



SUBSTANTIVE POLICY STATEMENT

SPS-ES-2012-001

Substantive Policy Statement Title: Policy clarification of Licensing Time Frames Ordinance (Ordinance) No. P-30 and the Maricopa County Ordinance Establishing Fees Related to Licensing Time Frames No. P-31.	SPS Number: ES-2012-001 Adoption Date: 12/31/2012 Revision Date: 09/13/2013
Approved By: <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; border-radius: 50%; padding: 2px; margin-right: 5px;">DocuSigned by:</div> <div style="text-align: center;"> Blanca Caballero, Director </div> <div style="margin-left: 20px; text-align: center;"> 11/27/2023 Date </div> </div>	

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under section 41-1033, Arizona Revised Statutes, for a review of the statement.

I. Substantive Policy Statement (SPS) Purpose:

The purpose of this SPS is to set forth the policies pertaining to compliance with the requirements of the Establishing Licensing Time Frames Ordinance (Ordinance) No. P-30 and the Maricopa County Ordinance Establishing Fees Related to Licensing Time Frames No. P-31.

II. Statutory Overview:

Arizona Revised Statutes (A.R.S.) §11-1601 through §11-1610

III. SPS:

- A. This SPS is based solely on A.R.S. §11-1601 through §11-1610. All definitions included in A.R.S. §11-1601 are incorporated into this SPS by reference.
- B. The Department may request that all applicants include an e-mail address on every application. An applicant's



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Adoption Date: 012/31/2012
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- failure to supply an e-mail address shall not be a cause for denial of an application.
- C. The initial time frame for an application begins on the day the Department accepts the application including any application fees.
 - D. A separate licensing time frame shall be applied to each Department permit, certificate or approval.
 - E. Denial of an application pursuant to Section 404.a. of the Ordinance shall be based on the applicant's failure to provide application material that meets the Maricopa County Environmental Health Code requirements or Stormwater Quality Management and Discharge Control Regulation requirements after one or more requests for additional information from the Department.
 - F. The Environmental Health Officer may serve as the Hearing Officer to hear and decide appeals related to the Ordinance.
 - G. The Department will utilize the \$50 re-initiation fee for applications denied due to time, provided that the application is submitted before the time of destruction of the original application file pursuant to A.R.S. §41-151.15.
 - H. The Department will not consider an application withdrawn based on an applicant's failure to respond to the Department's notice of deficiencies or request for corrections. The Department may deny these applications based on the criteria in Section 404.b. of the Ordinance.

IV. SPS New Document/Revision Statement

Revised on September 13, 2013, from December 31, 2012, to be consistent with the countywide Policy.

V. Contact Us:

For questions or comments regarding this SPS or to obtain a copy of this document, please contact the Department Records Custodian at the email address located in the footer section of the document.