



**Environmental Services Department
Water & Waste Management
On-Site Wastewater Treatment Program**

Minor Plan Review

OF AN EXISTING ONSITE WASTEWATER TREATMENT FACILITY*

This guide includes instruction on how to prepare and submit a General Application For a Minor Plan Review

* A Conventional OSWTF is a septic tank with Trench, Leach Bed, Seepage Pit or Chamber Technologies for the disposal field. The type of OSWTF selected is based on the Aquifer Protection Permit Rule, Site Investigation - R18-9-A310 and Facility Selection - R18-9-A311.

Water & Waste Management Division, 1001 North Central Ave, Suite 150, Phoenix, Arizona 85004

Office hours 8:00am to 5:00pm Monday thru Friday except Holidays

Telephone: (602) 506-6666 FAX (602) 506-6925 Web: www.maricopa.gov/EnvSvs/ E-mail: septicquestions@mail.maricopa.gov

December 2012



Maricopa County

Environmental Services Department

1001 N. Central Ave. Suite 150
Phoenix, AZ 85004-1940
Phone: (602) 506-6681
Fax: (602) 506-6925
TTD: (602) 506-6704
www.maricopa.gov/envsvc

PERMIT APPLICATION PROCESS NOTICE Onsite Wastewater Program

Steps to obtain a Minor Plan Review (Reconnect/Remodel Review) approval are as follows:

1. **Prior to submittal**, if the existing permit number is not available or unknown, complete a Public Record Request. Information on how to do this is at the link below: <http://www.maricopa.gov/EnvSvc/WaterWaste/OWS/SepticSearch.aspx>
2. **Submit Minor Plan Review application**. Include all supporting documentation as listed on the Minor Plan Review checklist found in this packet and applicable fees.
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** to the applicant of approval or deficiencies will be made by the plan reviewer. If deficiencies are found or more information is needed, the permit will be held until such time as the deficiencies are corrected or supplemental information is provided.
5. **If denied** reasons are communicated to the applicant.
6. **If approved** a site plan with approval stamp by MCESD is provided to the applicant.

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 timeframe is stated by the Arizona Department of Environmental Quality, Delegation Agreement # 06-0024 as required by A.R.S. §11-1605.

Department contact information regarding your application

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

E-mail: septicquestions@mail.maricopa.gov

Website: <http://www.maricopa.gov/EnvSvc/WaterWaste/OWS/OWS.aspx>

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 in 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.



Maricopa County Environmental Services Department



Environmental Services
Department

Application Addendum:

Supplemental Requests for Additional Information

Arizona law, A.R.S. 11-1605, limits Maricopa County Environmental Services Department (MCESD) to one request for additional information (set of review comments) when reviewing your application, unless the applicant agrees to allow additional requests.

A County Ordinance requires MCESD and the applicant to agree to extend the time frame by 25% if an agreement is made to allow MCESD to submit supplemental requests for additional information.

Please select one of the following statements to indicate your choice. This agreement will remain in place for the duration of the licensing process unless a revised agreement is approved by both parties.

Please Select One:

- I agree that MCESD may submit supplemental requests for additional information and I agree to an extension of 25% of the supplemental review and overall licensing timeframe.
- I acknowledge that MCESD is limited to one set of review comments. MCESD will approve or deny my application based on my application materials and my response to not more than one set of review comments.

Project Name/Location: _____

Applicant Name: _____ Title: _____

Signature _____ Date _____

Department Approval:

Name _____ Title _____

Signature _____ Date _____

Project Number: _____

John Kolman, RS, MBA, Director
1001 North Central, Ste. 150
Phoenix, AZ 85004



Kevin S. Chadwick, P.E., Division Manager
(602) 506-6666
FAX (602) 506-6925
Web: www.maricopa.gov/EnvSvc/
E-mail: septicquestions@mail.maricopa.gov

Checklist Minor Plan Review of Existing Septic System

This review is to determine if the existing septic system is of sufficient size to accommodate flow from a new or replacement structure on the parcel or for an alteration of the existing structure.

