

**INSTRUCTIONS**

Please fill out and submit this Application for Approval to Construct Drinking Water Facilities (ATC) to obtain authorization to construct a public drinking water system in accordance with Arizona Administrative Code (A.A.C.) R18-5-505.

Ensure that email addresses are provided in the ATC application, as all permits are sent to applicants via email

**GENERAL APPLICATION PROCESS**

1. Submit this ATC and appropriate supplemental information and forms, which are identified in this form. Please refer to Form 222 (<http://www.azdeq.gov/environ/water/permits/download/222.pdf>) for guidance on what should be submitted with this application and the number of copies. Please see the document entitled Application Submittal Locations (<http://www.azdeq.gov/environ/water/permits/download/appsub.pdf>) to determine where to submit your application (County, City, or ADEQ Regional Office).
2. ADEQ recommends a pre application meeting prior to submitting your application. Email the Engineering Review Unit at [WQD\\_ERU@azdeq.gov](mailto:WQD_ERU@azdeq.gov), a week in advance. To facilitate scheduling the meeting in a timely manner include "Pre Application Meeting" in the subject line. Please bring all final application components (see Form 222) including the fee to the meeting.
3. The following is a tabulation of fees for drinking water systems:

Fee Category (R18-14-202)	Fee <sup>a, b</sup>
Approval to Construct for a Public Water Distribution System:	
o 150 or fewer service connections	\$900
o 151 to 300 service connections	\$1,400
o 301 to 450 service connections	\$1,900
o 451 to 600 service connections	\$2,400
o 601 to 750 service connections	\$2,900
o Each additional 150 service connections	Add \$500
Water Treatment Plants and Blending Plans (including new source approval if applicable):	
o < 0.1 Million gallons per day (MGD)	\$1,500
o ≥ 0.1 MGD and < 1.0 MGD	\$2,000
o ≥ 1.0 MGD and < 5.0 MGD	\$3,000
o ≥ 5.0 MGD	\$5,000
Well (including new source approval if applicable), each	\$1,250
Storage Tank, each	\$800
Booster Pump, each	\$800
Main Line Extension (for minor water line extensions only)	\$250
Chlorinators/Disinfection Devices, each	\$250
Extension of Time to Construct <sup>c</sup>	50% of the application fee, not to exceed \$500
Priority Review Fee <sup>d</sup>	Double the Standard Fee

Notes:

- a. Fees are calculated on a per-unit basis: i.e., a separate fee is assessed for each separate storage tank, booster pump, disinfection device or well.
- b. Fees for each application type are cumulative; an applicant must pay the total of all pertinent fees.
- c. Extensions of time to construct are issued pursuant to A.A.C. R18-5-505(E); the Section states that an Approval to Construct becomes void if construction is not commenced within a specific time period, unless the Department grants an extension of time.
- d. Priority Review projects require Department authorization prior to filing.

4. Satisfy any deficiency requests arising from the Department's pre-construction review of the submitted information.
5. Receive an "Approval to Construct (ATC)" from the Department authorizing construction of the water distribution system.
6. Begin construction of the water system within one year of the signed approval to construct and complete construction within three years from signed Approval to Construct (ATC).

### LICENSING TIME FRAMES

Licensing Time Frames are specified by Arizona Department of Environmental Quality in AAC R18-1-525, which limits the number of business days ADEQ can review your project without a penalty. They are:

License Type	Administrative Review	Substantive Review	Overall Time Frame
<b>Approval to Construct drinking water treatment facility, project or well.</b>			
Standard	16	37	53
Complex	16	67	83
<b>Drinking Water New Source Approval</b>			
Standard	16	37	53
Complex	16	67	83
<b>Time Extension Approval</b>			
Standard	16	16	32

### HOW TO NAME YOUR PROJECT

Name the project according to one of the following guidelines:

1. If a distribution system serves a specific subdivision, assign the same name "XXX Subdivision."
2. If a distribution system serves a specific facility, assign that name "XXX RV Park" or "...XXX Campground" or "...XXX Shopping Center."
3. If a water main that does not directly service any residences or other facilities but which will enable facilities and their water mains further upstream to connect to a water line extension: "XXX 'Water Line Extension."



**DRINKING WATER SECTION**  
**APPLICATION FOR APPROVAL TO**  
**CONSTRUCT DRINKING WATER FACILITIES**



**GENERAL INFORMATION**

**1 Project Information**       Standard review       Priority review

Project Name: \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 \_\_\_\_\_

**2 Applicant (Owner or Developer)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Title: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address\*: \_\_\_\_\_

**3 Applicant's Agent, if any (Engineer or Consultant)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Arizona BTR Registration Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Title: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address\*: \_\_\_\_\_

**4 Site Information**

County: \_\_\_\_\_ Nearest City: \_\_\_\_\_  
 Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_, Quarter Section: \_\_\_\_\_ NE SE SW NW  
 Latitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " N      Longitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " W

**5 Existing Environmental Permits (Check One)**

List any other federal or state environmental permits issued for or needed by the facility, including any related Approvals to Construct (ATCs) or Approvals of Construction (AOCs) that may have previously been authorized and are related to this application (attach additional pages or copies if necessary). Including the AOC issued for the upstream drinking water line by ADEQ or the delegated agency.

