

Gila River Indian Community
Department of Land Use Planning and Zoning

Main Location:
291 W. Casa Blanca Rd, Bldg.#2
Post Office Box E
Sacaton, Arizona 85147
Phone: 520-562-6003



Realty Services:
64 East Pima Street
Sacaton, AZ 85147
Phone: 520-562-5060
Fax: 520-562-5064

Right-of-Entry
Notification Packet

Revised December 27, 2022

Gila River Indian Community

Department of Land Use Planning and Zoning

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Right of Entry Notification Guidelines

FY 2023

Section 1: Introduction

Trespass onto the Gila River Indian Reservation (Reservation) in the past have caused serious damages to the Gila River Indian Community (Community), its members' lands and natural resources and caused an intrusion on the privacy of Community Members and legal residents. Trespassing continues to be a serious problem and poses an imminent threat to the health, safety and welfare of the Community, its members, lands and resources. The Civil Trespass Ordinance and its administrative processes are intended to minimize the impact of undesirable behaviors and conditions within the exterior boundaries of the Reservation and are intended to be rigorously enforced.

In all cases dealing with a Right of Entry Notification involving access or entry into designated Public and Non-Public Areas of the Gila River Indian Reservation, the process starts with the Department of Land Use Planning and Zoning (LUPZ). The LUPZ Ordinance Team is available to assist and answer any questions pertaining to the referenced processes or the Right of Entry portion of the Civil Trespass Ordinance and can be contacted at the following location:

Ordinance Team
Department of Land Use Planning and Zoning
291 W. Casa Blanca Road, Building 2 (Physical Address)
P.O. Box E (Mailing Address)
Sacaton, AZ 85147
E-mail: OrdinanceTeam@gric.nsn.us and copy LUPZSupportGroup@gric.nsn.us
Office: 520-562-6003

Per 8.210.C. it is required that all persons/entities with a duly authorized right-of-entry permit or an exemption pursuant to Section 8.210.D.1.-2. shall notify the LUPZ Ordinance Team of the duration and scope of their presence on the Reservation. Such notification may be accomplished in the agreement authorizing the person's presence on the Reservation, in the right of way application, by other written means or by following these administrative guidelines. LUPZ shall provide copies of the notification to the Gila River Police Department / Tribal Rangers.

Section 2: Right of Entry Notification Process

1. Starting at LUPZ, the applicant is to fill out an LUPZ Request Form which will serve as the primary means to initiate the notification process. Please refer to contact information provided in Section 2 in submitting the ROE Notification.

There are no fees associated with a Right of Entry Notification

2. On the LUPZ Request Form (or as attachments) please include the following information:
 - A. Name / Organization of applicant or Name / Enrollment Number of applicant if applicable
 - B. Address, phone number, fax number and email address of applicant
 - C. Site map (8 1/2" x 11") of Project location - including District, Section, Township and Range is preferred and/or commonly-known name of location and coordinates of the area involved with a time frame associated with the intended activity (entry and exit or end date).
 - D. A letter or narrative or e-mail message to the attention of the Ordinance Team at the address in Section 1 detailing the name(s) of the company(companies) involved in the entry, the type of project, Community Entity/Contract associated with the entry, the primary contact(s) for the applicant (and its subcontractors if applicable) and a description of the proposed activity.
 - E. Expected time frame(s) of the activity (start and end date).
3. Direct your LUPZ Request Form (and attachments if applicable) to the LUPZ Support Group at LUPZSupportGroup@gric.nsn.us and copy the Ordinance Team at OrdinanceTeam@gric.nsn.us for administrative logging-in of the submittal; this will hasten the required administrative processes.
4. The Ordinance Team will review your Right of Entry Notification Documents copied to them. If they satisfy all the criteria for a Right of Entry Notification, a message will be returned to the submitting party acknowledging receipt of the notification and are in compliance with 8.210.C. of the Community's Right of Entry Ordinance and may proceed as announced. The Ordinance Team's Partners at the Gila River Indian Community's Police Department will be informed of the upcoming activity and Step 5 will commence once an assigned LUPZ Number is provided by the Support Group for this matter.
5. A file will be established, a memo or letter generated and the submittal packet will be forwarded to LUPZ Director Kimberly Antone for review and concurrence.
6. The signed concurrence memo or letter will then be sent back to LUPZ Support for administrative release whereby the applicant will be notified and arrangements for delivery of the original concurrence memo or letter will be accomplished completing the initial Right of Entry Notification Process.
7. The file and associated LUPZ Number will be left open to accommodate any update to information on the companies, personnel or end date of entry involved with this entry notification until the end date has expired.
8. Updates to the above-referenced information can be accomplished by sending another LUPZ Request Form describing the exact change in the data provided in the original notification along with LUPZ # assigned to the original notification to ensure the appropriate file is amended. A letter will be returned acknowledging the change or changes and the proper notifications to the Gila River Indian Community's Police Department and/or Ranger Unit will be accomplished.
9. The e-mail message sent to the requesting party confirming receipt of the notification & compliance with the Gila River Indian Community's Right of Entry Portion of its Civil Trespass Ordinance may be used in lieu of the formal letter until it is received.

Section 3: Non-Concurrence with Submitted Notification

1. Each submitted Right-of-Entry Notification will be evaluated and at any time during the process, concurrence with the submitted notification can be delayed. Possible reasons for delaying concurrence of a notification are adverse impact to the natural, cultural or historical resources of the Gila River Indian Community (GRIC), lack of concurrence from a stakeholder department or agency, lack of concurrence from

the District affected by the intended entry, availability of necessary documents authorizing entry onto lands or property within the purview of other entities on the Community (the Bureau of Indian Affairs – Pima Agency, the Wild Horse Pass Development Authority, the Lone Butte Development Corporation, etc.), negative experience on previous notifications, making of false or misleading statements during the submittal process, etc.

