

How to Apply for a Traffic Control Permit with the Town of Queen Creek's Development NEXUS

1 Navigate to aca-prod.accela.com/qc/Default.aspx

2 Enter your credentials and click "Sign In"

When using the online applications in this portal.

To view the electronic submittal requirements, visit the [portal](#) homepage.

Use the [PDF analyzer](#) to make sure your electronic submittal requirements.

What to do today?

Click [here](#) to view basic project information.

Click [here](#) or Register as a New User.

If you have questions about the online application process, please email to devnexus@queencreekaz.gov.

Building Permits

[Search Building Permit Records](#)
[Schedule an Inspection](#)

Code Enforcement

[Submit a Code Complaint](#)
[Search Code Enforcement Cases](#)

USER NAME OR E-MAIL: *

PASSWORD: *

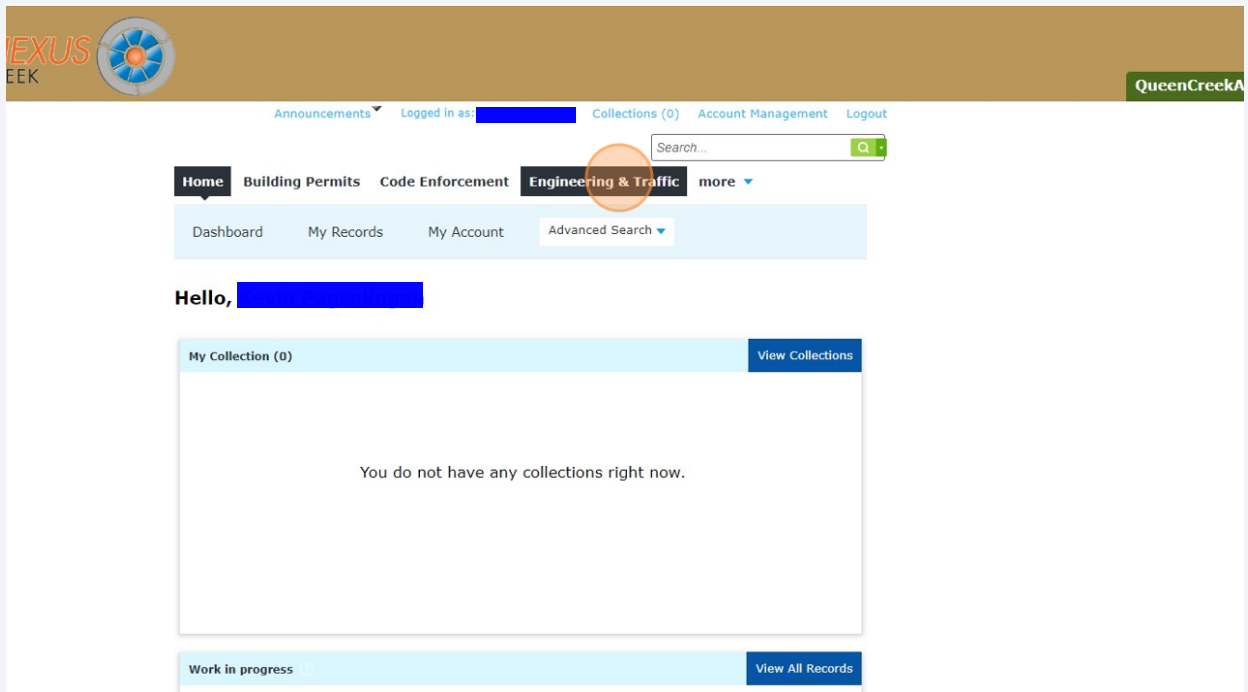
[Forgot Password?](#)

