



**Mailing and Delivery Address:**  
Maricopa County Environmental Services Department  
Subdivision Infrastructure and Planning Program  
1001 N. Central Avenue, Suite 201  
Phoenix, AZ 85004-1940

## COVER / TRANSMITTAL PAGE

*This packet contains:*

- The application for Approval of a Trailer Coach Park,
- The application for Approval To Construct (ATC) for water/sewer lines,
- The application for Approval Of Construction (AOC) for water/sewer lines.

Fees for the approval of a trailer coach park are **separate** from the fees for the approval to construct the water/sewer lines.

**Submittal process:**

- 1) Submit Trailer Coach Park application.
- 2) For New Parks or additions to existing parks, submit ATC application for new water/sewer infrastructure.
- 3) Once ATCs have been approved, the Trailer Coach Park application will be approved.

**For the regulations regarding trailer coach parks, please refer to:**

- The Arizona Administrative Code, Department of Health Services-Food, Recreational and Institutional Sanitation, Title 9, Chapter 8, Articles 3 – 8 and
- The Maricopa County Health Code Chapter IX – Trailer Coach Parks Sections 1 – 9.

**Project Name:** \_\_\_\_\_

**(PLEASE PRINT CLEARLY)**

Contact Person: \_\_\_\_\_ Title \_\_\_\_\_

Email address of contact person \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

FEES FOR TRAILER COACH PARKS	
\$600.---	---100 spaces or less
\$1200.---	---101 to 200 spaces
\$1800.---	---201 to 300 spaces
\$2400.---	---301 to 400 spaces
(every 100 spaces add \$600.)	
<b>To Expedite A Project -- Double The Fee</b>	

**Any Signatures Cannot Be More Than One (1) Year Old.**

*Any questions contact Cindy Furze at 602-506-1058 or [CFurze@mail.maricopa.gov](mailto:CFurze@mail.maricopa.gov)*

\*\*\* The Department reserves the right to request any other information \*\*\*

Visit our web page at [www.maricopa.gov/EnvSvc/WaterWaste](http://www.maricopa.gov/EnvSvc/WaterWaste)



## Application for Approval of a Trailer Coach Park

MCESD # \_\_\_\_\_

GENERAL DATA: NEW \_\_\_\_\_ ADDITION \_\_\_\_\_

NAME OF PARK \_\_\_\_\_

PARK ADDRESS \_\_\_\_\_

Engineer Of Project \_\_\_\_\_

Name

Firm

Engineer's Mailing Address \_\_\_\_\_

OWNER/MANAGER'S NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

Owner/Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dependent Park - New Spaces \_\_\_\_\_ Existing Spaces \_\_\_\_\_

Independent Park - New Spaces \_\_\_\_\_ Existing Spaces \_\_\_\_\_

Total New and Existing Spaces \_\_\_\_\_ Size in Acres \_\_\_\_\_

Section \_\_\_\_\_ TWN \_\_\_\_\_ Range \_\_\_\_\_

Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Name of Water Supply \_\_\_\_\_ PWS #04-07- \_\_\_\_\_ MCESD# \_\_\_\_\_

Name of Sewer Utility \_\_\_\_\_ MCESD# \_\_\_\_\_

### WATER SUPPLY AND SEWERAGE SYSTEM DATA

(Submit 3 copies of project plans and specifications for Department Approval prior to construction.)

I WATER SUPPLY SYSTEM -  New System  Extension of Existing System

The following data must be submitted:

1. The completed form "Application for Approval To Construct"
2. Water Service Agreement (If service is from an existing system)

II SEWERAGE SYSTEM - (Check one)

Liquid Waste Disposal will be by (submit Application of Approval to Construct)

- Individual septic tanks
- Community septic tank(s)  
(Provide ambient groundwater nitrate level \_\_\_\_\_ mg/l)
- Common collection sewers with a central sewage treatment facility
- Common collection sewers discharging into an existing sewer system  
(Provide a sewer service agreement)

\*\*\* The Department reserves the right to request any other information \*\*\*

Visit our web page at [www.maricopa.gov/EnvSvc/WaterWaste](http://www.maricopa.gov/EnvSvc/WaterWaste)