2. A lack of concurrence will be conveyed via e-mail or by phone followed up with a formal letter to the notifying party as soon as possible.

Section 4: Termination of an Approved ROE Notification

1. Any Right-of-Entry Notification which has been accepted can be terminated or revoked without prior notice due to unforeseen emergencies and/or disasters, circumstances deemed hazardous to the safety and welfare of persons within the exterior boundaries of the Reservation, for any infractions to the terms contained in the Right-of-Entry Notification Guidelines, GRIC's Civil Trespass Ordinance as revised and their associated administrative processes, notification from Stakeholder Departments, Entities or Agencies that ordinances or administrative process associated with the identified entry have been violated or failure to adhere to safety and health protocols instituted to protect the safety and welfare of persons on the Reservation.
2. The applicant will be notified in writing if an accepted Right-of-Entry Notification is terminated or revoked.

Section 5: Applicability of the Right of Entry Notification Process

1. The Department of Land Use Planning and Zoning will review and process Right of Entry Notifications received for entries onto Tribal Lands only. Requests for entry onto Allotted Lands (Encroachment Permit) must be processed thru the Bureau of Indian Affairs - Pima Agency at 520-562-3326. Permission for Right-of-Entry onto established campuses (Lone Butte Industrial Park, Wild Horse Development Authority, Pima Leasing & Finance Corporation Properties, etc.) must be processed thru the entity recognized by the Community Council with oversight responsibilities for that particular campus or parcel of land; information on the appropriate entity may be obtained by contacting the Community Council Secretary's Office (CCSO) at 520-562-9720. At the discretion of the Director of the Department of Land Use Planning and Zoning concurrence may be withheld pending approvals of concurrences from affected agencies, departments, corporations or authorities directly affected by the proposed entry as referenced above.

Section 6: Important Information for Notifying Parties

1. All entrants on an Acknowledged Right of Entry Notification shall adhere to all CDC, Gila River Indian Community, Federal and State guidelines (as approved, amended and/or concurred with by the Community Council) while entering and conducting activity allowed under said permit.
2. Unless otherwise specified, all Right of Entry Notifications apply to activity within a specific area and for a specified period. If you venture outside the authorized area and/or are present outside the acknowledged time period, you are subject to being cited for Civil Trespass. This may include any additional measures allowable under Title 8, Chapter 2 as amended or any other applicable laws, ordinances or administrative processes.

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 Department of Land Use Planning & Zoning

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 Sacaton, Arizona 85147



Phone: (520) 562-6003
 Casa Grande Line: (520) 836-7291
 Phoenix Line: (480) 899-0056
 Fax: (520) 562-6040

LUPZ REQUEST FORM
ORDINANCE / LIVESTOCK

NAME: XYZ Corporation DATE: January 23, 2018
 ADDRESS: 123 ABC Lane, Anytown, AZ PHONE NO. 999-999-9999
 EMAIL: Mr.Smith@business.net FAX NO. 999-999-9998

TYPE OF USE

Tribal Department Use Only - Dept: _____ Bureau of Indian Affairs Use Only - Dept: _____
 Community Member Use Only - GRIC Enrollment No.: _____ Other: _____

TYPE OF REQUEST

Sign Permit:

Political Billboard Permanent Temporary

Native Plant:

Native Plant Review Native Plant Permit Native Plant Survey

Right of Entry:

Internment Camp Other Notification

Livestock:

Inspection Other _____

Copy of Ordinance Type: _____

Location: District: Identify Subdivision Name: Commonly-Known Name of Area or Location
 Lot #: _____ Allot #: _____ Township: ? S or N Range: ? E Section: ?

BRIEF EXPLANATION OF REQUEST

This is a ROE Notification on behalf of (Name) for their work on Project # (Name or Number) in the District (#) Community; We are entering in conjunction with (Name of Tribal Entity, Contract or Approved Grant of Easement or Right of Way). The project will begin on (date) and is scheduled to end on (date). All activity will occur within the area identified on the attached map or exhibit. Mr. Smith is the primary contact and may be reached at the following numbers (office & cell). A list of personnel and vehicles will be provided upon request.

Number of copies being requested: _____

 Signature of Requestor

Mr. Smith
 Printed Name of Requestor

EVERY ATTEMPT WILL BE MADE TO PROCESS THE REQUEST IN A TIMELY MANNER. DELAYS MAY ARISE IN RETRIEVING INFORMATION AND APPROVAL MAY BE REQUIRED FROM ADMINISTRATION.
SUBMIT FORM TO LUPZ FRONT DESK OR EMAIL LUPZSUPPORTGROUP@GRIC.NSN.US

LUPZ OFFICE USE ONLY			
Date Received Stamp	Administration	Closed / Completed By	Delivered Via:
Doc ID# _____	<input type="checkbox"/> Approve _____	Project Name: _____ (Address/File Name)	<input type="checkbox"/> Mailed <input type="checkbox"/> E-mailed <input type="checkbox"/> FTP Site <input type="checkbox"/> Inter-Office Mail <input type="checkbox"/> Hand Delivered
	<input type="checkbox"/> Decline _____	Posted/Completed: _____	
	<input type="checkbox"/> Verify _____	Initials: _____	
	<input type="checkbox"/> Pending _____		

LUPZ Staff Releasing Document: _____ Date: _____
 Requested Items Released to (sign name): _____ Date: _____
 Requested Items Released to (print name): _____ Date: _____