Prior to application, if the existing permit is not available or the permit number is unknown complete a Commercial Public Records request. If there is a permit a copy can be supplied. When no record of an existing permit is found other procedures apply. Request forms can be found at: www.maricopa.gov/EnvSvc/

This checklist is to be sure all documents are submitted with the application. If the plan reviewer finds a required document has not been submitted the plan review may be denied. If denied reapplication and payment of fees are necessary.

Submit:

- Complete General Application
- Recorded deed, including legal description
- Fees may be paid with cash, credit card (Visa, MasterCard or American Express) or check. NOTE: if an inspection is required an additional fee per inspection visit is charged.
- Notice from the local sewer authority on availability of sewer or allowing use of septic.
- Copy of existing permit
- Tank pumping receipt (within 5 years of application), dated and signed by the pumper, showing the tank: capacity, dimensions, liquid depth, location and condition
- Two (2) site plans drawn to a scale of 1"=30', 1"=20', or 1"=10' (examples are attached)

Site plans shall include:

- Property dimensions
- All setback requirements
- Water Source and location of waterlines
- All easements
- Location of driveway(s)
- Location and capacity of existing septic tank and disposal field, including reserve disposal area
- One (1) floor plan of existing structure (example attached)
- One (1) floor plan indicating the addition (sample attached)

Applicant Signature _____

Date _____



GENERAL ONSITE APPLICATION

Web: www.maricopa.gov/EnvSvc/
 E-mail: septicquestions@mail.maricopa.gov

The undersigned hereby requests that the MCESD Water and Waste Management Division conduct the review or inspection selected below at the site named. An inspection report is provided as required by A.R.S. §41-1009; in person, via mail, e-mail, or FAX. Please indicate your preference by checking the boxes below.

- (Check one): Site Investigation--\$325 per visit
 Site and Test Hole Inspection--\$325 per visit
 Misc. Review/Reconnect Plan Review, existing permit # _____ --\$205
 Septic System Abandonment/Closure existing permit # _____ --\$175

SITE INFORMATION

Property Address: _____ Maricopa County, AZ _____
If no address has been assigned, leave blank Street Name and Number City (if applicable)
 Cross Streets _____ Parcel Number _____ - _____ - _____
 Subdivision Name (if applicable): _____ Lot#(s) _____

Legal Description: Section _____ Township _____ Range _____ Acreage _____

Sewer (circle one) **IS / IS NOT** available within 400' from the property.

Identified as (check one):

- Single Family Residence
 Commercial
 Type of Establishment: _____
 Maximum number of users: _____
 (Customers, employees, members, etc.)

Water Service will be provided by (check all that apply):

- Water Company—Name _____
 Holding Tank
 Existing Well ID Number: _____
 Proposed/Future Well

Shared? Yes No

MC P/D Tracking # B _____

Site Code: _____

For a Review/Reconnect, indicate reason for request:

OWNER AND AGENT INFORMATION

- Property Owner Name: _____
 Complete Mailing Address: _____ Zip Code: _____
 Owner's Phone: (required) _____ Owner's FAX _____ Owner's e-mail _____
 Applicant/Agent Name: _____ Attention: _____
 Complete Mailing Address: _____ Zip Code: _____
 Phone: (required) _____ Applicant/Agent's Fax _____
 Mobile: _____ Applicant/Agent's e-Mail address _____

APPLICANT ACKNOWLEDGEMENT

I, the undersigned, agree it is my responsibility to comply with all applicable statutes, rules, codes, ordinances and regulations for the work requested. Safety is the responsibility of property owner or their agent. **Request for inspection must be called in to the Inspection Request Line at 602-506-1787. To avoid additional inspection fees, be sure to include access information e.g. gate code and/or other special instructions or requests e.g. meet at site.**

Per Maricopa County Health Code, this application will expire: a) one year from date of application, or b) one year from Phase I site plan approval.