## Application for Approval of a Trailer Coach Park

### FOR DEPARTMENT USE ONLY

#### PLAN REVIEW

DISAPPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

APPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

#### CONSTRUCTION INSPECTION

##### WATER SYSTEM

DISAPPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

APPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

##### SEWER SYSTEM

DISAPPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

APPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

#### FINAL INSPECTION

##### WATER SYSTEM

DISAPPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

APPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

##### SEWER SYSTEM

DISAPPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

APPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

##### GENERAL LAYOUT

DISAPPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

APPROVED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

Date Filed: \_\_\_\_\_ SEC. \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Water / Wastewater Service Agreements Page

➤ **This agreement MUST be signed by the Providers NOT the Engineer or Project owner.**

**WATER SERVICE AGREEMENT** - An unconditional agreement which is effective this date has been made between the owners of:

**Subdivision Name** \_\_\_\_\_

and the \_\_\_\_\_  
(Name Of The Water System Or Municipality)

to provide water service to each and every lot in accordance with the design shown on the attached plans of the subdivision.

The undersigned hereby agrees to inspect this project during construction to assure compliance with plans and specifications approved by the Maricopa County Environmental Services Department (MCESD) and upon completion and acceptance by MCESD shall be responsible for maintenance and operation of the system.

Date \_\_\_\_\_ Print Name *clearly* \_\_\_\_\_  
Job Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Signature \_\_\_\_\_

➤ **This agreement MUST be signed by the Providers NOT the Engineer or Project owner.**

**SEWER SERVICE AGREEMENT** - An unconditional agreement has been made between the owner/s of:

**Subdivision Name** \_\_\_\_\_

and the \_\_\_\_\_  
(Name Of The Sewer System Or Municipality)

to provide sewer service to each and every lot in accordance with the design shown on the attached plans of the subdivision.

The undersigned hereby agrees to inspect this project during construction to assure compliance with plans and specifications approved by the Maricopa County Environmental Services Department (MCESD) and upon completion and acceptance by MCESD shall be responsible for maintenance and operation of the system.

Date \_\_\_\_\_ Print Name *clearly* \_\_\_\_\_  
Job Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Signature \_\_\_\_\_



## Refuse Service and Disposal Agreements Page

- **This agreement MUST be signed by the Providers NOT the Engineer or Project owner.**

**REFUSE SERVICE AGREEMENT** - Agreements must be completed and signed by a representative of the collection service and the operational authority of the disposal site:

**Collection Agency** \_\_\_\_\_

Refuse collection service to \_\_\_\_\_  
(Name Of The Subdivision)

in accordance with applicable rules and regulations governing refuse collection.

Date \_\_\_\_\_ Print Name *clearly* \_\_\_\_\_  
Job Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Signature \_\_\_\_\_

*In order to approve the above collection service, we must also have the information in the agreement below.*

- **This agreement MUST be signed by the Providers NOT the Engineer or Project owner.**

**REFUSE DISPOSAL AGREEMENT** - As required by the Arizona Department of Environmental Quality Rules and Regulations, and specifically regulation A.A.C. R18-5-409:

**The Disposal Site** \_\_\_\_\_

is operated by \_\_\_\_\_  
(Name Of Operational Authority)

in accordance with applicable rules and regulations governing refuse and will accept refuse from persons living in:

Name of Subdivision: \_\_\_\_\_

Date \_\_\_\_\_ Print Name *clearly* \_\_\_\_\_  
Job Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Signature \_\_\_\_\_

- ❖ **The signatures cannot be more than 1 (one) year old.**
- ❖ **IF YOUR PROJECT IS IN THE CITY OF PHOENIX - Subdivision/Condominium Refuse must be signed by the City of Phoenix. No Exceptions.**



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**COVER / TRANSMITTAL PAGE**

**This packet is for submitting Approval To Construct applications for these projects:**

- Water Line Extension
- Water Booster Station
- Reuse Lines
- Sewer Line Extension
- Sewer Lift Station
- Master Plans
- Storage Tank
- Well
- Geological Reports
- Pressure Tank
- Chlorination

Use this Cover/Transmittal Page for all projects EXCEPT Geological Reports.  
For Geological Reports, use the Geological Report Cover Page (next page).

**Detailed instructions for completing this packet are included.** Our experience shows that most questions are already answered by the attached instructions or the form itself. Each transmittal page has a check list of ALL the required information for a complete submittal. **Incomplete** submittals will be **returned** to you. Also included is a fee list so that you can calculate the fees.

