CITY OF GLENDALE
WATER SERVICE, SEWER TAP, DRIVEWAY
ENGINEERING PROCESS GUIDE

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 or EngineeringDept@GLENDALEAZ.com.

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:

https://www.glendaleaz.gov/Departments/Engineering/Land-Development-or-Improvements/Engineering-Design-Standards

https://azmag.gov/Portals/0/Documents/MagContent/2026-MAG-Details-for-Public-Works-Construction.

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 Mapping or by calling (623) 930-2800.

3) Submit (1) copy of the Building Permit Application and completed Engineering forms to Development Services for review, along with applicable review fees. Contact Development Services at (623) 930-2800 for fee amount. Review time is 10 working days from the date of submittal. Refer to Standard Home Submittal Requirements checklist for required documents when applying for the Glendale Permit - Ready Plans Program.

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. Once the permits have been pulled, the contractor should contact the City of Glendale Engineering Department at (623) 930-3630 to set up an onsite pre-construction meeting to go over the construction requirements.

CITY OF GLENDALE
Driveway Plan for Residential Lot

Property Information:

Owner's Name: _____

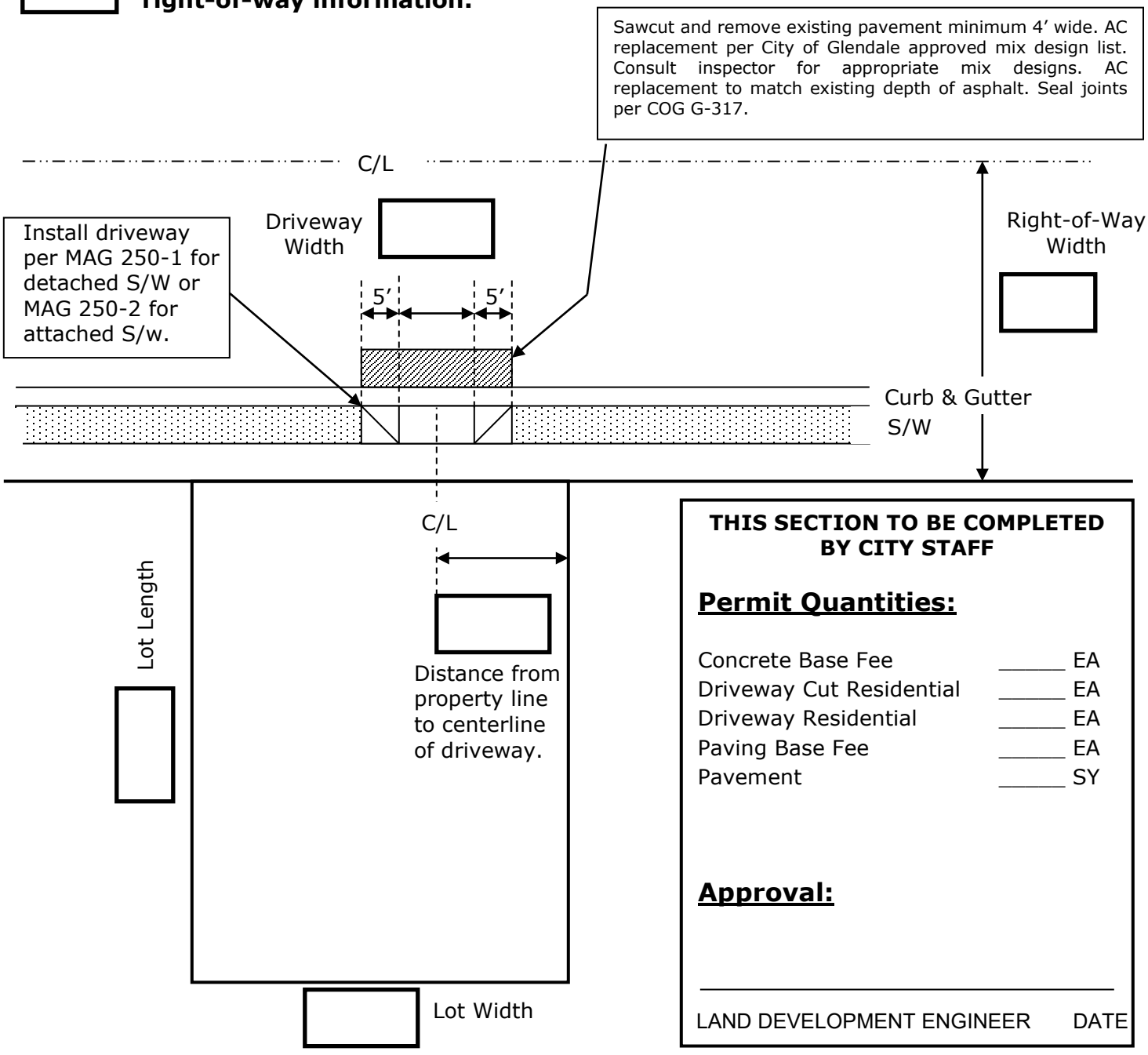
Site Address: _____ Zip Code: _____

Phone Number: _____ APN#: _____

Site/Construction Plan:

(See EXAMPLE on back ⇨)

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



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
Driveway Plan for Residential Lot

(Attach (3) copies to building permit application)

Property Information:

Owner's Name: **John Smith**

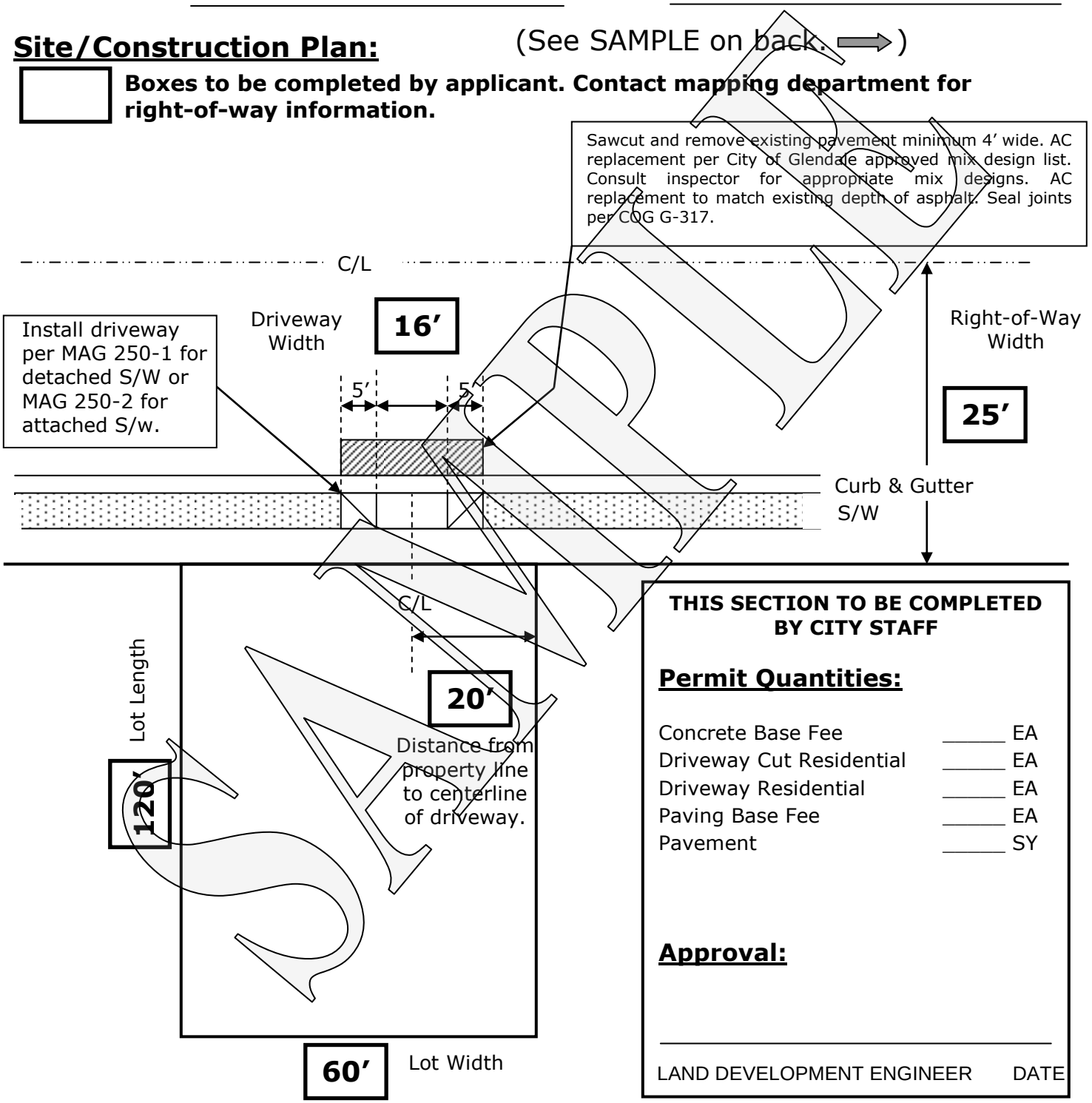
Site Address: **5555 W. Glendale Avenue** Zip Code: **85301**