Signature: _____ Date: _____

Amount: \$ _____ Date Issued _____ Issue Status _____ By: _____ Expiration Date: _____

Permit / File #)

**MARICOPA COUNTY ENVIRONMENTAL HEALTH CODE CHAPTER 1
WATER WASTE MANAGEMENT DIVISION-ONSITE WASTEWATER AND WELL PROGRAM
FEE SCHEDULE EXCERPT*** EFFECTIVE AUGUST 1, 2010**

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 One Inspection	\$400
Onsite System Reconnect/Remodel Review (Minor Plan Review)	\$205
Onsite System Reconnect/Remodel review with one inspection	\$400
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 Abandon Site	\$175

DOMESTIC WELL APPROVAL

Domestic Well Location Approval (ADWR Form)	\$175
Domestic Well: drill, deepen, replace or modify - no inspection	\$175

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 (A 312 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 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 are twice the fee for that category Expedited Plan Reviews require prior Program Management Approval
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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 with surface or with subsurface disposal, cap systems, constructed wetlands, sand lined trenches, disinfection devices, sequencing batch reactors, and subsurface drip irrigation systems.

***To see the entire fee schedule go to: www.maricopa.gov/envsvc

QUESTIONS REGARDING THESE FEES CONTACT MCESD, WWMD 602-506-6666



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COMMERCIAL PURPOSE

Date: _____

Public Record Request

FAX to 602-506-6925 or E-mail to septicquestions@mail.maricopa.gov

ONE FORM PER ADDRESS/PARCEL. FLAT UP-FRONT FEE of \$30 per parcel/address.

Payment is available over the phone. PAYMENT REQUIRED BEFORE SEARCH IS BEGUN.

TO CUSTODIAN OF RECORDS: ONSITE WASTEWATER TREATMENT PROGRAM

A "Commercial Purpose" means the use of a public record for the purpose of sale or resale including any of the following:

- Producing a document containing all or part of the copy, printout, or photograph for sale; or
- Obtaining of names and addresses from such public records for the purpose of solicitation, or for creating a list for resale; or
- For any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public records. (A.R.S. §39-121.03(D)).

Caution: A.R.S. § 39-121.03(C) provides:

A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the uses of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney's fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

I _____, am the _____ of

(Name)

(Title)

_____, located at _____

(Company Name)

(Address, City, State, Zip)

which is engaged in the business of _____ .

(Nature of Business)

Records found can be faxed, mailed, or picked up. Please plan on 5 - 10 business days for search to be completed. NOTE: Not all searches produce a record.

FOR ADMINISTRATIVE USE ONLY:	Date returned to customer : _____
Receipt #: _____	Date of payment: _____
SPTC/Billing Code# _____	Payment type/check #: _____
Record(s) found: _____	Returned to customer by: _____
	<input type="checkbox"/> No Record Found
Method released (faxed, mailed, picked up): _____	Fee charged: _____
	Result: UP NR EX

I am requesting a copy of the septic record/s of the following:

Site address: _____

Year system installed: _____

Complete legal description: _____

(Please note: If this is an approved subdivision, identify subdivision name and lot number. If not, provide a copy of deed including legal description)

Assessor Parcel #: _____

Subdivision Name: _____ Lot #: _____

The public records which I have requested are for the following purpose (Required):

SYSTEM FAILING (check this box if system is backing up)

I certify that all information provided is true and correct. I agree not to hold Maricopa County liable for any inaccurate or incomplete information I may receive. (See disclaimer below).

DISCLAIMER INDEMNIFICATION

Requester/Purchaser understands and agrees that Maricopa County does not guarantee the accuracy of the data and information requested and hereby expressly disclaims any responsibility for the truth, lack of truth, validity, invalidity, accuracy, inaccuracy of any said data and information. Requester/Purchaser accepts responsibility for Requester/Purchaser's unauthorized use or transmission of any such data or information in its actual or altered form.

