





## **MANUFACTURED HOME/MODULAR BUILDING PERMIT APPLICATION INFORMATION**

### **SUBMITTALS**

Permit applications will have the following attached:

- Permit Application.
- Inspector Rights and Responsibilities.
- Owner Authorization Form or Owner Builder Affidavit.
- Water / Wastewater Service Connection Form
- Site Plans: - Site Plan should include property lines, setbacks/distance from property line to existing structures, all structures on property, streets, North direction, awning, and location of all utilities on property.
- Construction / Building Plans – Plans should include anchor and support design and foundation, and all utility connections.
- If an attached awning, skirting, or attached shed is installed at the time of home set, you must submit these plans to State of Arizona Department of Housing, Office of Manufactured Homes for approval before submitting.
- A separate building permit will be required for all detached structures.
- ALL Documents (application and plans) must be submitted in one PDF.

**SEWER TAP AND WATER METER FEE MUST BE PAID AND INSTALLED PRIOR TO DIGGING.**

### **DELIVERY**

Submittal methods are as follows.

- For Residential submittals please use our online permitting portal <https://twn-florence-az.smartgovcommunity.com/Public/Home>. You will need to use the access code that was created for your company. If you are the homeowner, you will also have an access code that was created under your name. If you have questions about the access code, please call (520) 868-7573 or (520) 868-7665.
- For Commercial Submittals, please email your electronic submissions to [tofpermits@florenceaz.gov](mailto:tofpermits@florenceaz.gov).
- You may also submit application and plans in person, please note we do not accept rolled plans; all submittals must be on 1 sided 8.5” x 11” paper. Once received, documents will be scanned and turned into digital submission.

### **FEES AND PAYMENTS**

- The Permit Fee is based on the State of Arizona Department of Housing current fee schedule. Note, Town of Florence Development Impact and Utility Fees **may** also apply.
- At the time of submittal, the installation fee will be collected. The permit balance including all impact fees is applicable will be collected upon permit issuance. The Town of Florence Community Development Department accepts checks and credit cards. Payments can be made on our online permitting portal or by calling (520) 868-7573 or (520) 868-7665.

### **PERMIT ISSUANCE/POSTING**

- Permit and approved plans will be uploaded to our online permitting portal for printing.
- Permit and plans must be posted and available to view by inspector. When scheduling inspection, identify where permit and plans can be located on site.



### **INSPECTIONS: APPLICABILITY RIGHTS AND RESPONSIBILITIES**

**(A.R.S. § 9-833 A) A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:**

1. Present photo identification on entry of the premises
2. State the purpose of the inspection and the legal authority for conducting the inspection
3. Disclose any applicable inspection fees

Except for a fire and life safety inspection of areas that are accessible to the general public or a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews

4. Provide notice of the right to have:
  - Copies of any original documents taken by the municipality during the inspection if the municipality is permitted by law to take original documents
  - A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, if appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive
  - Copies of any analysis performed on samples taken during the inspection
5. Inform each person whose conversation with the municipal inspector or regulator during the inspection that the conversation is being taperecorded
6. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report
7. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report.

**(A.R.S. § 9-833 B) On initiation of, or two working days before, an inspection of any premises of a regulated person, except for a fire and life safety inspection of areas that are accessible to the general public or a food and swimming pool inspection that has up to one working day after an inspection, a municipal inspector or regulator shall provide the following in writing or electronically:**

1. The rights described in subsection A of this section.
2. The name and telephone number of a municipal contact person available to answer questions regarding the inspection.
3. The due process rights relating to an appeal of a final decision of a municipality based on the results of
4. The inspection, including the name and telephone number of a person to contact within the municipality and any appropriate municipality, county or state government ombudsman.

**(A.R.S. § 9-833 C) A municipal inspector or regulator shall obtain the signature of the regulated person or on-site representative of the regulated person on the writing prescribed in subsection B of this section indicating that the regulated person or on-site representative of the regulated person has read the writing and is notified of the regulated person's or on-site representative of the regulated person's inspection and due process rights. The municipality shall maintain a copy of this signature with the inspection report. Unless the regulated person at the time of the inspection is informed how the report can be located electronically, the municipality shall leave a copy with the regulated person or on-site representative of the regulated person. If a regulated person or on-site representative of the regulated person is not at the site or refuses to sign the writing prescribed in subsection B of this section, the municipal inspector or regulator shall note that fact on the writing.**

