COVER / TRANSMITTAL PAGE

This packet is for submitting Sanitary Facilities for Subdivision (aka Health Cert) applications. Submittals accepted after proof of water/wastewater approval.

Select the type of Project by checking one:

- Sanitary Facility for Subdivision for Single Family Residence (aka Health cert for Public Report)
- Re-issue Certificate (Any Changes)
- Condominium / Townhouse (aka Health cert for Public Report)
- Condominium Conversion SEE NEXT PAGE

➢ Use this Cover/Transmittal Page for all projects EXCEPT Condominium Conversions.
➢ For Condominium Conversions, use the Condominium Conversions Cover Page (next page).

Detailed instructions for completing this packet are included. The attached instructions or the form itself already answers most questions. Each transmittal page has a checklist 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 Checklist for Sanitary Facilities for Subdivision

☐ Cover Page for MCESD Projects – this page (or next page for Condo Conversions)
We need to know on the cover page what you are requesting from us, even if you have spoken to one of us.

☐ Sanitary Facilities for Subdivision application (3 pages attached)

☐ Subdivision Fees (List attached) - Expedited Yes ☐ No ☐ Amount _______________________________

☐ Copy of the Final Recorded Plat

☐ Copy of the Recorded CC&R's (only for Condominiums)

** If your Subdivision is in the City of Phoenix, you must also attach the item listed below. **

☐ Copy of the Approval to Construct Certificate (ATC) for water and sewer issued by City of Phoenix

☐ Copy of the water and sewer plans approved by City of Phoenix

❖ If subdivision uses septic systems, see On Site Sewage Disposal/Septic requirements. See ATC Packet

Any questions contact Subdivisions@maricopa.gov

*** The Department reserves the right to request any other information ***
Cover / Transmittal Page for Condominium Conversions

Use this page only if submitting a condominium conversion project

Detailed instructions for completing this packet are included. The attached instructions or the form itself already answers most questions. Each transmittal page has a checklist 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 Checklist for Sanitary Facilities for Subdivision

☐ Cover Page for MCESD Projects – this page

☐ Sanitary Facilities for Subdivision application (3 pages attached)

☐ Subdivision Fees (attached) - Expedited Yes ☐ No ☐ Amount ________________________

(Make checks payable to MCESD)

☐ Copy of the Final Recorded Plat

☐ Copy of the Recorded CC&R's

☐ Accurate As-Built plans, sealed and signed

☐ Photos as a separate exhibit

☐ Copy of current Water/Sewer/Refuse bill  **City of Phoenix must sign page 3 (Refuse Agreements) if project is in Phoenix**

☐ Complete list of unit numbers

Any questions contact Subdivisions@maricopa.gov

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

Visit our web site at www.maricopa.gov/envsvc

Revised October 2021 - Fillable
Explanation of Requirements for a Condominium Conversion

- These requirements are in addition to the items needed for a regular submittal of Sanitary Facility for Subdivision.

1) Common under-ground water lines and sewer line plans as a separate exhibit, showing water and sewer lines, clean outs and water valves, and other features in the common elements.
   - One set of accurate sealed and signed as-built plans. (A registered Land Surveyor or a registered Engineer can seal and sign). "A copy of the final as-built plans must be provided to the HOA by the person working on the project" will be a stipulation of the Health Certificate.
   (MCESD will not provide the copy to the HOA)

2) Identify on the as-built plans ALL of the water shut-off valves, backflow preventers, clean outs, etc. for the project and number them with a unique number. Take digital photographs of each one of them and put them on a separate sheet(s) with their identification number and/or provide them on CD disk with label. Include the backflow preventers for any autofill lines for pools/spas/fountain. Include a few representative photos of the exterior hose bibs with the vacuum breakers.

3) If the apartments/condominiums are still being lived in;
   - A copy of a current Water/Sewer/Refuse bill can be attached, replacing pages 2 & 3 of our Approval of Sanitary Facilities for Subdivision application.
   - Page 1 of our “Application for Approval of Sanitary Facilities for Subdivision” must be attached.

** If the project is located in Phoenix, the City of Phoenix must sign the Refuse agreements ** NO EXCEPTIONS

4) One (1) copy of the CC&R’s that reflects ownership, operator and maintenance for common water and sewer lines.

5) One (1) copy of a full size Final Recorded Plat. If the plat is not recorded, we can NOT accept your project.

6) We need a complete list of the unit numbers. If there are a large number of units, you can include a copy of the list with the application packet.

7) Fees are figured by actual number of units. Fee List follows.
PERMIT APPLICATION PROCESS NOTICE
Subdivision Infrastructure and Planning Program

1) Steps required to obtain a Sanitary Facilities for Subdivision (aka Health Cert)/Approval of a Mobile Home Park are as follows:
   i) Submission of the complete application for Sanitary Facilities for Subdivision/Approval of a Mobile Home Park along with all relative items in the application check list on the Cover/Transmittal Page of the application.
   ii) The submittal will be reviewed/additional information may be requested.
   iii) The Approval of Sanitary Facilities for Subdivision/Mobile Home Park will be issued.

