



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

For the Use of New Construction of a Park or Addition of Spaces

COVER / TRANSMITTAL PAGE

➤ Fees for the approval of a mobile home park are separate from the fees for the approval to construct the water/sewer lines.

Submittal process:

- 1) Submit Mobile Home Park application.
- 2) For New Parks or additions to existing parks, submit ATC application for new water/sewer infrastructure.
- 3) Once ATCs have been approved, the Mobile Home Park application will be approved.
- 4) Once water/sewer lines are constructed AND before use of park, the AOCs must be submitted to MCESD.

For the regulations regarding mobile home parks, please see:

- The Arizona Administrative Code, Department of Health Services-Food, Recreational and Institutional Sanitation, Title 9, Chapter 8, Articles 3 – 8 and
- The Maricopa County Health Code Chapter IX – Trailer Coach (*Mobile Home*) Parks Sections 1 – 9.

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: _____

FEES FOR MOBILE HOME PARKS	
\$600 -----	-- 100 spaces or less
\$1200 -----	-- 101 to 200 spaces
\$1800 -----	-- 201 to 300 spaces
\$2400 -----	-- 301 to 400 spaces
(every 100 spaces add \$600.)	
To Expedite A Project -- Double The Fee	

Any Signatures Cannot Be More Than One (1) Year Old.

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



Maricopa County

Environmental Services Department
Water and Waste Management Division

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

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.

Permit		Overall Timeframe (Business Days)
<i>Subdivision</i>		
	Individual water/sewer facilities	67
	Community water/sewer facilities	58
<i>Mobile Home Park</i>		
	Onsite water/sewer facilities	67
	Offsite water/sewer facilities	58

- 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

- 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.



Application for Approval of a Mobile Home Park

MCESD # _____

GENERAL DATA: NEW _____ ADDITION _____

NAME OF PARK _____

PARK ADDRESS _____

Engineer Of Project _____
Name *Firm*

Engineer's Mailing Address _____

Engineer's E-Mail Address _____

Owner/Manager's Name _____

Mailing Address _____

Owner/Manager's E-Mail Address _____

Owner/Manager's Signature _____ **Date** _____

Dependent Park - New Spaces _____ Existing Spaces _____

Independent Park - New Spaces _____ Existing Spaces _____

Total New and Existing Spaces _____ Size in Acres _____

Section _____ Township _____ Range _____

Fee \$ _____ Check # _____ Date _____

Name of Water Supply _____ PWS #04-07- _____ MCESD# _____

Name of Sewer Utility _____ MCESD# _____

WATER SUPPLY AND SEWERAGE SYSTEM DATA

(Submit 3 copies of project plans and specifications for Department Approval prior to construction.)

I **WATER SUPPLY SYSTEM** – New System Extension of Existing System

The following data must be submitted:

1. The completed form "Application for Approval To Construct"
2. Water Service Agreement (If service is from an existing system)

II **SEWERAGE SYSTEM** – Liquid Waste Disposal will be by (*Check one*)

- Individual septic tanks
- Community septic tank(s) (Provide ambient groundwater nitrate level _____ mg/l)
- Common collection sewers with a central sewage treatment facility (submit Application of Approval to Construct)
- Common collection sewers discharging into an existing sewer system (submit Application of Approval to Construct)
(Provide A Sewer Service Agreement)

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.

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



Application for Approval of a Mobile Home Park

FOR DEPARTMENT USE ONLY

PLAN REVIEW

DISAPPROVED DATE _____ INITIALS _____

APPROVED DATE _____ INITIALS _____

CONSTRUCTION INSPECTION

WATER SYSTEM

DISAPPROVED DATE _____ INITIALS _____

APPROVED DATE _____ INITIALS _____

SEWER SYSTEM

DISAPPROVED DATE _____ INITIALS _____

APPROVED DATE _____ INITIALS _____

FINAL INSPECTION

WATER SYSTEM

DISAPPROVED DATE _____ INITIALS _____

APPROVED DATE _____ INITIALS _____

SEWER SYSTEM

DISAPPROVED DATE _____ INITIALS _____

APPROVED DATE _____ INITIALS _____

GENERAL LAYOUT

DISAPPROVED DATE _____ INITIALS _____

APPROVED DATE _____ INITIALS _____

Date Filed: _____ SEC. _____ T _____ R _____

COMMENTS: _____



Water / Wastewater Service Agreements Page

➤ **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:

Mobile Home Park 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 mobile home park.

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) and upon completion and acceptance by MCESD 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:

Mobile Home Park 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 mobile home park.

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

Date _____ Print Name *clearly* _____
Job Title _____
Address _____
City _____
Signature _____



Refuse Service and Disposal Agreements Page

- **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 Mobile Home Park)

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 Mobile Home Park: _____

Date _____ Print Name *clearly* _____
Job Title _____
Address _____
City _____
Signature _____

- ❖ The signatures cannot be more than 1 (one) year old.
- ❖ IF YOUR PROJECT IS IN THE CITY OF PHOENIX – Mobile Home Park Refuse Agreement must be signed by the City of Phoenix. No Exceptions.