Remember me on this device

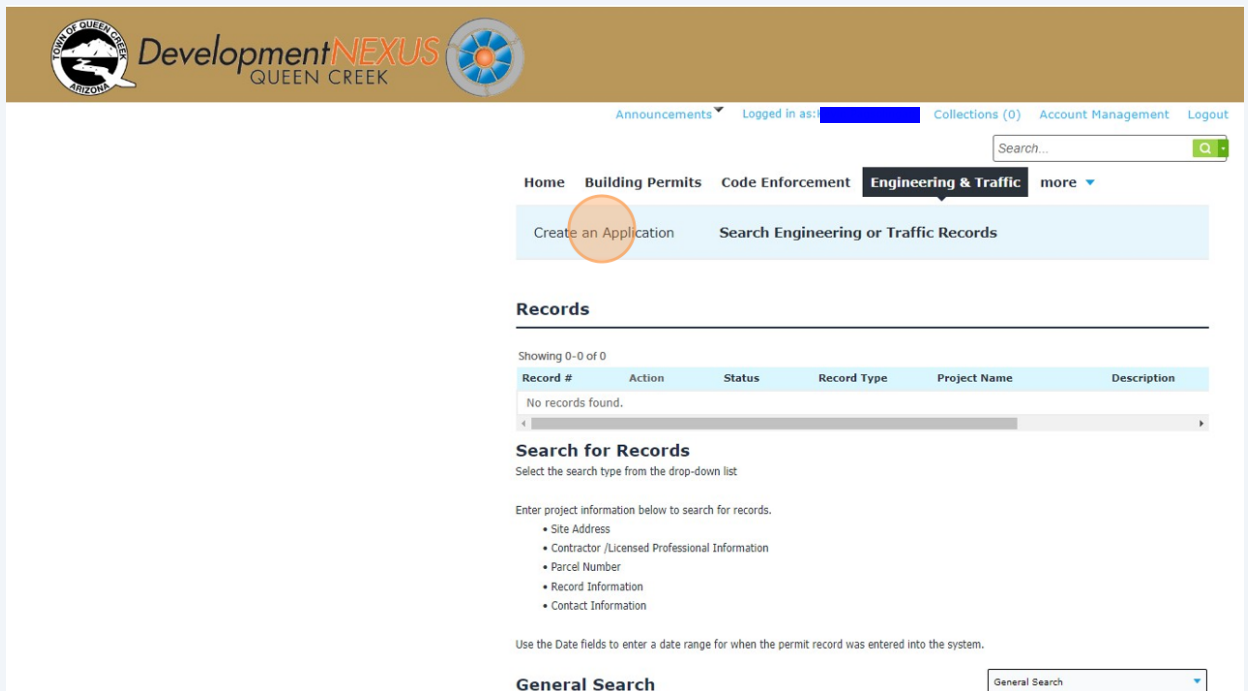
[Not Registered?](#)

[CREATE AN ACCOUNT](#)

3 Click "Engineering & Traffic" in the header menu



4 Click "Create an Application"



5

Read the "General Disclaimer" and click the "I have read and accept the above terms." field.

Improperly formatted files will be returned for reformatting before the review process begins. Use the new Scout online PDF analyzer to check your documents before uploading.

Need assistance? Email devnexus@queencreek.org or 480-358-3003.

Please "Allow Pop-ups from This Site" before proceeding. You

General Disclaimer

Per **A.R.S. 9-495**, in any written communication between the Town and a person, the Town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

- Demands payment of a tax, fee, penalty, fine or assessment.
- Denies an application for a permit or license that is issued by the Town

I have read and accept the above terms.

Agree and Accept

Town of Queen Creek | 22358 S. Ellsworth Rd, Queen Creek, AZ

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Select "Traffic Control Permit" and click "Continue Application"

For assistance with Engineering applications, contact our office at 480-358-devnexus@queencreek.org.

Click here for [application-specific submittal checklists](#) on the Town's website.



- ▶ Engineering
- ▼ Traffic Control
 - Traffic Control Permit

Continue Application

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Fill out information about the project. Try to be as descriptive as possible if your plan doesn't provide an explanation for the scope of work.

1 Project Information 2 System Information 3 Documents 4 Review 5 Help

Step 1 : Project Information > Description

Traffic Control Project

* Project Name ?

* Description of Work ?

Traffic Control Details

GENERAL INFORMATION

* Type of Project:

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Select what "Type of Project" this application will be for

* Description of Work ?

Traffic Control Details

GENERAL INFORMATION

* Type of Project:

LOCATION

Traffic Control

CLOSURE SCHEDULE

Showing 0-0 of 0

Closure Type	Requested Hours of Operation	Estimated Start Date	Start Time	AM	Estimated End Date	End Time	PM	Special Instructions

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Enter a valid Encroachment Permit Number. If the permit is expired or invalid for any reason you will not be allowed to continue the application process.

installation work.