2) The Department will approve or deny the application in the number of business days listed below or less, excluding any days the application is returned to the applicant for additional information. This overall licensing timeframe is set by the Arizona Department of Environmental Quality (ADEQ) as required by A.R.S. §11-1605 and is part of the Delegation agreement between ADEQ and Maricopa county.

<table>
<thead>
<tr>
<th>Permit</th>
<th>Overall Timeframe (Business Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subdivision</strong></td>
<td></td>
</tr>
<tr>
<td>Individual water/sewer facilities</td>
<td>67</td>
</tr>
<tr>
<td>Community water/sewer facilities</td>
<td>58</td>
</tr>
<tr>
<td><strong>Mobile Home Park</strong></td>
<td></td>
</tr>
<tr>
<td>Onsite water/sewer facilities</td>
<td>67</td>
</tr>
<tr>
<td>Offsite water/sewer facilities</td>
<td>58</td>
</tr>
</tbody>
</table>

3) Department contact information regarding your application
   i) Telephone: 602-506-1058
   ii) E-mail: subdivision@maricopa.gov
   iii) Website: www.maricopa.gov/envsvc

4) 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 Subdivision Infrastructure & Planning Program.
1. Project Description:
   - **Name of Subdivision/Condominium** - must match the name on the Final Recorded Plat.
   - **Individual Unit/Lot** - select the type of project. (example: Single Family or Condominium/Townhome)
   - **With # of units/lots** - enter the total number of units/lots. (example: 100)
   - **Associated lot numbers** - write the lot/unit numbers (example: 101-201,101-103,105,107,109 etc). Group numbers if continuous as shown.
     Attach list if necessary / not enough room in space provided.
   - **Project Address** – physical location of project.
   - **City, Zip Code** – location of project
   - **North, South, East and West** - enter the street names that surround the actual project location.
   - **Section, Township, Range** - information can be located in the Phoenix Metropolitan Street Atlas.
   - **RECORER’S INFORMATION** The final plat must be recorded to submit this application. – Date; Book; Page; Recorder’s Number
   - **Any lots that require grinder pumps** - enter the lot number that the pump will be located on, if any.

2. Approved Sanitary Facilities:
   - **Approved ATC Water number** - the number assigned by MCESD or City of Phoenix on the Water Approval to Construct certificate.
   - **PWS Number** - public water system number from the water supply provider.
   - **Water Supply Provider** - the water system listed and agreement signed on page 2.
   - **Approved ATC Sewer number** - the number assigned by MCESD or City of Phoenix on the Sewer Approval to Construct certificate.
   - **Public Sewer System** - the sewer system listed and agreement signed on page 2.
   - **On Lot Sewage Disposal/Septic** – Check box if there is septic for this project. Include the approved project number assigned on the Certificate of Approval of a Geological Report For Subdivisions.
   - **Refuse Collection Agency** - the refuse collection agency listed and agreement signed on page 3.
   - **Approved Refuse Disposal Site** - the disposal site listed and agreement signed on page 3.

3. Project Owner (RESPONSIBLE PARTY):
   - **Name** - MUST be a person with fiduciary responsibilities associated with the Project Company.
   - **Job Title** - examples: Owner, President or Vice President of Corporation/Home Owner Association, Manager.
   - **Project Company Name** - examples: Project Owner, Corporation, Home Owner Association.
   - **Mailing Address, City, State, Zip Code** - location of Project Owner/Responsible Party, will be put on the certificate.
   - **Phone number, fax** – project owner’s phone and fax number.
   - **Engineering Firm** – Engineering Firm that worked on the project or is still working on the project.

Signature Line - The Project Owner / Responsible Party must sign. The engineer cannot sign unless there is a letter of authorization, which must be attached.

Pages 2 and 3: Water, Sewer, Refuse Service Agreement and Refuse Disposal Agreements -
Must be signed by authorized person of agency providing the service, not to be signed by Project Owner or engineer. cannot be reused for other projects.

* City of Phoenix projects must have signatures from City of Phoenix on page 3 – NO EXCEPTIONS. *

<table>
<thead>
<tr>
<th>Fees for Sanitary Facility for Subdivision</th>
</tr>
</thead>
<tbody>
<tr>
<td>$450.</td>
</tr>
<tr>
<td>150 lots or less</td>
</tr>
<tr>
<td>$900.</td>
</tr>
<tr>
<td>151 to 300 lots</td>
</tr>
<tr>
<td>$1350.</td>
</tr>
<tr>
<td>301 to 450 lots</td>
</tr>
<tr>
<td>$1800.</td>
</tr>
<tr>
<td>451 to 600 lots</td>
</tr>
<tr>
<td>For every 150 lots add $450.</td>
</tr>
<tr>
<td>❖ Double the fee for expedited review</td>
</tr>
<tr>
<td>➢ $35.00 fee for all returned checks</td>
</tr>
</tbody>
</table>

*Note: Transfer of ownership on a previously approved subdivision certificate is a different application: “Change Certificate”*

*** The Department reserves the right to request any other information ***
Application for Approval of Sanitary Facilities for Subdivision

Page 1 of 3

1. PROJECT DESCRIPTION:
   Name of Subdivision/Condominium is an individual unit/lot (☐ Single Family ☐ Condominium/Townhome) subdivision with # _______ units/lots, with associated lot numbers PLEASE LIST (Attach separate list if not enough room).