_____ Date: _____

Requester Signature

Address _____

Phone# _____ Fax # _____

Email: _____



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Onsite Wastewater Program
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Web: www.maricopa.gov/EnvSvc/
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septicquestion@mail.maricopa.gov

SEWER DETERMINATION

REQUIRED

- Sewer Determination statement is required if the parcel is within city or town limits.
- Sewer Determination statement is required if the parcel is a county island within city or town limits.
- Sewer Determination statement is required if the parcel is in a sanitary sewer district service area.

SUGGESTED

- Applicants living in close approximation to a city or town limits or the boundaries of a sanitary sewer district may want to get the sewer determination statement.

OTHER

- During plan review there may be a request for a sewer determination statement on the parcel.

THE ONSITE PROGRAM REQUIRES A SEWER DETERMINATION WITH ALL APPLICATIONS. THIS REQUIREMENT IS TO ASSIST THE APPLICANT/OWNER AVOID DIFFICULTIES WITH A LOCAL SEWER AUTHORITY NOW OR IN THE FUTURE.

Both the Arizona Administrative Code and the Maricopa County Environmental Health Code have provisions where connection to a sewer collection system may be required.

The Maricopa County Environmental Health Code Chapter II, Section 8 Regulation 4 states:

- a. When connection may reasonably and practicably be made to an approved municipal, community, or similar sewerage system.....
- e. ...when an onsite wastewater treatment facility fails, ...

The Arizona Administrative Code R 18-9-A309 A. 5 states:

A person constructing a new on-site wastewater treatment facility or replacing the treatment works or disposal works of an existing on-site wastewater treatment facility shall connect to a sewage collection system **if**:

- a. **One** of the following applies:
 - i. A provision of a Nitrogen Management Area designated under R18-9-A317(C) requires connection;
 - ii. A county, municipal, or sanitary district ordinance requires connection; or
 - iii. The on-site wastewater treatment facility is located within an area identified for connection to a sewage collection system by a Certified Area-wide Water Quality Management Plan adopted under 18 A.A.C. 5 or a master plan adopted by a majority of the elected officials of a board or council for a county, municipality, or sanitary district; **or**
- b. A sewer line extension is available at the property boundary and both of the following apply:
 - i. The service connection fess is not more than \$6000 for a dwelling or \$10 times the daily design flow in gallons for a source other than a dwelling, and
 - ii. The cost of constructing the building sewer from the wastewater source to the service connection is not more the \$3000 for a dwelling or \$5 times the daily design flow for a source other than a dwelling.

NOTE: SOME MUNICIPALITIES HAVE STRINGENT REQUIREMENTS THAT MANDATE CONNECTION TO THE SEWAGE COLLECTION SYSTEM.

TO ASSIST YOU IN SEWER DETERMINATION, MARICOPA COUNTY ENVIRONMENTAL SERVICES IS PROVIDING CONTACTS, PHONE NUMBERS AND E-MAIL ADDRESSES ON THE FOLLOWING PAGE. A STATEMENT FROM THE LOCAL SEWER AUTHORITY INDICATING THEIR DETERMINATION OF CONNECTION OR NO CONNECTION TO THE SEWER IS ADVISED PRIOR TO ANY SUBMITTAL TO THE ENVIRONMENTAL SERVICES DEPARTMENT. MARICOPA COUNTY ENVIRONMENTAL SERVICES MAKES EVERY ATTEMPT TO PROVIDE ACCURATE INFORMATION. CONTACTS, PHONE NUMBERS AND E-MAIL ADDRESSES MAY CHANGE WITHOUT OUR KNOWLEDGE.