Phone Number: **(623) 555-5555** APN#: **123-45-678**

Site/Construction Plan:

(See SAMPLE on back. ⇨)

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



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

SAMPLE

CITY OF GLENDALE
Water Service Plan

Property Information:

Owner's Name: _____

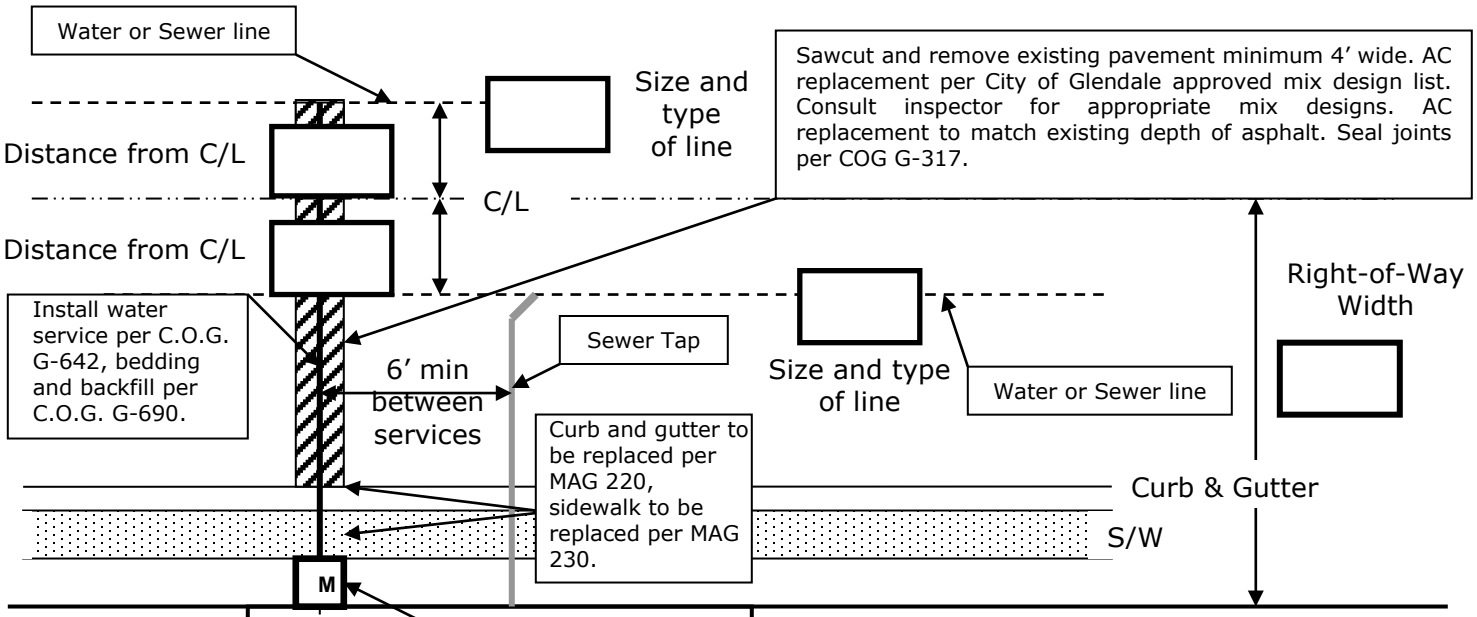
Site Address: _____ Zip Code: _____

Phone Number: _____ APN#: _____

Site/Construction Plan:

(See EXAMPLE on back ⟹)

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



Sizing:

(circle required size)

SERVICE: 1" 1 ½" 2"