   Physical location of Subdivision/Condominium
   Project Address ________________________________,
   City ________________________________ Zip Code ________________________________

   Vicinity Location
   North of ________________________________, South of ________________________________,
   East of ________________________________, and West of ________________________________ in
   Section ________________________________, Township ________________________________, Range ________________________________

   Recorder’s Information on Final Plat
   Date ________________________________ Book ________________________________ Page ________________________________ Recorder’s # ________________________________

2. APPROVED SANITARY FACILITIES:

   Approved Water MCESD or City of Phoenix ATC number (s)
   PWS Number 04-07 ___________ ___________ ___________, (Public Water System Number)
   Water Supply Provider ________________________________

   Approved Sewer MCESD or City of Phoenix ATC number (s)
   Public Sewer System ________________________________
   If there are any grinder pumps, provide lot numbers ________________________________

   ☐ On-lot sewage disposal system/septic (See on-site sewage disposal/septic subdivision requirements on ATC application)
   Approved Geological Report For Subdivisions Certificate number ________________________________

   Refuse Collection Agency ________________________________
   Approved Refuse Disposal Site ________________________________

3. PROJECT OWNER / RESPONSIBLE PARTY:  This information will be used on the certificate

   Name ________________________________ Job Title ________________________________
   (Please print clearly) (Must be a person with fiduciary responsibilities associated with the Project Company)

   E-mail address of person working on project ________________________________
   Project Company Name ________________________________

   Mailing Address ________________________________
   City ________________________________ State ________________________________ Zip Code ________________________________

   Phone number ________________________________ Fax ________________________________

   Engineer Working on Project
   Engineer Name ________________________________ Registration Number ________________________________
   Engineer Firm ________________________________
   Engineer E-mail Address ________________________________

I verify that all information given in this application is accurate. I am informed that no construction of sanitary facilities shall commence unless and until a "Certificate of Approval to Construct" is issued. I am informed that no operation of sanitary facilities shall commence unless and until a "Certificate of Approval of Construction" is issued.

Project Owner’s / Responsible Party Signature ________________________________ Date: ________________________________

Pursuant to A.R.S. § 41-1009, the Department may enter your establishment to conduct inspections. You have the right to receive a copy of the Department’s inspection report at the time of the inspection, within thirty (30) days after the inspection, or as otherwise provided by federal law.

By initialing below, I agree that the Department may send me a copy of its inspection report by e-mail to the following email address: ________________________________
or by facsimile transmission to the following fax number: ________________________________ (Permit Owner/Holder initials)

It is the responsibility of the permit holder to update the Department if there is a change in contact information.
Application for Approval of Sanitary Facilities for Subdivision

Page 2 of 3

➤ 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) OR City of Phoenix and upon completion and acceptance by MCESD OR City of Phoenix 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) OR City of Phoenix and upon completion and acceptance by MCESD OR City of Phoenix shall be responsible for maintenance and operation of the system.

Date ______________ Print Name clearly ________________________________
Job Title _____________________________________________________________
Address _____________________________________________________________
City _________________________________________________________________
Signature ____________________________________________________________
Application for Approval of Sanitary Facilities for Subdivision

Page 3 of 3

- 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 can not be more then 1 (one) year old (page 2 and page 3).

- IF YOUR PROJECT IS IN THE CITY OF PHOENIX - Subdivision/Condominium Refuse must be signed by the City of Phoenix. No Exceptions.
**LETTER OF AUTHORIZATION**

Complete this form ONLY if the Project Owner/Responsible Party is **not** signing the application

This form is effective for one (1) year from date of signature.

**Date:**

I hereby authorize __________________________________________, of __________________________________________ firm to sign this application and act on my behalf for project(s) name(s) listed:

<table>
<thead>
<tr>
<th>Project Owner/Responsible Party Name / Title</th>
<th>(Please print clearly)</th>
<th>NAME</th>
<th>TITLE</th>
</tr>
</thead>
</table>

Signature of Project Owner /
Responsible Party of Fiduciary Responsibility

*** MANDATORY ***

**NOTES:**
- Project Owner’s / Responsible Party’s information must be on application for use on the certificate.
- Engineer cannot sign this form as Project Owner / Responsible Party

**Department use only**

MCESD number (s):

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