Traffic Control Details

GENERAL INFORMATION

* Type of Project:

* Encroachment Permit Number:

* Lane Closure Type:

* Estimated Start Date:

* Estimated Completion Date:

* Multiple Layouts During Process: Yes No

* Within 300ft of Signalized Intersection: Yes No

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Select if there will be Multiple Layouts, Work within 300ft of a signalized intersection, or lane shifts. Based on your selections a prompt may appear and provide additional instructions.

Valid Encroachment Permit. Status = Issued

* Encroachment Permit Number:

* Lane Closure Type:

Start Date can not be after End Date

* Estimated Start Date:

* Estimated Completion Date:

* Multiple Layouts During Process: Yes No

* Within 300ft of Signalized Intersection: Yes No

* Will Lane Shift Be Required: Yes No

LOCATION

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Just a reminder, all work within 300ft of an intersection will require an off-duty police officer. Any TTC that may change the order of lanes near an intersection, or require signal changes, will have to be communicated to the Town's Traffic Signal & Lighting Supervisor at 480-212-3426

* Lane Closure Type:

Partial

Start Date can not be after End Date

* Estimated Start Date:

08/14/2023

* Estimated Completion Date:

08/18/2023

* Multiple Layouts During Process:

Yes No

* Within 300ft of Signalized Intersection:

Yes No

* Will Lane Shift Be Required:

Yes No

LOCATION

* Nearest Intersection:

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Enter information about the location work will happen.

* Within 300ft of Signalized Intersection:

Yes No

* Will Lane Shift Be Required:

Yes No

LOCATION

* Nearest Intersection:

* On Street:

* Closure Begin Street Name:

* Closure End Street Name:

Traffic Control

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Click "Add a Row" to fill enter a timeframe and details about the Temporary Traffic Control setup.

LOCATION

* Nearest Intersection:

* On Street:

* Closure Begin Street Name:

* Closure End Street Name:

Traffic Control

CLOSURE SCHEDULE

Showing 0-0 of 0

Closure Type	Requested Hours of Operation	Estimated Start Date	Start Time	AM	Estimated End Date	End Time	PM	Spec Instr
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue](#)

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If applicable, you can click the dropdown arrow next to "Add a Row" and enter multiple layouts at once to save time.

* Closure Begin Street Name:

* Closure End Street Name:

Traffic Control

CLOSURE SCHEDULE

Showing 0-0 of 0

Closure Type	Requested Hours of Operation	Estimated Start Date	Start Time	AM	Est Dat
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows
- Add 6 Rows
- Add 7 Rows

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15 Input information about your layout's "Closure Schedule"

* Estimated Completion Date:

* Multiple Layouts During Process: Yes No

* Within 300ft of Signalized Intersection:

CLOSURE SCHEDULE

* Closure Type:

* Requested Hours of Operation:

* Estimated Start:

* Start Time:

* AM:

* Estimated End:

* End Time:

* PM:

Special Instructions:

* Football
 * Intersection Lane Closure
 * Intersection Lane Shift
 * Intersection Turn Bay Closure
 * Mid Block Lane Closure

16 Review all the information, and if correct, click "Continue Application"

LOCATION

* Nearest Intersection:

* On Street:

* Closure Begin Street Name:

* Closure End Street Name:

Traffic Control

CLOSURE SCHEDULE

Showing 1-2 of 2

<input type="checkbox"/>	Closure Type	Requested Hours of Operation	Estimated Start Date	Start Time	AM	Estimated End Date	End Time	PM	Special Instructions	Actions
<input type="checkbox"/>	Intersection Lane Shift	24 Hours	08/14/2023	12:00	AM	08/15/2023	11:59	PM	NB & SB lane shift. Will have flaggers and illuminated signage.	Actions
<input type="checkbox"/>	Intersection Lane Closure	Other	08/17/2023	08:30	AM	08/18/2023	9:30	AM	Will need to close both NB/SB traffic for a duration of no longer than 2 hours to close trenching.	Actions

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

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From here you will be required to include information about the Barricade Company, Applicant, and Contractor. Everyone included in this section will receive information about application status and when it is approved or rejected.....BARRICADE COMPANY & CONTRACTOR information will be printed on the actual permit.

1 Project Information 2 Contact Information 3 Documents 4 Review

Step 2: Contact Information > Contacts

Barricade Company

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Contractor

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Anyone listed in the "Other Contacts" field will also receive correspondence about application status.... This is typically used to provide Project Managers, Staff Members, or other interested parties, updates regarding the status of the application.

