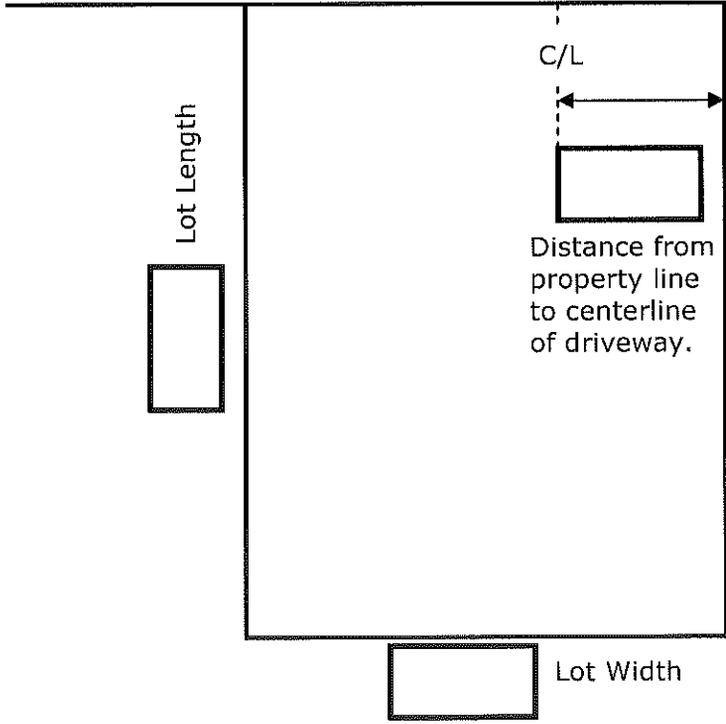
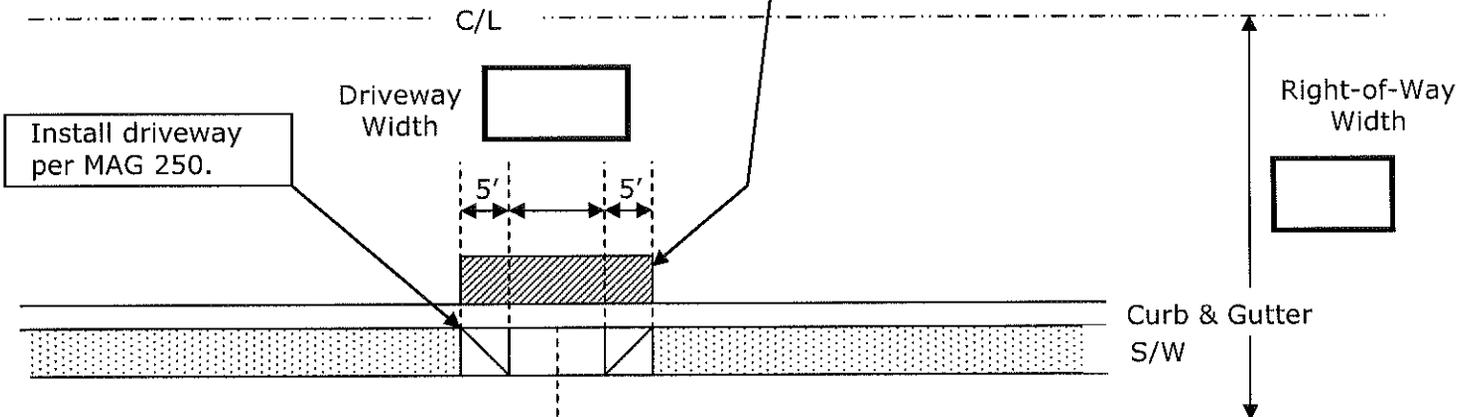
### Site/Construction Plan:

(See SAMPLE on back. ➡)



**Boxes to be completed by applicant. Contact mapping department for right-of-way information.**

Sawcut and remove existing pavement minimum 4' wide. Replace per MAG 200 Type A. AC to be (2) 2" lifts of 12.5 mm Superpave per COG approved mix design list, (3) lifts for collectors and arterials. Seal joints per COG G-317. **Note:** For AC quantities less than 20 tons, consult inspector.