**(A.R.S. § 9-833 D) A municipality that conducts an inspection shall give a copy of or provide electronic access to, the inspection report to the regulated person or on-site representative of the regulated person either;**

- At the time of inspection
- Notwithstanding any other law, within thirty (30) working days after the inspection
- As required by federal law

**(A.R.S. § 9-833 E)** The inspection report shall contain deficiencies identified during an inspection. Unless otherwise prescribed by law, the municipality may provide the regulated person an opportunity to correct the deficiencies unless the municipality determines that the deficiencies are;

- Committed intentionally
- Not correctable within a reasonable period of time as determined by the municipality
- Evidence of a pattern of non-compliance
- A risk to any person, the public health, safety or welfare or the environment

**(A.R.S. § 9-833 F)** If the municipality allows the regulated person an opportunity to correct the deficiencies pursuant to subsection E of this section, the regulated person shall notify the municipality when the deficiencies have been corrected. Within thirty (30) working days of receipt of notification from the regulated person that the deficiencies have been corrected, the municipality shall determine if the regulated person is in substantial compliance and notify the regulated person whether or not the regulated person is in substantial compliance, unless the determination is not possible due to conditions of normal operations at the premises. If the regulated person fails to correct the deficiencies or the municipality determines the deficiencies have not been corrected within a reasonable period of time, the municipality may take any enforcement action authorized by law for the deficiencies.

**(A.R.S. § 9-833 G)** A municipality’s decision pursuant to subsection E or F of this section is not an appealable municipal action.

**(A.R.S. § 9-833 H)** At least once every month after the commencement of the inspection, a municipality shall provide a regulated person with an update, in writing or electronically, on the status of any municipal action resulting from an inspection of the regulated person. A municipality is not required to provide an update after the regulated person is notified that no municipal action will result from the municipality’s inspection or after the completion of municipal action resulting from the municipality’s inspection.

**(A.R.S. § 9-833 I)** This section does not authorize an inspection or any other act that is not otherwise authorized by law.

**(A.R.S. § 9-833 J)** This section applies only to inspections necessary for the issuance of a license or to determine compliance with licensure requirements. This section does not apply;

- To criminal investigations, investigations under tribal-state gaming compacts and undercover investigations that are generally or specifically authorized by law
- If the inspector or regulator has reasonable suspicion to believe that the regulated person may be or has been engaged in criminal activity
- To inspections by a county board of health or a local health department pursuant to section 36-603

**(A.R.S. § 9-833 K)** If an inspector or regulator gathers evidence in violation of this section, the violation shall not be a basis to exclude the evidence in a civil or administrative proceeding, if the penalty sought is the denial, suspension or revocation of the regulated person’s license or a civil penalty of more than one thousand dollars.

**(A.R.S. § 9-833 L)** Failure of a municipal employee to comply with this section:

- Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy
- Shall be considered by the judge and administrative law judge as grounds for reduction of any fine or civil penalty

**(A.R.S. § 9-833 M)** A municipality may adopt rules or ordinances to implement this section

**(A.R.S. § 9-833 N)** This section:

- Shall not be used to exclude evidence in a criminal proceeding
- Does not apply to a municipal inspection that is requested and scheduled by the regulated person

**You have the right to appeal the final decision of a municipality based on the results of an inspection to;**

Town of Florence  
Community Development  
Building Official  
(520) 868 – 7556  
[tofpermits@florenceaz.gov](mailto:tofpermits@florenceaz.gov)

**By signing below, I \_\_\_\_\_ have read and understand my rights as prescribed above**

Applicant

Signature

Date

Town of Florence Community Development Department  
Building Safety Division  
224 W. 20<sup>th</sup> Street, PO Box 2670 Florence, AZ 85132  
(520) 868-7575  
Email: [tofpermits@florenceaz.gov](mailto:tofpermits@florenceaz.gov)



**PLEASE CHECK ONE BOX AND FILL IN SECTION THAT APPLIES**

**OWNER AUTHORIZATION FORM**

Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I/we, the undersigned, do hereby grant permission to: \_\_\_\_\_ ROC# \_\_\_\_\_  
*(Name of Contractor)*

to act on my/our behalf for work at site address: \_\_\_\_\_

and for the purpose of obtaining a building permit.