License Type: Contractor
License Number: 072721
Address: Queen Creek 85142
[Edit](#) [Remove](#)

Other Contacts

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Showing 0-0 of 0

First Name	Last Name	Business Name	Contact Type	Work Ph
No records found.				

Save and resume later

19 Once you've inputted all the Contacts needed, click "Continue Application"

Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Contractor

Add the Licensed Professional (contractor, architect, and/or engineer) associated with this application here. Click "Select from Account" to use your account information as the Licensed Professional. Or, to find a Licensed Professional in Queen Creek's database, click "Look Up" and enter the search criteria. To add a new Licensed Professional to the application, click Add New.

✔ Licensed professional updated successfully.

Amy Lin
Town of Queen Creek
License Type: Contractor
License Number: [REDACTED]
Address: Queen Creek, 85142
[Edit](#) [Remove](#)

Other Contacts

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

✔ Contact added successfully.

Showing 1-1 of 1

First Name	Last Name	Business Name	Contact Type	Work Phone	E-mail	Action
Kevin	[REDACTED]	Town of Queen Creek	Contact		[REDACTED]@hotmail.com	Edit Delete

[Save and resume later](#) [Continue Application](#)

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20 You will now have to attach a documents such as Plan Set, Permit Extensions, Reference Documents, etc... ****DO NOT use any special characters or long formats in your file naming convention. Try to keep it simple and short, such as "Ellsworth_Germann_TTC_09.09.2009"

Click the Add button below to upload your documents. Documents will be validated for minimum [REDACTED]
Do not upload attachments until they are formatted to comply with Queen Creek's [Queen Creek's](#)

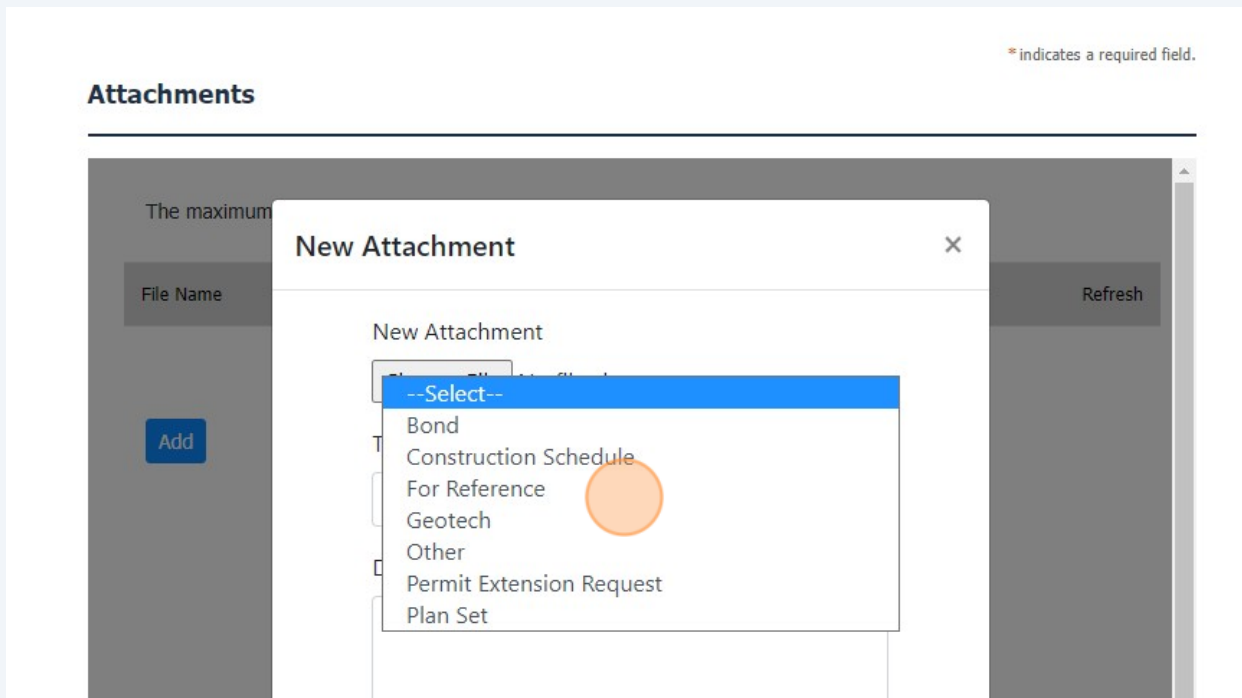
Attachments

The maximum file size allowed is **400 MB**.

