

# PERMITTING LEADING PRACTICES

## Overview

The Arizona Commerce Authority Office (ACA) conducted detailed interviews with state permitting agencies and internet service providers (ISPs) to gain a **clearer understanding of permit application processes and support needed for broadband deployment project permitting efforts**. The Broadband Equity Access Deployment (BEAD) program is expected to result in many permit applications, likely **increasing the workload for permitting agencies**. As critical stakeholders to the success of the BEAD program, permitting agencies will play a pivotal role in ensuring the BEAD program meets federally-mandated program deadlines. Below provides a high-level summary of leading practices and recommendations collected during these interviews.

### For Permit Agencies



- Permitting agencies should **promote early project planning** by encouraging applicants to use agency tools and consult on environmental, cultural, and land ownership needs from the outset, helping to prevent delays and ensure alignment with permit requirements.
- Agencies should **standardize and clearly communicate permit processes and standards**, work with ACA and other agencies to clarify permit sequencing, and leverage public planning tools to streamline reviews and support timely BEAD program delivery.

### For Internet Service Providers



- To streamline the permitting application process, ISPs should **establish relationships and clear communication channels** with federal and state agencies, including identifying dedicated points of contact to help navigate requirements and track application processing.
- ISPs should **regularly review a list of local regulations**, use **consistent outreach templates** for contacting pole owners, and have **regular meetings with agencies** to stay informed about current permitting standards and timelines.

### Pre-submission



- Agencies: Promote **early screenings, land checks, and use of planning tools** through pre-application meetings and clear checklists to help subgrantees submit complete applications.
- ISPs: Check a **single, up-to-date directory or database** that lists all local permitting rules and requirements before starting your application. For example, Kingman, AZ's GIS portal provides centralized access to permitting and infrastructure data. This helps quickly identify location-specific regulations and avoid searching multiple sources or missing key details.

## Leading Permit Application Practices

### Engage Early

Start coordination with agencies, landowners, and stakeholders as soon as possible. Schedule pre-application meetings and clarify requirements up front.

### Communicate Clearly

Maintain regular communication with agencies and stakeholders. Respond promptly to inquiries and keep everyone updated on requirements and changes.

### Track Progress

Monitor application status, follow up regularly, and sequence submissions to meet deadlines.

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02.

03.

04.

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### Map Ownership

Identify all land and infrastructure owners, and confirm which agencies or authorities control each segment of your project.

### Complete Documentation

Use checklists and templates to ensure all technical, environmental, and cultural details are included in your application.