

RIGHTS-OF-WAY APPLICATION ADDENDUM

NOTE: READ CAREFULLY

1. Completed supplemental forms (available on ASLD website) and the Application Addendum signed and dated by a Right of Way Administrator, or Section Manager, or Division Director, must accompany any new application for a Right of Way or Right of Entry. If such forms do not accompany the application, or if the Application Addendum is not signed and dated, or if the application is not submitted within 90 days of the Preliminary Application Conference date, the application shall be rejected.
2. Preliminary Application Conferences shall be set up by an administrator of the Right of Way Section (602) 542-4098. The Conference may be with the proposed applicant or a party representing the applicant. Preliminary Application Conferences shall be by appointment, may be in person or by phone, and shall be scheduled for a minimum thirty (30) minute time period, unless an administrator personally arranges otherwise.
3. An appointment for a Preliminary Application Conference must be set up at least ten (10) working days in advance. The potential applicant must provide a completed Application Addendum and any supplemental forms for the specific use at the time the Preliminary Application Conference is scheduled. The completed Application Addendum and supplemental forms may be mailed, hand delivered, faxed or provided electronically. In addition to the Application Addendum, it is highly recommended that a surface ownership map showing the proposed alignment be provided by the applicant. If the Preliminary Application Conference is conducted by telephone, it is the responsibility of the potential applicant or representative to make sure the Application Addendum, supplemental forms and any maps are delivered to the administrator prior to the Preliminary Application Conference. The administrator shall not schedule the Preliminary Application Conference if the potential applicant fails to provide the completed Application Addendum prior to scheduling the Preliminary Application Conference.
4. Administrators will be assigned to Preliminary Application Conferences on a basis established by the Right of Way Section Manager.
5. When the Preliminary Application Conference is concluded, the administrator shall return the signed and dated Application Addendum to the potential applicant or his representative to submit with the application if one is filed, and retain a copy.

ACCEPTANCE OF THE APPLICATION SUBSEQUENT TO COMPLETION OF THE ADDENDUM DOES NOT CONSTITUTE A FINAL DETERMINATION BY THE DEPARTMENT OF THE MERITS OF THE APPLICATION.

ARIZONA STATE LAND DEPARTMENT
REAL ESTATE DIVISION

**ADDENDUM TO APPLICATION
REQUIRED PRELIMINARY APPLICATION INFORMATION**

This completed form, signed and dated by the Real Estate Division, must accompany every New Right of Way or Right of Entry Application. The Department will not accept an application for a right of way or a right of entry without this form being completed.

APPLICANT INFORMATION

Applicant Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State & Zip Code: _____

Phone: _____ Fax: _____

E-Mail: _____

PARCEL INFORMATION

Section/Township/Range: _____

Political Jurisdiction: _____

Existing Zoning: _____

General Plan Designation: _____

Existing Adjacent Land Uses: _____

North: _____

East: _____

South: _____

West: _____

Proposed Project Description, purpose and/or need for the requested right of way?

What is your opinion of the value of the right-of-way you wish to acquire the rights to, per acre, and if appropriate, per square foot?

What are the funding mechanisms that will assist and or pay for this right of way? Are there constraints, stipulations or deadlines with the funding?

Is access an improved dedicated public street? Yes No

Describe access and identify road names: _____

Are there any drainage and/or flood plain constraints or requirements for the use or proposed project? If yes, what are the proposed plans to address them and how or will they impact the proposed use?

Are there any waterways/washes in along or within the project area? If yes, what are the sizes and what constraints and/or issues may they generate?

Has the proposed use or proposed project been presented and/or vetted through the local, State or Federal jurisdiction? If yes, what was the jurisdiction's position? Please include any letter of support and/or stipulations imposed on the project.

Are there any pending projects associated with this use or proposed project? If yes, do they require other rights of ways or acquisitions to complete the project? Please explain.

Are there any extraordinary issues affecting the use or proposed project that you are aware of, such as the existence of endangered species, cultural resources, topographic constraints, etc.?

What, local, State or Federal approvals, if any, are necessary for this use or proposed project? If a Certificate of Environmental Compatibility (CEC) by the Arizona Corporation Commission is required, when are you planning to file the application? If filed, please provide a copy of the application.

Why are you requesting that this parcel be encumbered with a right of way at this time? Please provide supporting data.

For Real Estate Division Use Only

Preliminary Application Conference Took Place with: _____

Real Estate Division Signature: _____ (Date)