Property Owner(s) Signature and Printed Name (s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER/ BUILDER AFFIDAVIT**

EXEMPTION FROM LICENSING

Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. §32-1121A., namely:

A.R.S. §32-1121A.5 – I am the owner/builder of the property, and the property will not be sold or rented for at least one year after completion of this project.

A.R.S. §32-1121A.6 – I am the owner/developer of this property, and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.

Other (please specify): \_\_\_\_\_

I understand that the exemption provided by A.R.S. §32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1000 or more.

Owner Print Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Falsification of information on this document for the purpose of evading State licensing laws is a Class II Misdemeanor pursuant to A.R.S. §13-2704.



## SUBMITTAL REVIEW TIMELINES

TYPE OF SUBMITTAL	DESCRIPTION	1 <sup>ST</sup> & 2 <sup>ND</sup> REVIEWS	SUBSEQUENT REVIEWS
Administrative Review	The Administrative review is to determine the completeness of each submittal and is in addition to the formal reviews listed below.	10 Days	10 Days
Residential	Accessory buildings, plumbing, electrical, mechanical, manufactured homes, park models, pools, remodel, solar, gas,	20 Days	15 Days
Residential New Construction	Single family residential home, standard plans, garage	20 Days	15 Days
Commercial Tenant Improvement	Improvements to an existing building (shell), plumbing, electrical, mechanical, signs, fire sprinkler, fire alarm, hood system	20 Days	15 Days
Commercial New Construction	Construction of a new commercial building under 50K SF, solar farms under 20MW	20 Days	15 Days
Planning Review	Design reviews, general plan amendments, preliminary plats, final plats, zoning, variances	20 Days	15 Days
Engineering Review	Paving, grading, water, sewer, preliminary plats, final plats	20 Days	15 Days
Fire Review	Fire sprinkler, fire alarms, hood systems, tents, fireworks sales	20 Days	15 Days
Right-of-Way Utility Permits	Utility companies; APS, Qwest, Southwest Gas, Cox, etc.	15 Days	10 Days
Right-of-Way Non-Utility	This permit is for improvements within a development	15 Days	10 Days
Permit Tech Review	Prepare documents for permit issuance and/or process redline comments	10 Days	5 Days

**NOTES:**

1. Review times are business days, excluding all holidays, weekends and while plans are being revised by the applicant.
2. Timeframes are not all inclusive and are subject to change with a written agreement between the Town and the applicant.
3. Shorter review times will be accomplished when possible.
4. These time frames are for plan review only and do not apply to submittals that require approval through the Planning and Zoning Commission and/or Town Council.



**STATE OF ARIZONA**  
**DEPARTMENT OF HOUSING**  
1110 WEST WASHINGTON, SUITE 280  
PHOENIX, ARIZONA 85007  
(602) 771-1000 WWW.AZHOUSING.GOV  
FAX: 602-771-1002

## **Adopted Codes Memorandum**

*Effective February 1, 2021*

**NOTICE**

December 1, 2020

Re: Adopted Code Change

In compliance with the statutory requirement to ensure the safety of the people who use and occupy the buildings regulated by the Department, the Manufactured Housing and Building Division has updated the codes adopted for the design, construction, and installation of buildings and accessories regulated by the Department.

The new code set as established in Title 4, Chapter 34, R4-34-102 Materials Incorporated by Reference:

International Building Code (IBC), 2018 Ed.  
International Residential Code (IRC), 2018 Ed. International  
Mechanical Code (IMC), 2018 Ed.  
International Plumbing Code (IPC), 2018 Ed.  
International Fuel Gas Code (IFGC), 2018, Ed.  
International Energy Conservation Code (IECC), 2018 Ed.  
National Electrical Code (NEC), 2017 Ed.

New plans including building, model, accessory, installation, and design package and compliance manuals, submitted after February 1, 2021 shall be designed and drawn to the new code set.

Any building, model, accessory, installation plans, and design package and compliance manuals, approved under the previous code set (2009), will become invalid effective February 1, 2021.

Exceptions:

- The Department may allow a grace period for the use of plans and design packages approved under the previous code set until May 1, 2021. The exception may be granted upon specific written request of the licensee stating the reason for seeking the exception.
- Compliance manuals that are not code specific need not be updated.

The requirements set forth in this memorandum shall be effective February 1, 2021.

Thank you.