**Project Name:** \_\_\_\_\_

**(PLEASE PRINT CLEARLY)**

Contact Person: \_\_\_\_\_ Title \_\_\_\_\_

Email address of contact person \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Application check list for Approval to Construct**

- Cover/Transmittal Page for MCESD Projects** – this page (or next for Geological)
- ATC Fee's** – list attached
- Approval to Construct application pages 1 of 3, 2 of 3 and 3 of 3** (attached)
- Full size set of plans with every page sealed and signed by engineer. (1 set only)
- Water Design Report-water projects only (must be sealed & signed by a registered engineer)
- Sewer Design Report-sewer projects only (must be sealed & signed by a registered engineer)
- Sewer Capacity Letter (must be issued by the sewer utility provider, **NOT the engineer**)

- ❖ **If you are submitting for a sewer line project, it will not be accepted without a sewer capacity letter if the design average daily flow is over 3,000 gallons. Date and signature cannot be more than one year old.**
- Sewer Capacity Letter - a statement, signed by the owner or operator of the sewage treatment facility and/or down stream collection system, **affirming compliance in accordance with R18-9-E301.C.**
- Operation and Maintenance Plan – there must be verification of an O&M Plan. Submittal of the O&M Plan will be upon request.

*Any questions contact Cindy Furze at 602-506-1058 or [CFurze@mail.maricopa.gov](mailto:CFurze@mail.maricopa.gov)*

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**COVER PAGE / TRANSMITTAL PAGE FOR GEOLOGICAL REPORT**

**USE THIS PAGE ONLY IF APPLYING FOR A CERTIFICATE OF GEOLOGICAL REPORT FOR ON-SITE SEWAGE DISPOSAL FOR SEPTIC SUBDIVISIONS**

**Detailed instructions for completing this packet are included.** Our experience shows that most questions are already answered by the attached instructions or the form itself. Each transmittal page has a check list of ALL the required information for a complete submittal. **Incomplete** submittals will be **returned** to you. Also included is a fee list so that you can calculate the fees.

**Project Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title** \_\_\_\_\_

Email address of contact person \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

<b>Application Check List for On-Site Sewage Disposal/Septic Subdivision submittal</b>	
<input type="checkbox"/> Approval To Construct Application	Check the box Soils on application
<input type="checkbox"/> Cover Page	This cover page must be submitted with the Approval To Construct application.
<input type="checkbox"/> Soils Test Plan	<b>The plan must include the following</b> <ul style="list-style-type: none"> <li>• location on the plat where the soils testing will be performed (percolation tests and soil borings)</li> <li>• the method of testing</li> <li>• person/firm performing tests</li> <li>• depth to seasonal high groundwater level</li> <li>• site specific geology and topography</li> <li>• list of information that will be included in the final soils testing report (field notes, soils boring logs, etc.)</li> </ul>
<input type="checkbox"/> Percolation test methodology	Must be specified and comply with the Arizona Administration Code R18-9-A310.E or F, depending on the proposed method of effluent disposal. (No mere reference to AAC Code)
<input type="checkbox"/> All Soil Borings must be a minimum of 50 feet in depth	Unless disposal pits deeper than 50 feet are proposed.
<input type="checkbox"/> Statement on the plans:	This will allow coordination for a site visit during the field activities. "At least five (5) working days notice will be provided to Dr. Shimin Li, Senior Civil Engineer for MCESD".

Any questions contact Cindy Furze at 602-506-1058 or [CFurze@mail.maricopa.gov](mailto:CFurze@mail.maricopa.gov)

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<u>Fees for Approval To Construct (ATC) and Soils Reports</u>			
<b>Make check payable to MCESD</b>			
<b>Check or cash only</b>			
➤ <b>Double the fee for expedited review</b>			
➤ <b>A \$25.00 fee for all returned checks</b>			
ATC Fees			
Public water supply system		Sewer collection system	
\$600.	150 or less connections	<b>Gravity Sewer only, including manholes</b>	
\$1200.	151 to 300 connections	\$500.	Serving 50 connections or less
\$1800.	301 to 450 connections	\$1000.	Serving 51 to 300 connections
\$2400.	451 to 600 connections	\$1500.	Serving 301 or more connections
\$3000.	601 to 750 connections	<b>Force Mains + Gravity Sewer</b>	
\$3600.	751 to 900 connections	\$800.	Serving 50 connections or less
(every 150 connections add \$600.)		\$1300.	Serving 51 to 300 connections
		\$1800.	Serving 301 or more connections
Other Components			
\$675.	Storage Tank (each)	\$600.	Sewer Lift Station
\$675.	Well (each)	\$250.	Reuse lines
\$675.	Pressure Tank (each)	\$150.	Chlorination
\$675.	Booster Station	➤ <b>Any fee questions contact MCESD</b>	
		\$500.	Master Plans - per component (water/sewer)
		\$150.	Other