**THIS SECTION TO BE COMPLETED BY CITY STAFF**

**Permit Quantities:**

Concrete Base Fee	_____ EA
Driveway Cut Residential	_____ EA
Driveway Residential	_____ EA
Paving Base Fee	_____ EA
Pavement	_____ SY

**Approval:**

\_\_\_\_\_

LAND DEVELOPMENT ENGINEER      DATE



# CITY OF GLENDALE

## Sewer Tap for Single Family Residential Lot

(Attach (3) copies to building permit application)

### Property Information:

Owner's Name: \_\_\_\_\_

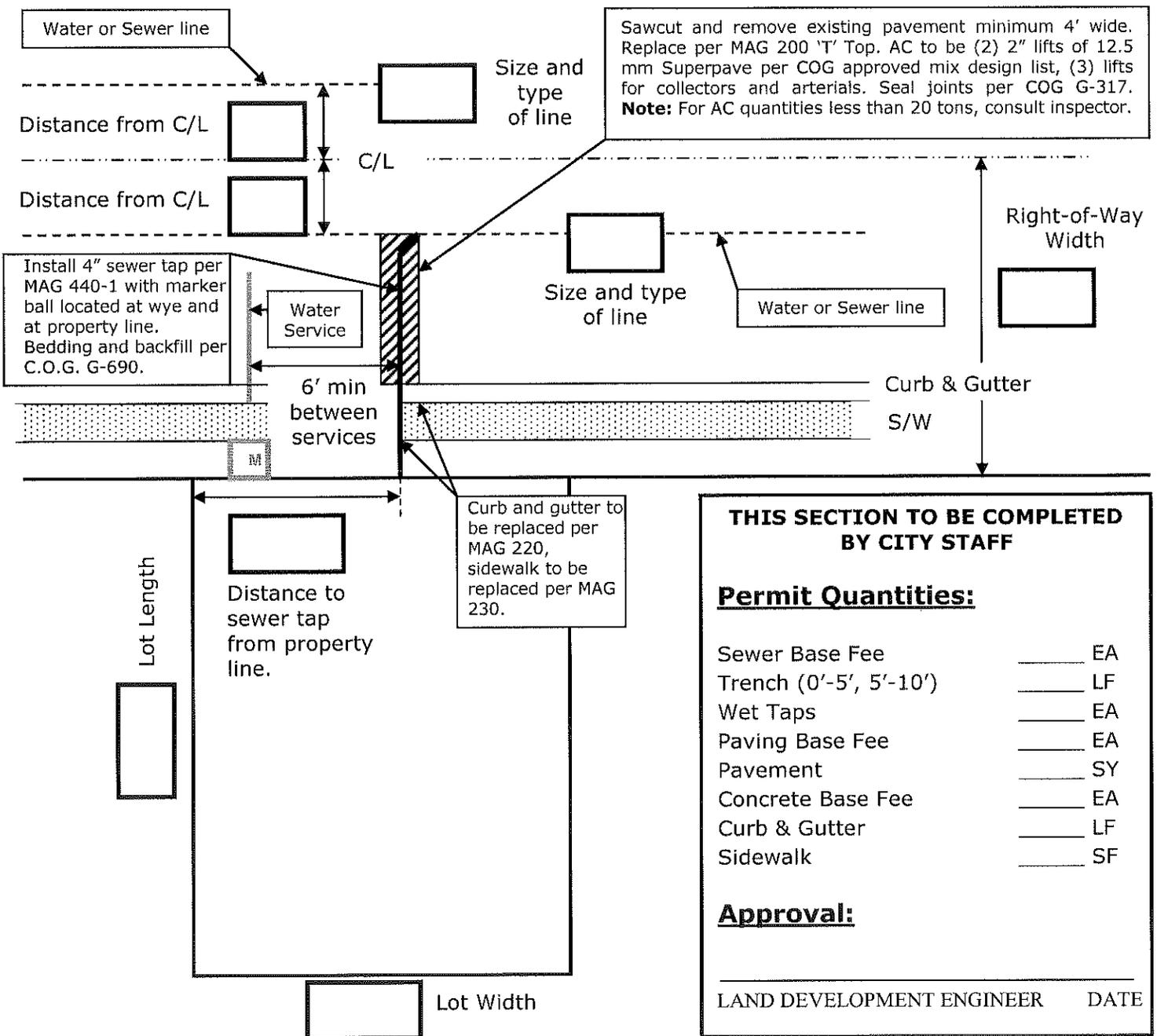
Site Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ APN#: \_\_\_\_\_

### Site/Construction Plan:

(See SAMPLE on back. →)