**Town of Florence Community Development Department**  
**Building Safety Division**  
224 W. 20<sup>th</sup> Street, PO Box 2670 Florence, AZ 85132  
(520) 868-7575  
Email: [tofpermits@florenceaz.gov](mailto:tofpermits@florenceaz.gov)



## **NOTICE**

### **Manufactured Home / Factory Built Building Installation Report and Certificate Requirements**

The following report and certificates are to be completed and available at the job site:

- Penetrometer Report
- Completed Manufacturers Data Plate (Red)
- Completed State of Arizona Installation Certificate (Blue)
- Utility Testing Report Form
- Department of Building Safety House Bill 2256  
(Detectable Underground facilities Requirements)  
For information only

Please give documents to Building Inspector at time of final inspection.

Final inspection will not occur until documents are provided.

**MANUFACTURED HOME / FACTORY BUILT BUILDING  
PENETROMETER REPORT**

HOME OWNER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_

NUMBER AND STREET

CITY, STATE ZIP CODE

INSTALLER NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

NAME OF PERSON CONDUCTING TEST \_\_\_\_\_  
PLEASE PRINT

RELATIONSHIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**PENETROMETER TEST**

<b>SEVEN READINGS</b>	<b>MIDDLE FIVE</b>	<b>AVERAGE</b>
1. _____	1. _____	_____ load-bearing soil capacity
2. _____	2. _____	
3. _____	3. _____	
4. _____	4. _____	
5. _____	5. _____	
6. _____		
7. _____	Total _____	

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**How to use the Pocket Penetrometer, for soil testing**

1. To start test, push indicating ring against the body so that low side reads 0.
2. Slowly insert piston until engraved mark is level with soil.
3. Read strength in tons/sq.ft. using low side of ring (side closest to piston end); record reading
4. For weak soils, use 1" adapter foot. Multiply reading by 0.0625 to obtain strength in tons/sq. ft.

Note- Pocket Penetrometer uses tons /sq. ft; (tons per square foot)

R434-803.B.2.a—uses psf ( pounds per square foot)

1 ton =2000 pounds

That seven(7) reading from 7 different areas were the footers will be located.

Throw out the high and low numbers

Reading of the number can be what is on the penetrometer, (example 4.5, 3.5, or 2.0)

Rewrite the 5 reading you are using in next listing and add these numbers up.

Divide these numbers by 5, then multiply that by 2,000, which will give you your average reading of the load-bearing soil capacity.

AS EVIDENCED BY THIS LABEL NO. [REDACTED]

THE MANUFACTURER CERTIFIES TO THE BEST OF THE MANUFACTURER'S KNOWLEDGE AND BELIEF THAT THIS MANUFACTURED HOME HAS BEEN INSPECTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND IS CONSTRUCTED IN CONFORMANCE WITH THE FEDERAL MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE. SEE DATA PLATE.

AS EVIDENCED BY THIS LABEL NO. [REDACTED]

THE MANUFACTURER CERTIFIES TO THE BEST OF THE MANUFACTURER'S KNOWLEDGE AND BELIEF THAT THIS MANUFACTURED HOME HAS BEEN INSPECTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND IS CONSTRUCTED IN CONFORMANCE WITH THE FEDERAL MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE. SEE DATA PLATE.

### INSTALLATION CERTIFICATE

THIS INSIGNIA IS THE PROPERTY OF THE  
STATE OF ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY  
OFFICE OF MANUFACTURED HOUSING.

THE LICENSEE LISTED BELOW CERTIFIES THAT THE INSTALLATION WORK PERFORMED IS IN COMPLIANCE WITH THE RULES AND REGULATIONS OF THE OFFICE.

LICENSE NUMBER [REDACTED] CLASS [REDACTED] DATE [REDACTED]

WORK PERFORMED: SOIL  SUPPORT  ANCHORING   
 ELEC  WATER  SEWER  GAS  MECH

ACCESSORY [REDACTED] PLAN # [REDACTED]  
 ACCESSORY [REDACTED] PLAN # [REDACTED]  
 INSTALL/  
 FLOOD ZONE [REDACTED] PLAN # [REDACTED]

[REDACTED] SN [REDACTED]

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LICENSE NUMBER [REDACTED] CLASS [REDACTED] DATE [REDACTED]

WORK PERFORMED: SOIL  SUPPORT  ANCHORING   
 ELEC  WATER  SEWER  GAS  MECH

ACCESSORY [REDACTED] PLAN # [REDACTED]  
 ACCESSORY [REDACTED] PLAN # [REDACTED]  
 INSTALL/  
 FLOOD ZONE [REDACTED] PLAN # [REDACTED]