**\*\* "An approval of plans and specifications can be renewed for one year if an application for renewal is submitted within 180 days of expiration. A fee equal to one-half (1/2) of the flat fee or initial plan review fee is paid. The approval will be effective for one year from the date of expiration". MCESD Ch. 1, Reg. 4f. (Check with MCESD if questions.)**

Geological (Soils) Report Fees	
\$525.	50 lots or less
\$1050.	51 to 100 lots
\$1575.	101 to 150 lots
\$2100.	151 to 200 lots
(every 50 lots add \$525.)	

<b>Fees</b>	<input type="checkbox"/> Regular Fees	<input type="checkbox"/> Expedited Fees
-------------	---------------------------------------	---

**Break down fees (fees for multiple components on the same project can be put on one (1) check)**

Type of component (ie: water line, sewer line, etc)	Regular Fee per component	Expedited Fee per component	Total Fee per component	
			<b>TOTAL FEE</b>	

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# Approval To Construct Application Instructions

**APPLICANT – You only need to complete those portions of the form that apply to your project. If submitting a water line, you do not need to provide information on the sewer system and vice versa.**

**For Soils and Master Plans only – on page 1 of 3 fill out #1 only and page 3 of 3 - #4, 5, 6.**

## Page 1 of 3

---

1. **Project Name** – must be the same as on the engineered plans. This name will appear on the ATC certificate.  
**Project Address** – physical location of project.  
**City, AZ and Zip Code** – of actual location of project.  
**Section, Township, Range** – information can be located in the Phoenix Metropolitan Street Atlas or on the plans.  
**Project Description** – what type of review you are requesting from our department.
    - You will receive an individual certificate for each component.  
(Example: water line extension, lift station, well site and/or any other component)
  2. **System information required:**  
**Water / Well information** – Provide rest of numbers for PWS for the Public Water System and/or the DWR for the well as the case may be.  
**Sewage Information** – **Sewage Collection System Owner** – name of sewage collection system owner, providing sewer service to the project.  
**Sewage Treatment Facility Owner** – name of owner of treatment facility, may be different from the collection system owner.
  3. **Quantity:**  
**Number of water and sewer connections** – number of connections on the project that we are to review.  
**Water and Sewer Linear Feet and Size** – these totals are included on the certificate our Department issues.  
**Reuse Linear Feet and Size** – these totals are included on the certificate our Department issues.
- 

## Page 2 of 3 – ONLY NECESSARY IF SUBMITTAL IS FOR WATERLINE OR WATER COMPONENT

---

- Public Water Supply number (PWS) Signature Form** – if this form is not signed, your project will be denied. This agreement **MUST** be signed by the Public Water System Representative **NOT** the Engineer or Project owner.
- PWS #** - public water system number from the water supply provider.
- Project Name** – the name of the project
- Project Address** – physical location of project.
- City, Zip Code** – location of project
- Public Water Supply Provider** – name of public water supply system that will be providing water service to the project.
- 

## Page 3 of 3

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4. **Name of Registered Engineer** – registered engineer who is the contact person for project. (Please print clearly)  
**Phone Number, Ext & Fax** – phone number, extension, and fax number of registered engineer working on the project.  
**Email Address** – email address for the registered engineer working on the project.  
**Name of Engineering Firm as Registered with the AZ Board of Technical Registration** - a registered engineering firm that employees the project engineer.  
**Mailing Address, City, State and Zip Code** - mailing address of registered engineering firm.
  5. **Project Owner/Responsible Party - MUST** be a person with fiduciary responsibilities associated with the Project or Company.  
**Job Title** - examples: Project Owner, President or Vice President of Corporation/Home Owners Association, Manager.  
**Email address** – project owner email address.  
**Company Name** - the name of Company who owns the Project.  
**Mailing Address, City, State, Zip Code** - location of Project Owner, will be put on certificate.  
**Phone number, ext and fax** - project owner phone, extension and fax number.
  6. **Authorization**–Only the named Project Owner/Responsible Party can sign for the Project Owner/Responsible Party unless there is a letter of authorization.
-





