

**City of Chandler
Development Services Department
Policy/Procedure**

Subject: Public Notification for Non-City Utility Projects		No.: DSP-201
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Supersedes: N/A	Effective Date: December 2, 2020	Review Date: December 2, 2020

- I. **PURPOSE:** To establish guidelines for notification procedures of non-City-owned, utility-driven construction projects within the right-of-way and public easements.
- II. **RESPONSIBILITY:** The Development Project Administrator for the Telecommunications and Utility Franchise Division is responsible to ensure that non-City-owned utility companies and their contractors are providing notification to neighbors, businesses and registered homeowners associations (HOA) affected by their construction projects in accordance with the procedure and guidelines below.
- III. **POLICY/PROCEDURES:**
 - A. The utility company is responsible for ensuring that notice is provided to all affected residents and businesses within a three hundred (300) foot radius of physical construction or barricade installations prior to the preconstruction meeting with City staff. The notice will occur at least seven calendar days before the commencement of barricading and construction. If more than two (2) weeks has elapsed between the preconstruction meeting and the start of construction, a second notification must also be provided prior to crews entering the right-of-way. If a resident or business manager is not available for personal contact, then a door hanger or other such printed notification will be left at the location with the contact information of the utility company or their designated contractor. The notification language is subject to City staff review and approval.
 - B. Any work commencing within a location covered by a HOA registered with the City must also require prior notification to the HOA by a letter from the utility company or designated contractor. The notice shall be postmarked or hand-delivered at least ten (10) calendar days before the commencement of barricading and construction.
 - C. Proof of notification must be provided to the City Inspector at the time of the preconstruction meeting. If more than two (2) weeks has elapsed between the preconstruction meeting and the start of construction, proof of the second notification must also be provided to the City Inspector prior to crews entering the right-of-way.
 - D. Proof of notification must be in the form of a signed receipt of notification from a resident, business owner or HOA officer/representative; photos of door hangars

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delivered; certified mail receipts; or an affidavit signed by the utility company or their designated contractor.

- E. In accordance with Section 47-14 of Chandler City Code, Private Streets are not exempted from this requirement.


Development Services Director