**Boxes to be completed by applicant. Contact mapping department for utility and right-of-way information.**



**THIS SECTION TO BE COMPLETED BY CITY STAFF**

**Permit Quantities:**

Sewer Base Fee	_____	EA
Trench (0'-5', 5'-10')	_____	LF
Wet Taps	_____	EA
Paving Base Fee	_____	EA
Pavement	_____	SY
Concrete Base Fee	_____	EA
Curb & Gutter	_____	LF
Sidewalk	_____	SF

**Approval:**

\_\_\_\_\_  
LAND DEVELOPMENT ENGINEER      DATE



# CITY OF GLENDALE

## Water Service for Single Family Residential Lot

(Attach (3) copies to building permit application)

### Property Information:

Owner's Name: \_\_\_\_\_

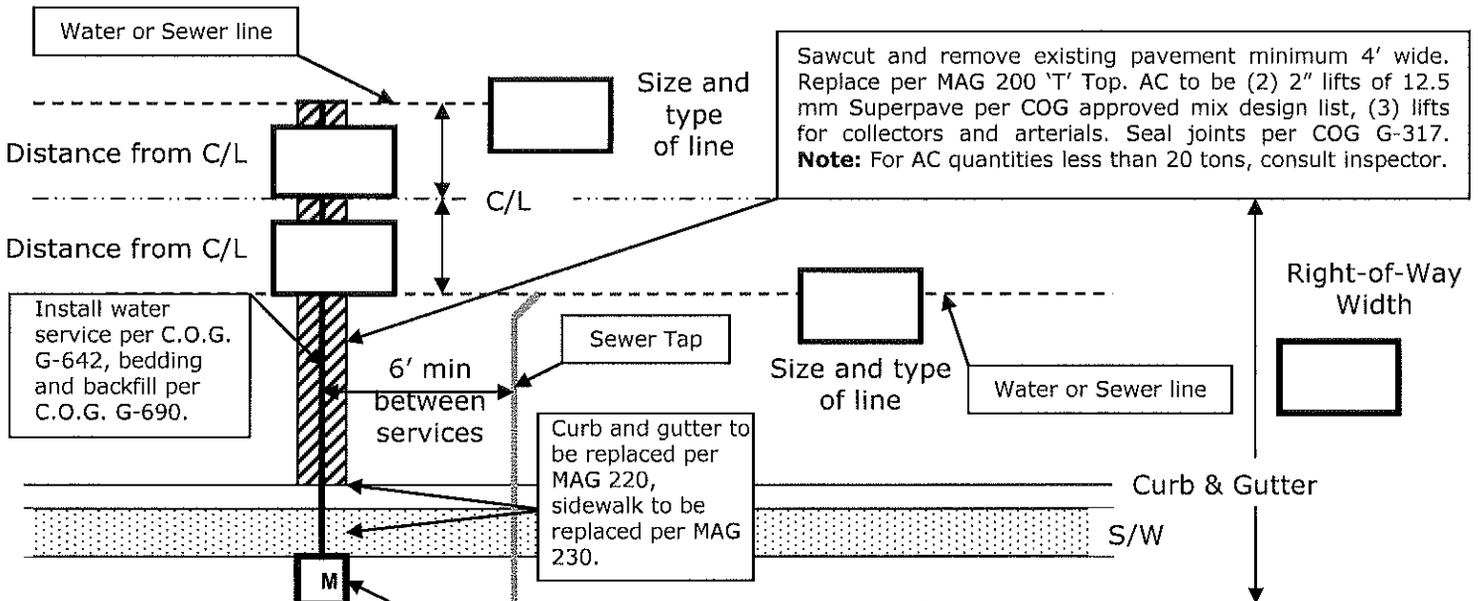
Site Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ APN#: \_\_\_\_\_

### Site/Construction Plan:

(See SAMPLE on back. ➡)

Boxes to be completed by applicant. Contact mapping department for utility and right-of-way information.



Distance from property line to C/L of meter (4' min)

Lot Length

Meter box and lid to be installed by contractor, city forces will install meter after payment of prevailing fees.

**Sizing:**  
(circle required size)

**SERVICE:** 1"    1 1/2"    2"

**METER:** 3/4"    1"    1 1/2"    2"

Lot Width

**THIS SECTION TO BE COMPLETED BY CITY STAFF**

**Permit Quantities:**

Water Base Fee	_____	EA
Trench (0'-5')	_____	LF
Wet Taps	_____	EA
Paving Base Fee	_____	EA
Pavement	_____	SY
Concrete Base Fee	_____	EA
Curb & Gutter	_____	LF
Sidewalk	_____	SF

**Approval:**

\_\_\_\_\_

LAND DEVELOPMENT ENGINEER      DATE