



SUBMITTAL PACKAGE INSTRUCTIONS FOR APPROVAL TO TRANSFER OWNERSHIP OF WATER AND/OR WASTEWATER TREATMENT/REUSE FACILITIES

The Maricopa County Environmental Services Department (MCESD) must review and approve all transfers of ownership of water and wastewater treatment facilities, reclaimed water facilities and reuse systems.

This submittal package instruction sheet is to be used to apply for approval to transfer ownership for the following types of projects:

- Water Treatment Facilities
- Wastewater Treatment Facilities
- Non-Hazardous Liquid Waste Facilities
- Well Head Treatment Systems
- Recharge/Recovery Facilities
- Reclaimed Water Reuse Systems
- Disposal System/Wetlands
- Odor Control Systems/Facilities
- Related Treatment Facility Components

A. SUBMITTAL PACKAGE:

Each project to be reviewed and approved by the MCESD for transfer of ownership must be submitted with a transmittal letter, an application, a check for the initial review fee and the relevant documentation.

Multiple treatment facilities cannot be submitted on a single application. However, a treatment facility may be associated with multiple components. For example, a wastewater treatment facility may be associated with a sewer collection system and lift pump station components.

2. Submittal Package Check List:

- Transmittal Letter
- Check for the Initial Review Fee
- Application for Approval To Transfer of Ownership of Water and/or Wastewater Treatment/Reuse Facilities
- Documentation of Ownership Change

Please contact MCESD Water and Wastewater Treatment Program staff member to determine what specific documentation is required to be submitted with the application. Normally only one copy of the documentation is required for the public record. Additional copies may be required if portions of the project need to be reviewed by other programs within MCESD.

3. Submission and Contact Information:

Send the submittal package to:

Maricopa County Environmental Services Department
Water and Wastewater Treatment Program
1001 North Central Avenue, Suite 150
Phoenix, AZ 85004-1940

If you have any questions please contact the MCESD at the following telephone, fax or e-mail address:

Telephone: (602) 506-6666
Facsimile: (602) 506-6925
E-Mail: **name**@mail.maricopa.gov



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B. FEES:

Locate the fee from the fee schedule table below.

Fee Schedule Table – Approval To Transfer Ownership			
Facility Type	Amount	Facility Type	Amount
Water Treatment Facility	\$ 200.00	Reclaimed Water System	\$ 200.00
Wastewater Treatment Facility	\$ 200.00		

C. APPLICATION FORM INSTRUCTIONS:

Each section of the attached application form should be filled out per the following instructions:

1. Project Information:

- a) **Facility Name** – The name of the facility as it appears on MCESD’s permit.
- b) **Facility Type** – Check the box identifying the facility type for the project.
- c) **Facility Description** – The facility description should identify the capacity of and the treatment process(es) being employed at the plant.
- d) **Project Components** – Check the box(es) identifying the applicable components for the project.
- e) **Required Permits** – Check each box where a permit is being transferred for the project.

2. System Information:

- a) **System Type** – Check the box identifying the applicable type of system.
- b) **System Name** – For water systems provide the Public Water System (PWS) name. For wastewater and reclaimed water systems provide the name of the Wastewater Treatment Facility (WWTF).
- c) **System ID Number** – The PWS (04-07-####) or WWTF (04-37-####) identification number.
- d) **Owner’s Name / Contact Person** – Provide the name of the owner and the contact person for the system.

3. Site Information:

Provide the name of the city or town in closest proximity to the project site, the township, range and section information of the parcel on which the project site is located and the physical address of the project site. The parcel information may be obtained from the Maricopa County Assessor’s office.

4. Documents Submitted with this Application:

Check the box(es) identifying each type of document submitted.

5. Owner Information:

Provide the new and old owner’s name, contact person’s name and contact information. The owner of a water or wastewater treatment facility, wastewater disposal system/wetland, reclaimed water recharge facility or odor control facility/system must be a public or municipal utility company or government agency. The owner of a reclaimed water reuse/irrigation system may be a public or municipal utility company, home owner’s association, corporation or government agency.

6. Person Authorizing Transfer:

The name, job title/affiliation, signature, and date information for the person authorizing this transfer of ownership. The person authorizing the transfer must be a person with fiduciary responsibilities associated with the new owner of the treatment facility.