



Mailing and Delivery Address:

Maricopa County Environmental Services Department
Subdivision Infrastructure and Planning Program
501 N. 44th St., Suite 200
Phoenix, AZ 85008

COVER / TRANSMITTAL PAGE

This packet is for submitting Approval TO Construct applications for these projects:

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

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 _____

E-mail 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. 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

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

Visit our web page at www.maricopa.gov/EnvSvc/WaterWaste/Subdivisions/Subdivisions.aspx



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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** _____

E-mail address of contact person _____

Company Name: _____

Phone number: _____ Ext: _____ Fax Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Application Check List for On-Site Sewage Disposal/Septic Subdivision submittal	
<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 The plan must include the following <ul style="list-style-type: none"> • location on the plat where the soils testing will be performed (percolation tests and soil borings) • the method of testing • person/firm performing tests • depth to seasonal high groundwater level • site specific geology and topography • list of information that will be included in the final soils testing report (field notes, soils boring logs, etc.)
<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 then 50 feet are proposed.
<input type="checkbox"/>	Statement on the plans: <i>This will allow coordination for a site visit during the field activities. "At least five (5) working days notice will be provided to the reviewing Senior Civil Engineer for MCESD".</i>

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Maricopa County

Environmental Services Department
Water and Waste Management Division

501 N 44th St., Suite 200
Phoenix, Arizona 85008
Phone: (602) 506-1058
Fax: (602) 506-5813
www.maricopa.gov/envsvc

PERMIT APPLICATION PROCESS NOTICE

Subdivision Infrastructure and Planning Program

- 1) Steps required to obtain an Approval to Construct/Approval of Construction for Water Systems, Sewer Systems and Reuse Water Lines are as follows:
 - i) Submission of the complete application for Approval To Construct along with all relative items in the application check list on the Cover/Transmittal Page of the application. When the review is complete, an Approval To Construct certificate will be issued to allow construction of the system to commence.
 - ii) Construction of the project.
 - iii) Submission of the complete application for Approval of Construction along with all relative items in the application checklist on the Cover Page of the application. When the review and approval of the submitted documentation is complete, an Approval Of Construction certificate is issued. The system can then be put into service.

- 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.

Permit	Overall Timeframe (Business Days)
Wastewater System	
300 Services or less (Gravity/Force Main)	95
More than 300 Services (Gravity)	136
Sewer Lift Station	95
Wastewater Master Plan or Amendment	83
Wastewater Line Waiver	53
Drinking Water System	
Standard - Public Water Supply Distribution Line	53
Complex	83
Chlorination Plan	53
Booster Pump Station	53
Storage Tank / Pressure Tank	53
Drinking Water Master Plan or Amendment	53
Drinking Water Line Waiver	53
Reclaimed Water System	
Standard	95
Complex	NA

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

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.



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Water and Waste Management Division

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PERMIT APPLICATION PROCESS NOTICE Subdivision Infrastructure and Planning Program

- 1) Steps required to obtain an Approval of Soils / Hydrology Report are as follows:
 - i. Submission of the complete application for Approval of Soils / Hydrology Report along with all relative items in the application check list on the Cover/Transmittal Page of the application. When the review is complete, an Approval of Soils / Hydrology Report certificate will be issued to allow construction of the system to commence.
 - ii. Construction of the project.

- 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.

Permit	Overall Timeframe (Business Days)
<i>Soils / Hydrology Report</i>	
Standard	67

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

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.



Fees for
Approval To Construct (ATC) and
Soils Reports

Make Checks Payable to MCESD

A \$35.00 fee for all returned checks

➤ Double The Fee For Expedited Review

ATC FEES

Public water supply system		Sewer collection system			
\$600.	150 or less connections	Gravity Sewer only, including manholes			
\$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	Force Mains + Gravity Sewer			
\$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	\$500.	Master Plans - <i>Per Component</i> <i>(Water/Sewer)</i>
\$675.	Well (each)	\$250.	Reuse lines		
\$675.	Pressure Tank (each)	\$150.	Chlorination	\$150.	Waiver (each)
\$675.	Booster Station	➤ Any Fee Questions Contact MCESD			

** "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.)	

Fees Regular Fees Expedited Fees

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

Type of component (.i.e.: water line, sewer line, etc)	Regular Fee per component	Expedited Fee per component	Total Fee per component	
			TOTAL FEE	

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



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, Master Plans and Waiver Requests 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 service 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

4. **Name of Registered Engineer** – registered engineer who is the contact person for project. *(Please Print Clearly)*

Phone Number, Ext and Fax – phone number, extension, and fax number of registered engineer working on the project.

E-mail Address – e-mail 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 employs 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.

E-mail address – e-mail address for the project owner/responsible party.

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 ***



**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 Arizona Board of Technical Registration. Number: _____

Phone Number _____ Ext _____ Fax _____

E-mail 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 _____

E-mail 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.

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:

_____ (Fax Number). _____ (Initials).

**** It is the responsibility of the permit holder to update the Department if there is a change in contact information. ****

"NO APPLICATION WILL BE ACCEPTED UNLESS FULLY COMPLETED"

Department use only

Waterline _____
Well _____
Reissue _____
Reuse _____
Lift Station _____

Gravity Sewer _____
Force Main _____
Master Plan _____
Pressure Tank _____
Chlorination _____

Storage Tank _____
Booster Station _____
Other: _____

Check number (s) _____ Amount Paid _____



Maricopa County Environmental Services
Subdivision Infrastructure & Planning Program

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.

Please Print Clearly

Date: _____

I hereby authorize _____, of
_____ firm to file

(Engineering Firm / Organization)

and sign this application and act on my behalf for project(s) name(s) listed:

Project Owner /
Responsible Party Name /
Title:

NAME / **TITLE**

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 ***

Visit our web page at www.maricopa.gov/EnvSvc/WaterWaste/Subdivisions/Subdivisions.aspx