If you find errors in this list, please let us know at septicquestion@mail.maricopa.gov Thank you

City	Sewer Availability Contact Information	Web/Email Address
AVONDALE	Michael Yracheta, Wastewater Collections Supervisor, 623-333-4414	myracheta@avondale.org
BUCKEYE	Manuel Alvarez, Utilities Services Supervisor, 623-349-6106	malvarez@buckeyeaz.gov
CAVE CREEK	Jessica Marlow, PE, Utilities Manager, 480-488-6618,	jmarlow@cavecreek.org
CAREFREE	Black Mountain Sewer Company, 480-488-4152	www.libertywater.com
CHANDLER	Warren White, P.E. Principal Engineer 480-782-3337, fax 480-782-3350	warren.white@chandleraz.gov
EL MIRAGE	Dave Emon, Wastewater Superintendent, 623-876-4251	demon@cityofelmirage.org
GILBERT	Tom Condit, PE, Development Engineer, 480-503-6815	Tom.Condit@gilbertaz.gov
GLENDALE	Mark Ivanich, Land Development Engineer, 623-930-3654	mivanich@glendaleaz.com
GOODYEAR	Engineering Office: Darren Farar or Tammy Valadez,Paz, at 623-882-3110	darren.farar@goodyearaz.gov tammy.valadezpaz@goodyearaz.gov
MESA	Beth Hughes-Ornelas, 480-644-3254	beth.hughes-ornelas@mesaaz.gov
PARADISE VALLEY	Richard Edwards, Senior Engineering Technician, 480-348-3528 <u>Note: No letter is required for Clearwater Hills Subdivision no sewer is available.</u>	redwards@paradisevalleyaz.gov
PEORIA	Rebecca Zook, Sr. Development Engineer, 623-773-7589	rebecca.zook@peoriaaz.gov
PHOENIX	Larry D. Valenzuela, 602 262-4035 or Nazario Preto 602-534-4198	larry.valenzuela@phoenix.gov nazario.preito@phoenix.gov
QUEEN CREEK	Building Department 480-987-0496	www.queencreek.org
SCOTTSDALE	Doug Mann, Water Resources Engineer, 480-312-5636	dmann@scottsdaleaz.gov
SURPRISE	James P. Shano, Utilities CIP – Division Manager, 623-222-7000	water@surpriseaz.com
TEMPE	Mark Weber, PE, Water Engineering Manager, 480-350-8526	mark_weber@Tempe.gov
TOLLESON	David L. Tyler, Superintendant Wastewater Utilities – 623-478-8722	dtyler@Tollesonaz.org
WICKENBURG	Mark Lemon, Chief WWTP/WS/WD Operator, 928-684-5873	wwtp@ci.wickenburg.az.us

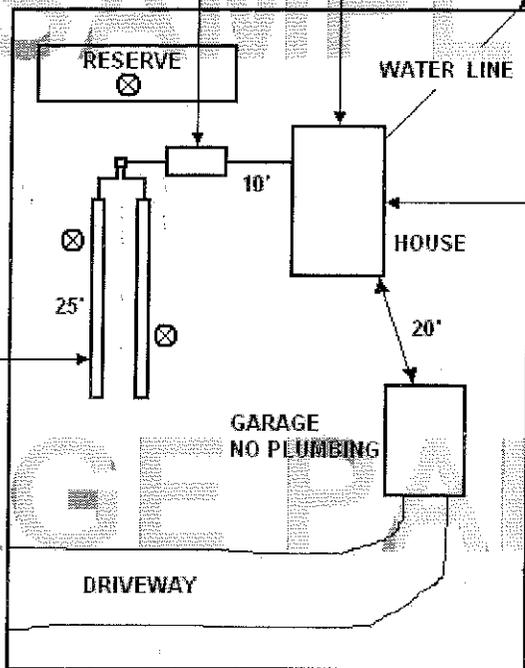
605'

INSIDE BOX
SCALE = 1" = 30'

245'

240'

250' WELL



370'

100'

195'

901'

901'

N

80'