**Application for Approval to Construct (ATC) and/or  
Provisional Verification of General Permit Conformance \*\*  
for  
Water/Wastewater Facilities**

**Public Water Supply Number (PWS) Signature Form**

*Page 2 of 3*

**PWS number 0407 (Public Water Supply number)**

**WATER SERVICE AGREEMENT** - An unconditional agreement which is effective this date has been made between the owners of:

**Project Name** \_\_\_\_\_

(Physical location of Project)

**Project Address** \_\_\_\_\_ ,

City \_\_\_\_\_ , AZ Zip Code \_\_\_\_\_ ,

and the \_\_\_\_\_  
(Public Water Supply Provider "PWS")

The undersigned hereby agrees to provide water to the above project with the Public Water Supply (PWS) number and they agree that the PWS is in compliance and on file with Maricopa County Environmental Services Department (MCESD).

**Date** \_\_\_\_\_ **Print Name clearly** \_\_\_\_\_  
Job Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
**Signature** \_\_\_\_\_

- **Signature must not be over one (1) year old.**
- **This agreement MUST be signed by the Public Water System Representative NOT the Engineer or Project owner.**
- **Failure to provide a Public Water Supply (PWS) number that is in compliance will result in immediate rejection of your project.**

\*\*\* The Department reserves the right to request any other information \*\*\*

Visit our web page at [www.maricopa.gov/EnvSvc/WaterWaste](http://www.maricopa.gov/EnvSvc/WaterWaste)



**Application for Approval to Construct and/or  
\*\* Provisional Verification of General Permit Conformance \*\*  
for  
Water/Wastewater Facilities**

**Page 3 of 3**

**4. Name of Registered Engineer Working on Project:** \_\_\_\_\_

**Must Be Registered With The AZ Board of Technical Registration**

Phone Number \_\_\_\_\_ Ext \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Name of Engineer's Firm as Registered With  
The AZ Board of Technical Registration: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**(Please print legibly)**  
*(The information provided will be used on the ATC Certificate)*

**5. PROJECT OWNER NAME:** \_\_\_\_\_

*Can be Individual or Company*

Responsible Party \_\_\_\_\_ Job Title \_\_\_\_\_

**Must be a Person with fiduciary responsibilities associated directly with the project ownership**

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Ext \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

**6. Authorization**

The Project Owner/Responsible Party hereby authorizes the review of project plans as described for approval to construct and/or provisional verification of conformance under General Aquifer Protection Permit 4.01.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Project Owner/Responsible Party / Please print name Date (not more than 1 year old)

**Please complete and attach Letter of Authorization if Project Owner is not signing above.**

**\*\* This application constitutes the Notice of Intent to Discharge referenced by R18-9-A301.B.**

**"NO APPLICATION WILL BE ACCEPTED UNLESS FULLY COMPLETED"**

**Department use only**

Waterline _____	Gravity Sewer _____	Storage Tank _____
Well _____	Force Main _____	Booster Station _____
Reissue _____	Master Plan _____	Other: _____
Reuse _____	Pressure Tank _____	
Lift Station _____	Chlorination _____	

Check number (s): \_\_\_\_\_

Amount Paid: \_\_\_\_\_



## 1 (one) MCESD# Per Application

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- Approval OF Constructions (AOCs) are applied for after the component is built and testing has been completed and passed.
- MCESD issues AOCs only for MCESD issued Approvals TO Construct (ATC).
- One (1) MCESD number per AOC application. Do not put multiple numbers on one application. ATCs are issued with one MCESD number and AOCs are issued the same way.
- For the Engineer's Certificate of Completion area on the application, the only items required are registered engineer's name, phone & fax numbers and the wet seal and signature. Nothing else is to be added.
- The engineer sealing/signing must be comfortable with the information provided on the as-built plans.
- Please make sure that the application is completed legibly. MCESD signs the bottom of the application when issued which turns it into the issued certificate.

### AOC Application Instructions

**PWS#** - "Public Water Supply" number – last three digits needed. Needs to be the assigned number that is providing potable water, must be the same on the ATC and the AOC.

