



CITY OF GLENDALE

WATER SERVICE, SEWER TAP, DRIVEWAY ENGINEERING PROCESS GUIDE

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 property 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 Water Service Plan, Sewer Tap Plan, and Residential Driveway Plan. 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 3rd 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.