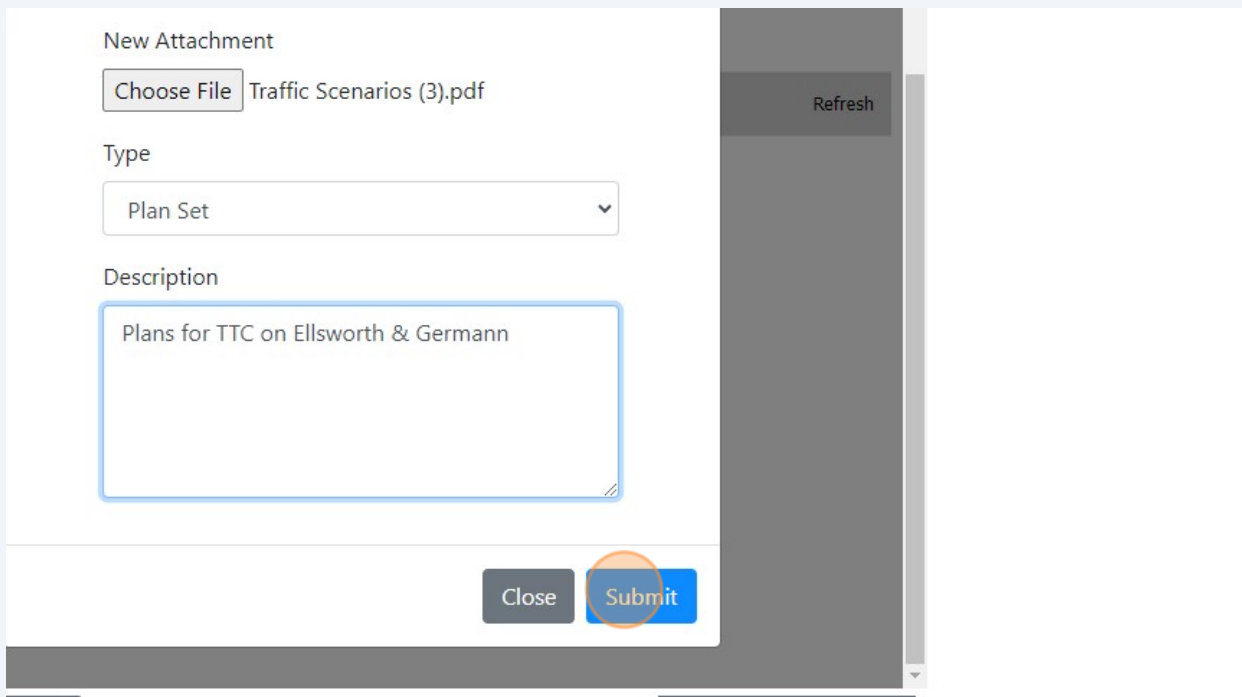
File Name	File Size	Type
No attachments added		

[Add](#)

21 Define what type of document you're uploading



22 Click "Submit" after you upload the document and provide a brief description.



23

After hitting "Submit" your document will need to "Validate". It will move from being highlighted in blue to showing up in plain text below the "Grey File Information Bar".... Click "Continue Application" if you're only going to add one document.

Do not upload attachments until they are formatted to comply with Queen Creek's [Queen Creek's submittal requirements](#).

Attachments * indicates a required field.

The maximum file size allowed is **400 MB**.

Validating attachment Traffic Scenarios (3).pdf with Scout

File Name	File Size	Type	Refresh
No attachments added			

[Add](#)

[Save and resume later](#) [Continue Application](#)

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Should you need to add supporting documentation or anything else, just click the "Add" button and wait for all documents to "Validate" before proceeding.

Step 3: Documents > Attached Documents

Click the Add button below to upload your documents. Documents will be validated for minimum electronic submittal requirements.

Do not upload attachments until they are formatted to comply with Queen Creek's [Queen Creek's submittal requirements](#).

Attachments * indicates a required field.

The maximum file size allowed is **400 MB**.