**MCESD#** - located on the plans that were signed by MCESD and can be found on the Approval to Construct Certificate.  
**(One MCESD number per application)**

**Type of Component** – write in the type of component the AOC application is for, **water, sewer, etc.**

**DWR#** - last six digits needed. FOR WELLS ONLY. Must have source approval before applying for AOC.

**Project Name** - as denoted on the Approval to Construct Certificate. Should be the same as on the plans.

**Project Address** – physical location of project.

**Project Description** - the description should be the same as the description on the Approval to Construct (ATC) Certificate, this will be different for each component.

**Project Owner** - must be a person with fiduciary responsibilities associated with the Project.(Print Name)

**Job Title** - examples: Owner, President or Vice President of Corporation/Home Owner Association, Manager.

**Project Company Name** – the name of Company who owns the Project.

**Mailing Address, City, State, Zip Code** - location of project owner, original will be mailed to this address, unless otherwise noted.

**Signature of Project Owner** - No one other than named project owner can sign the application unless there is a letter of authorization, attach.

**Engineer's Certificate of Completion** – must be filled out, sealed and signed by a registered Engineer only, do NOT alter the application in any way.

*Any questions contact Cindy Furze at 602-506-1058 or [CFurze@mail.maricopa.gov](mailto:CFurze@mail.maricopa.gov)*

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**(PLEASE PRINT CLEARLY)**

**Project Name:**

**Contact Person:** \_\_\_\_\_ **Title** \_\_\_\_\_  
 Email address of contact person \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

- **On the AOC application ONLY, an Engineer can be the Project Owner.**

**Application check list for Approval of Construction**

- Cover Page for MCESD Projects**
- Approval of Construction application (attached)**
- Cover sheet of sealed and signed As-Built plans**  
 (can be sealed and signed by a registered land surveyor or registered engineer)  
 Full set must be available upon request in accordance with R18-4-507.2, R18-4-508 Record Drawings  
 and Part E Type 4 General Permit R18-9-E301.E.
- (If the application is for a subdivision and the cover page does not show the subdivision lots, we will need the pages that do.)**
- Test results or a letter from the City stating the type of test that were run and that they passed**  
**Potable water systems** - test results including, but not limited to pressure and bacteriological test data.  
**Sewage collection systems** - test results including, but not limited to deflection, leakage and uniform slope test data.  
**Reclaimed water distribution systems** - test results including, but not limited to pressure test data.
- **The Approval of Construction (AOC) application will be signed by the MCESD Program Manager and will become your AOC certificate.**
- **The original will be mailed to the applicant.**

*Any questions contact Cindy Furze at 602-506-1058 or [CFurze@mail.maricopa.gov](mailto:CFurze@mail.maricopa.gov)*

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## Approval of Construction and/or Verification of General Permit Conformance

**PWS#** 04-07- \_\_\_\_\_ **MCESD #** \_\_\_\_\_ **Type of Component** \_\_\_\_\_  
(One (1) MCESD# per request) (Example: water, sewer, reuse, lift station, etc.)

**DWR#** 55- \_\_\_\_\_ **Wells Only (Must have source approval before applying for AOC.)**

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_  
(Physical location of project)

### Project Description

**Project Owner:** \_\_\_\_\_ **Job Title** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Signature of Project Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

### Engineer's Certificate of Completion

I, \_\_\_\_\_, a Professional Engineer registered in the State of Arizona; confirm that the project was completed in compliance with the plans and specifications approved by the Department, except as noted on the "as-built" plans. Applicable test results as required are attached.

**Seal & Signature**

**Engineer's Phone** \_\_\_\_\_

**Engineer's Fax** \_\_\_\_\_

### Department Use Only

#### Approval of Construction and/or Verification of General Permit Conformance

For the project as described above, the Project Owner is granted an Approval of Construction and/or Verification of General Permit Conformance for operation and/or discharge under the terms of General Permit 4.01 in accordance with Title 18, Chapter 9, and Permit Article 2 (Wastewater); And/Or Title 18, Chapters 4 and 5 and Chapters IV and V of The Maricopa County Environmental Health Code (Water).

**By**  
**Wesley A. Shoner, PE, Program Manager**  
**Subdivision Infrastructure & Planning**

**Date**