



# Pavement Cut Application Process

## An Overview

The Mesa City Council approved City Code updates modifying the language to Title 9, Chapter 1 regarding pavement cuts. These modifications are effective as of February 27, 2017. Mesa City Code requires all pavement cut activities to have an approved permit and be restored in accordance with City standards and specifications (Mesa Standard Detail M-19.04.3). Restoration includes replacing traffic loops and striping per City standards and specifications.

This update also establishes a requirement to pay pavement restoration fees for cutting pavement that is newer than five years old. The four-tiered rate structure is based on pavement age and size of cut or pavement disturbance. In addition to the pavement restoration fee, pavement cuts within the first year will be subject to a mill and overlay requirement for a minimum width of all lanes impacted by the pavement cut(s). The minimum length for mill and overlay on each side of a pavement cut will be 50 feet for arterial streets and 25 feet for collector and residential streets. However, for one pothole per permit the requirement to mill and overlay the street shall not apply and the pavement restoration fee for the pothole will be waived.

In general, any request to cut into, excavate, open, bore, trench, or disturb street pavement for a period of two (2) years after the City's acceptance of street construction (i.e. new pavement, pavement renovation, pavement reconstruction, or street maintenance) will be denied. However, Mesa staff may authorize an exception to this pavement cut restriction under any of the following conditions (mill and overlay and pavement restoration fee will still apply):

- A VERIFIABLE emergency that endangers life or property;
- Interruption of essential utility service;
- Utility or other service for buildings is required where no other feasible means of providing service exists;
- A pavement cut required by City, County, State or Federal regulation.

For non-emergency work between one (1) and two (2) years after acceptance, the City Engineer may approve cutting the pavement and performing a mill and overlay if the permittee provides documentation that the cost to mill and overlay is substantially less than the cost of alternate routing for permittee's facilities.

The process to obtain approval to cut pavement is summarized in the steps below:

1. Applicant completes the "[Pavement Cut Application](#)"
  - a. Applicant obtains the pavement age from Mesa's "[Pavement Cut Restrictions](#)" [interactive map](#).
  - b. Applicant identifies the pavement cut limits on the civil or utility plans along with the mill and overlay limits as applicable. City standards and specifications (M-19.04.3) shall be referenced.
2. Applicant submits the "Pavement Cut Application".
  - a. For Developer Projects: Applicant submits the "Pavement Cut Application" along with the "Construction Permit Application" to obtain a "Commercial/Residential Permit" through the City's permit process. A registrant must seal and sign the "Pavement Cut Application".

## OR

- b. For Utility and CIP Projects: Applicant submits the “Pavement Cut Application” along with the “Non-City Utility or Utility Permit Application” to obtain a “NCU or UTL Permit” through the City’s permit process. City staff or City consultant shall complete a “Non-City Utility or Utility Permit Application” for capital improvement projects. This includes all City driven projects and maintenance projects.
3. The City will collect the pavement restoration fee as part of the permit issuance.
4. For electronic submittals in DIMES, the Applicant will upload the application in pdf. format and title the document “Pavement Cut Application” and include the pavement cut information on the plan sheets for City review.

## Notes:

- If the Pavement Cut Application and/or pavement limits are not shown correctly, the application will be returned for corrections.
- Any decision made regarding the Pavement Cut Application can be appealed to the City Right-of-Way Manager at [ucoord@mesaaz.gov](mailto:ucoord@mesaaz.gov). The email subject line should be titled “pavement cut appeal” and should include the project address, the name of the City Plan Reviewer, associated dates, and description of the concern.
- To avoid cutting new pavement, please refer to the City's “Active Capital Improvement Projects” and “Pavement Cut Restrictions” interactive maps located at [http://gis.mesaaz.gov/Active\\_CIP/](http://gis.mesaaz.gov/Active_CIP/) <https://gis.mesaaz.gov/pct/>. The “Active Capital Improvement Projects” map shows Capital Improvement Projects in design and construction along with the Project Managers contact information for coordination. The “Pavement Cut Restrictions” map shows current and future pavement restrictions based on scheduled pavement replacement projects. It is preferable to install underground infrastructure before new pavement is placed.

## Other Resources:

- [City of Mesa Fees & Charges](#)
- [Mesa City Code Title 9, chapter 1](#)
- [Mesa Standard Details & Specifications](#)
- [Pavement Cut Restrictions interactive map](#)