METER: ¾" 1" 1 ½" 2"

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

CITY OF GLENDALE
Water Service Plan

Property Information:

Owner's Name: John Smith

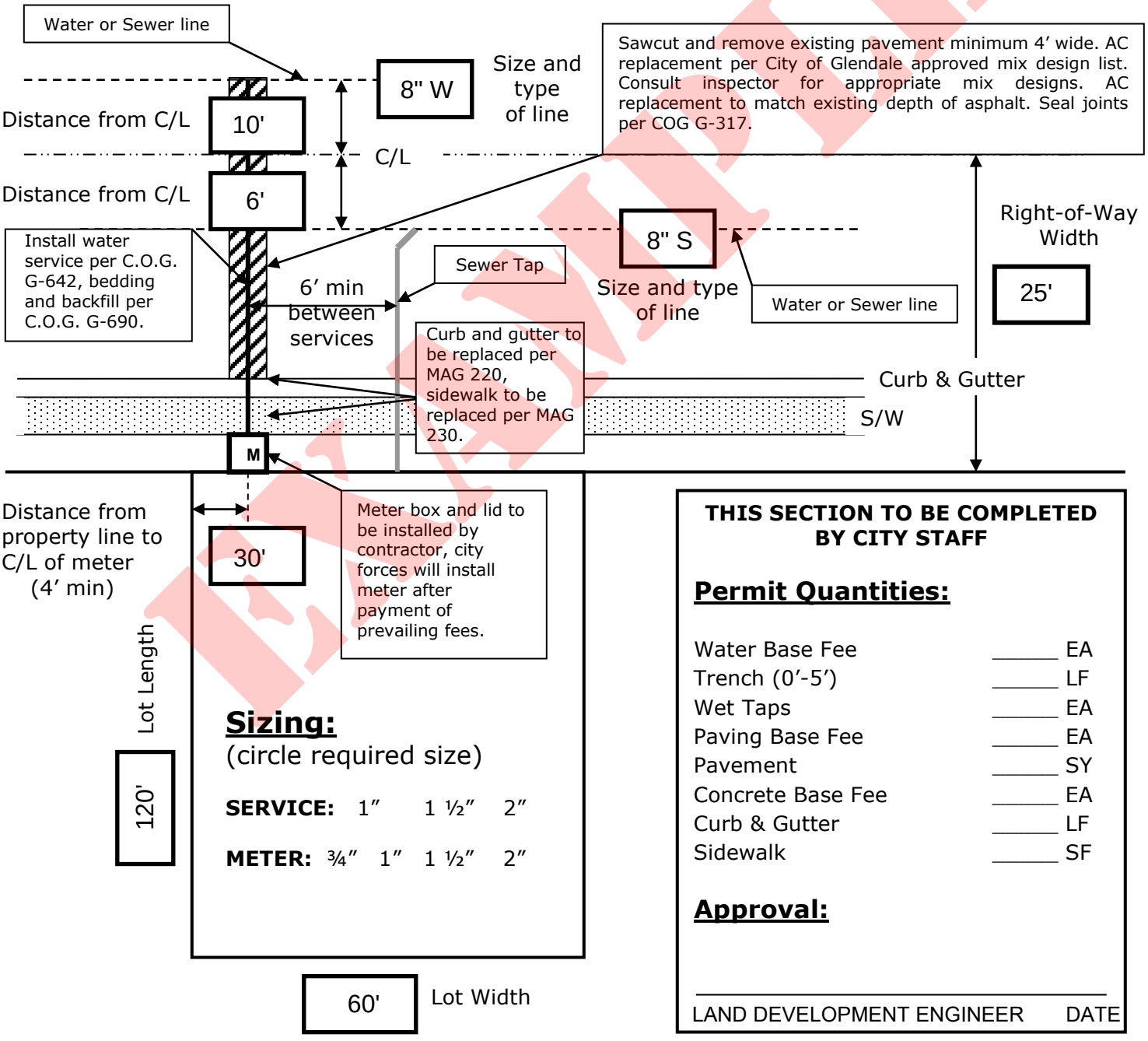
Site Address: 5555 W. Glendale Ave. Zip Code: 85301

Phone Number: 623-555-555 APN#: John Smith

Site/Construction Plan:

(See EXAMPLE on back ⇨)

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



Sizing:

(circle required size)