File Name	File Size	Type	Refresh
TrafficControlPermit_V1_20230620_130443.PDF	174.06 kB	Plan Set	✗

[Add](#)

[Save and resume later](#) [Continue Application](#)

25 Please read the disclaimer and indicate if you agree to the statement or not.

Applicant Edit

Amy Lin
Town of Queen Creek
22358 South Ellsworth Road
Queen Creek, AZ, 85142

Main Phone:4808675309
E-mail:amy.lin@queencreekaz.gov

Contractor Edit

Amy Lin
Town of Queen Creek
22358 South Ellsworth Road
Queen Creek, 85142

Main Phone:4808675309
Contractor -072721
amy.lin@queencreekaz.gov

Other Contacts Edit

Showing 1-1 of 1

First Name	Last Name	Business Name	Contact Type	Work Phone	E-mail	Action
Kevin		Town of Queen Creek	Contact		@hotmail.com	Edit

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

Save and resume later Continue Application

Town of Queen Creek | 22358 S. Ellsworth Rd, Queen Creek, AZ 85142 | 480-358-3003

26 Click "Continue Application"

Applicant Edit

Amy Lin
Town of Queen Creek
22358 South Ellsworth Road
Queen Creek, AZ, 85142

Main Phone:4808675309
E-mail:amy.lin@queencreekaz.gov

Contractor Edit

Amy Lin
Town of Queen Creek
22358 South Ellsworth Road
Queen Creek, 85142

Main Phone:4808675309
Contractor -072721
amy.lin@queencreekaz.gov

Other Contacts Edit

Showing 1-1 of 1

First Name	Last Name	Business Name	Contact Type	Work Phone	E-mail	Action
Kevin		Town of Queen Creek	Contact		@hotmail.com	Edit

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 08/08/2023

Save and resume later Continue Application

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Congratulations! YOU HAVE SUCCESSFULLY SUBMITTED A TCP APPLICATION.....
Click "View Record Details »" to see an overview of your application

1 Project Information	2 Contact Information	3 Documents	4 Review	5 Record Issu
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Step 5: Record Issuance



Your application has been successfully submitted.

Thank you for using the Queen Creek Development Nexus to submit your application.
Your Record Number is TC23-0077.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of and post it in the work area.

You will be notified when your application has been approved or when additional information is needed.

Additional fees may be required prior to completion of application review.

[View Record Details »](#)

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ONCE YOUR APPLICATION IS APPROVED, or SENT BACK FOR CORRECTIONS, you can click on "Attachments" to download the permit or see markups of requested corrections/information.

The screenshot shows the 'Development NEXUS' website interface. At the top, there is a navigation bar with 'Home', 'Search', '+ New', and 'Schedule'. Below this, there are links for 'Announcements', 'Logged in as: [user]', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is also present. The main content area displays 'Record TC23-0077: Traffic Control Permit' with a status of 'Applied'. There are buttons for 'Add to collection', 'Like 0', and 'Tweet'. Below this, there are tabs for 'Record Info', 'Payments', and 'Attachments', with 'Attachments' highlighted. The 'Work Location' section is empty. The 'Record Details' section includes 'Applicant' information (Amy Lin, Town of Queen Creek) and 'Licensed Professional' information (Amy Lin, Town of Queen Creek). The 'Project Description' is 'NB & SB Lane shift on Germann Road onto temporary road in order complete sewer line installation work.' There are also expandable sections for 'More Details', 'Related Contacts', 'Application Information', 'Application Information Table', and 'Parcel Information'.

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Click "Actions" to download a copy of your plans & permit..... A FRIENDLY REMINDER - A COPY OF ALL APPROVED TRAFFIC CONTROL PLANS & PERMIT MUST BE AVAILABLE WHILE WORK IS BEING PERFORMED.

Attachments

adding instructions at Attachments Field Properties before the Custom Component integration

The maximum file size allowed is **400 MB**.
`html;htm;mht;mhtml;jpg;png;zip;jpeg;doc;docx;ppt;pptx;heic;heics;HEIC;HEICS;JPG;PNG` are disallowed file types to upload.

Final Documents (2) Correction Reports (1)

	File Name	File Size
Actions ▾	EllsworthRd_GermannRd_RittenhouseRd_PauleyConst_proofingandfiberpullingTCPAL20230530.pdf	1.87 MB
Detail	trolPermit_V1_20230717_132834.pdf	236.88 kB
Download		

[Add](#)