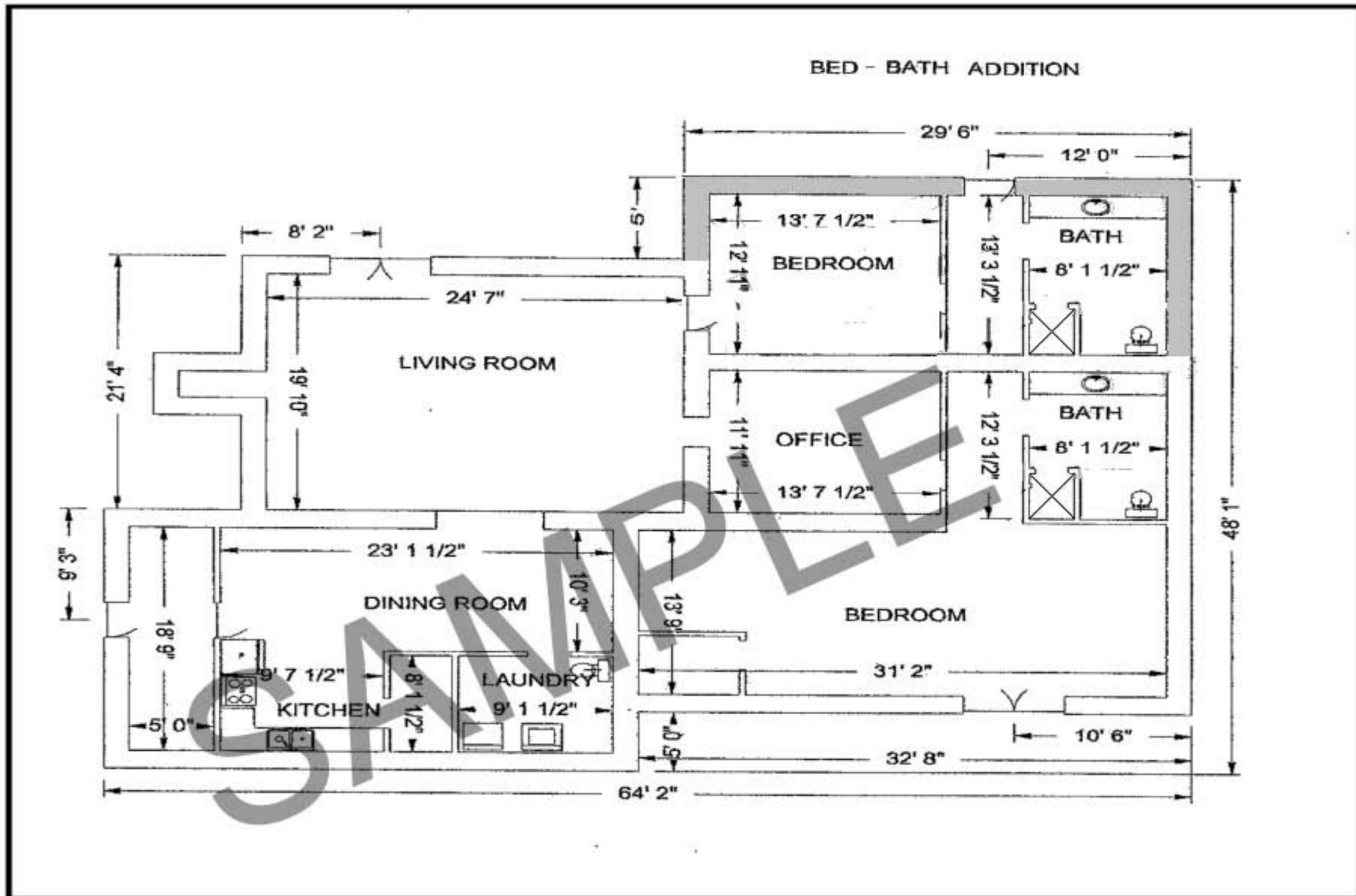
OUTSIDE BOX
NOT TO SCALE

325'

SITE PLAN

WASH

605'



Floor plan indicating the addition or other structural changes.