



**MARICOPA COUNTY ENVIRONMENTAL SERVICE DEPARTMENT
WATER & WASTE MANAGEMENT DIVISION
ONSITE WASTEWATER PROGRAM**

501 North 44th Street, Suite 200, Phoenix, AZ 85008

Phone: (602) 506-6666 Fax: (602) 506-6925

Email: SepticQuestions@maricopa.gov Website: esd.maricopa.gov

**APPLICATION FOR SETBACK DISTANCE REVIEW
OF EXISTING SEPTIC SYSTEMS**



INSTRUCTIONS

The Planning and Development Plan Review, also known as a Setback Distance Review, is used to determine if the proposed development (including, but not limited to, non-livable space, patios, paved surfaces, block walls, fire pits, swimming pools, or similar structures) will maintain an adequate setback distance to the parcel's existing onsite wastewater treatment facility or septic system and designated reserve area for parcels that utilize a septic system to manage their wastewater.

If, after the Planning and Development Plan Review, MCESD determines the proposed development does not meet the minimum required setback distances to the existing septic system or designated reserve area, an Alteration application to replace either the tank **or** disposal field or a new NOID application to replace the tank **and** disposal field may be required to proceed with the proposed development.

If an inspection is required at the site for the Planning and Development Plan Review, request an inspection by phone (602-506-1787), E-Mail (SepticQuestions@maricopa.gov), on-line (<https://www.maricopa.gov/FormCenter/Environmental-Services-16/Onsite-Wastewater-Systems-Program-Inspec-90>) or fax (602-506-6925). Have the permit number available when requesting the inspection. Instructions on how to proceed will be provided.

PERMIT APPLICATION PROCESS NOTICE

Steps required to obtain a Planning and Development Plan Review approval:

1. **Prior to Submittal**, if the existing permit number is not available, perform a septic records search or complete a [Septic Records Research Request](#).
2. **Submit a Planning and Development Plan Review application**. Include all supporting documentation as listed on the Planning and Development Plan Review Checklist and applicable fees. If an inspection is required or requested, an additional fee will be charged.
3. **A Plan Review** of the proposed changes to the property will be completed by MCESD in accordance with all applicable rules and regulations.
4. **Communication** with the applicant of the approval or deficiencies will be made by the plan reviewer. If deficiencies are found or more information is required, the permit will be held until the deficiencies are corrected or supplemental information is provided.
5. **If denied**, reasons for the denial are communicated to the applicant.
6. **If approved**, a site plan with approval stamp by MCESD is provided.

The Department will approve or deny the application in 30 business days or less, excluding any days the application is returned to the applicant for additional information. This overall licensing time frame is stated by the Arizona Department of Environmental Quality, Delegation Agreement #EV12-0057 as required by A.R.S. §11-1605.

Per Maricopa County Health Code, this application will expire one (1) year from the date of application.

Department contact information regarding your application

Telephone: 602-506-6616, ask for the Onsite Wastewater Program

E-mail: SepticQuestions@maricopa.gov

Website: [Water, Sewage, Stormwater & Waste](#)

You may request a clarification from the Department of its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in A.R.S. §11-1609. Contact us by e-mail or telephone, or in person or mail at the address listed at the top of the page, marked attention Onsite Wastewater Program.

LICENSING TIME FRAMES

Permit Category	Overall time (business days)
Alteration	30
Alteration with Inspection	30
Composting Toilet <3000 Gal/Day	73
Septic Tank with Additional Alternative Features	95
Septic Tank, Conventional Disposal <3000 Gal/Day	73
Aerobic System with Surface Disposal	95
Onsite Wastewater Treatment Facility, Flow 3000 to <24000 Gal/Day	136
Reconnect/Remodel Review (Minor Plan Review)	30
Reconnect/Remodel Review (Minor Plan Review) with Inspection	30

FEES*****BASE ONSITE FEES**

Onsite System Site Inspection	\$325
Onsite Additional Inspection	\$325
Septic Tank Conventional Disposal, less than 3,000 gal/day*	\$550
Onsite System Alteration Permit	\$205
Onsite System Alteration Permit and Two Inspections	\$400
Onsite System Reconnect/Remodel Review (Minor Plan Review)	\$205
Onsite System Reconnect/Remodel Review and One Inspection	\$400
Onsite Aerobic System with Surface Disposal	\$1,050
Septic Tank with One Additional Alternative Element**	\$1,050
Septic Tank with More Than One Additional Alternative Element**	\$1,050
Each Additional Alternative Element	\$250
Onsite System Design Requiring Interceptor	\$200 per interceptor
Onsite Facility with Flow from 3,000 to less than 24,000 gal/day	\$1,800
Composting Toilet, less than 3,000 gal/day	\$400
Onsite System Abandonment/Closure	\$175

DOMESTIC WELL APPROVAL

Domestic Well Location Approval (ADWR Form)	\$175
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REVIEW AND COMPARISON OF REVISIONS TO APPROVED CONSTRUCTION OR DISCHARGE AUTHORIZATION

Onsite System Plan Revision	\$205
Planning and Development Plan Review	\$80

REQUEST FOR CHANGE PERMITTED BY RULE

Onsite System Request for Alternate Design, Installation or Operational Feature (A312.G)	\$75
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TRANSFER OF OWNERSHIP

Onsite System Transfer of Ownership	\$50
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OPERATING PERMIT FOR OPERATION AND MAINTENANCE RECORD REVIEW AND SYSTEM INSPECTION

Individual Onsite Treatment Plant Operating Permit (Alternative/Engineered Systems)	\$100 per year
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INVESTIGATION

Investigation: Onsite	\$130 per hour
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EXPEDITED PLAN REVIEW****

Expedited Plan Review Fees (Requires prior Program Management Approval)	Two Times the Fee for that Category
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* Gravity fed trenches, seepage pits, leach beds or chambers. Includes up to three (3) plan reviews and three (3) construction inspections.

** These alternative disposal elements are for all systems of less than 3,000 gal/day and include: pressure distribution, gravelless trenches, natural seal evapotranspiration beds, Wisconsin Mounds, engineered pad, intermittent sand filters, peat filters, Ruck® Systems, sewage vaults, aerobic systems w/surface or subsurface disposal, cap systems, constructed wetlands, sand lined trenches, disinfection devices, sequencing batch reactors, and subsurface drip irrigation systems.

***Excerpt from Maricopa County Environmental Health Code. For the entire fee schedule go to: [Maricopa County Health Code Fee Table](#)

****Expedite reviews undergo the first substantive review in half of the time of a standard review and applies only to first substantive review.

A.R.S §11-1604. Prohibited acts by county and employees; enforcement; notice

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition.
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages, and all fees associated with the license application to a party that prevails in an action against the county for a violation of this section.
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.