SERVICE: 1" 1 ½" 2"

METER: ¾" 1" 1 ½" 2"

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

EXAMPLE

CITY OF GLENDALE
Sewer Tap Plan

Property Information:

Owner's Name: _____

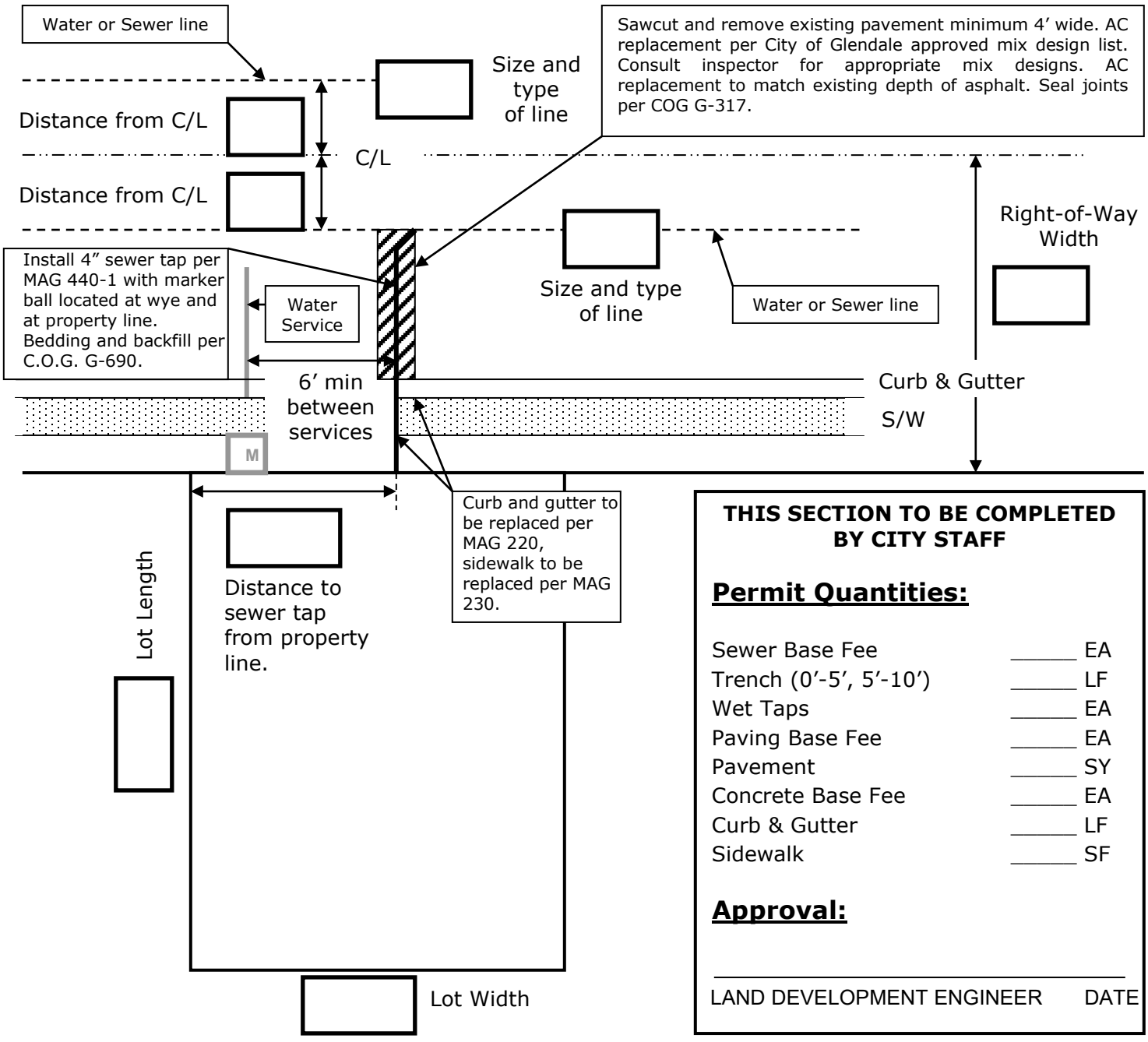
Site Address: _____ Zip Code: _____

Phone Number: _____ APN#: _____

Site/Construction Plan:

(See EXAMPLE on back ⟹) Coming soon

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