AZ I [REDACTED] SN [REDACTED]

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LICENSE NUMBER [REDACTED] CLASS [REDACTED] DATE [REDACTED]

WORK PERFORMED: SOIL  SUPPORT  ANCHORING   
 ELEC  WATER  SEWER  GAS  MECH

ACCESSORY [REDACTED] PLAN # [REDACTED]  
 ACCESSORY [REDACTED] PLAN # [REDACTED]  
 INSTALL/  
 FLOOD ZONE [REDACTED] PLAN # [REDACTED]

AZ [REDACTED] SN [REDACTED]

# DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100  
PHOENIX, ARIZONA 85007  
OFFICE 602-364-1003 FAX 602-364-1052

## UTILITY TESTING REPORT FORM

Permit Number \_\_\_\_\_

Installation Address \_\_\_\_\_

Unit Manufacturer \_\_\_\_\_

HUD Number \_\_\_\_\_ Serial Number \_\_\_\_\_

Installer Name \_\_\_\_\_ License Number \_\_\_\_\_

Installation Certificate Number \_\_\_\_\_

Dealer Name \_\_\_\_\_ License Number \_\_\_\_\_

Dealer Address \_\_\_\_\_

### ALL TESTS SHALL COMPLY WITH 24 CFR §§ 3280 AND 3285

**Note:**

Water -3285.603

Sewer -3285.604

Electric -3285.701

Gas -3285.605

WATER TEST 3280.612 \_\_\_\_\_

SEWER TEST 3280.612 \_\_\_\_\_

GAS TEST 3280.705 \_\_\_\_\_

ELECTRICAL TEST 3280.810 (b) \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

NOTES:

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Town of Florence Community Development Department  
Building Safety Division  
224 W. 20<sup>th</sup> Street, PO Box 2670 Florence, AZ 85132  
(520) 868-7575  
Email: [tofpermits@florenceaz.gov](mailto:tofpermits@florenceaz.gov)



## Department of Building Safety

### HOUSE BILL 2256 Detectable Underground Facilities Requirements

December 30, 2005

All Florence Builders

Per House Bill 2256, any underground facility installed after December 31, 2005 shall be locatable above Ground without potholing. "Underground Facility" means any item of personal property that is buried or placed below ground for use in connection with the storage or conveyance of water, sewage, electronic, telephonic, or telegraphic communications, electric energy, oil, gas, or other substances, and shall include but not limited to pipes, sewers, conduits, cables, valves, lines, wires, manholes, attachments, and those portions of poles and their attachments below ground except cross culverts or similar roadway drainage facilities, and landscape irrigation systems of two inches in diameter or less. Electric service lines and feeders, metallic gas service lines, cable TV lines and telephone lines installed on private property by the utility, cable or telephone company are detectable without the following requirements:

- All buried nonmetallic communication cable shall have an orange #18 insulated tracer wire securely attached to it at 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.
- All buried private water lines shall have a blue #18 insulated tracer wire securely to it at 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.
- All buried private sewer lines shall have a green #18 insulated tracer wire attached to it at 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.
- All buried nonmetallic private gas lines shall have a yellow #18 insulated tracer wire attached to it a 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.
- All buried private landscape sprinkler lines greater than 2" in diameter shall have a purple #18 insulated tracer wire securely attached to it at 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.
- All nonmetallic underground facilities including but not limited to mechanical, oil, chilled water, refrigerants, steam, or empty conduit shall have a white #18 insulated tracer wire attached to it at 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.

#### All conductor insulation must be suitable for direct burial, minimum size #18 AWG

**PLEASE NOTE THAT THESE PARTICULAR REQUIREMENTS PERTAIN TO UNDERGROUND FACILITIES ON PRIVATE PROPERTY AND WILL BE REGULATED BY THE BUILDING SAFETY DEPARTMENT. THESE ARE IN ADDITION TO THE REGULATIONS REQUIRED BY THE ADOPTED CODES OF THE TOWN OF FLORENCE. DETECTABLE REQUIREMENTS FOR UNDERGROUND FACILITIES IN RIGHTS OF WAY WILL BE REGULATED AND MONITORED BY THE TOWN OF FLORENCE PUBLIC WORKS DEPARTMENT.**