\_\_\_\_\_

\*Email addresses are required as all permits will be sent to the applicant via e-mail.

DEPARTMENT USE ONLY		DATE STAMP
File Number		
Fee Paid for this Project		
Check Total		
Date Compliance Status Request Sent		

**SUPPLEMENTAL INFORMATION**

**6 Water System Details**

Water System Name: \_\_\_\_\_ System Number: \_\_\_\_\_

New Public Water System, or  under Capacity Development review

	Pre-Construction (Current)		Post Construction	
	Points	Grade	Points	Grade
Distribution				
Treatment				

**7 Water System Contact Person or  Check Box if same as in Item 2**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**8 Drinking Water Service Agreement (Check Box if applicable)**

I have attached a completed Drinking Water Service Agreement form.  
<http://www.azdeq.gov/enviro/water/dw/download/serviceagreement.pdf>

**9 Site Plan and Fee (Check Box if Complete)**

I have provided a general site plan showing the boundaries and key aspects of the project.

I have provided the appropriate fee (see instructions)

**10 Selected Components Included (Check All Components that Are being Applied for)**

**Main Line Extension Information (for minor water line extensions only)**

A) Please include details for the main line extension:

Diameter (in)	Length (ft)	Material	From Station – To Station

**Public Water Supply Distribution System Information**

A) Number of connections:

1.  ≤ 150    2.  151 to 300    3.  301 to 450    4.  451 to 600    5.  601 to 750    6.  > 750

\_\_\_\_\_ Actual Number of connections per this application.    \_\_\_\_\_ No. Residential    \_\_\_\_\_ No. Commercial  
 \_\_\_\_\_ Single-Family    \_\_\_\_\_ Multi-Family

B) Total population to be served by the new system: \_\_\_\_\_

C) Design Flow of System.

- Average Design Flow (Peak Month)    \_\_\_\_\_ gpd    \_\_\_\_\_ gpm    \_\_\_\_\_ psi
- Peak Daily Demand Flow    \_\_\_\_\_ gpd    \_\_\_\_\_ gpm    \_\_\_\_\_ psi
- Required Fire Flow    \_\_\_\_\_ gpm    \_\_\_\_\_ duration    \_\_\_\_\_ psi
- Fire Flow and Peak Daily Demand (Total)    \_\_\_\_\_ gpm at \_\_\_\_\_ psi

**Water Treatment Plant Information**                       **Surface Water**                       **Well Water**

A) Please select the capacity of the treatment plant:

- < 0.1 Million gallons per day (MGD)
- 0.1 to <1.0 MGD
- 1.0 to <5.0 MGD
- ≥ 5.0 MGD

B) Indicate the inorganic/organic contaminant(s) for treatment.

Contaminant	Lab Result (ppb)	Technology Used to Treat (Filtration, RO, Absorptive Media, Ion Exchange, etc)	Predicted Final Treatment Value (ppb)

**Blending Plan Information**

A) Please select the capacity of the blending plan:

- < 0.1 MGD
- 0.1 to <1.0 MGD
- 1.0 to <5.0 MGD
- ≥ 5.0 MGD

**Well Approval Information**

- New Source Approval.
  1.  I have attached a copy of the ADWR Notice of Intent to Drill Well (NOI)
  2. ADWR Well # 55-\_\_\_\_\_
  3.  Water test results submitted,    or     Water test results will be submitted with the AOC application
  4.  Capacity Development Application has been submitted
- Existing Well.
  1.  Change of Status Form Included (if Applicable)
  2. ADWR Well # 55-\_\_\_\_\_

**Storage Tank Information**

A) Please indicate the following information for the storage tanks associated with this project:

Tank Number	Tank Capacity (gallons)	Material of Construction	Liner Material or Corrosion Protection

**Booster Pump Information**

A) Please include the details for each booster pump:

Pump Number	Pump Rated Capacity	Horsepower	Manufacturer	Model #

**Disinfection System Information**

- Gas chlorinator       Tablet chlorinator       Liquid chlorinator  
 Other \_\_\_\_\_

**ATC Time Frame Extension Information**

Original ADEQ File # \_\_\_\_\_

**Priority Review Fee Information**

- The fees included are double the standard fees for all items for review

**11 Construction Quality Drawings and Plans (Check Box if Complete)**

- a. The engineering plans must be final plans. Plans marked preliminary, not for construction or similar languages will not be reviewed.
- b. Specifications are included in the construction drawings and/or are a separate attachment.
- c. The profiles of all waterlines 10" and greater must be shown on engineering plans.
- d. The plans must include thrust block details, pipe bedding details, blow-off valves (as caps will not be accepted) and air release vales (ARV) are required at all high points.
- e. Backflow in accordance with R-18-4-115.
- f. The plans must state pipe fittings, valves, etc. conform to AWWA or ASTM.
- g. The plans must state that the waterlines will be disinfected per Bulletin 8 or AWWA C651-05.
- h. The plans must state that that all materials that comes into contact with water shall conform to NSF Std 61.
- i. The plans must contain a material and quantities list that show all pipe diameters, lengths and pipe class.
- j. All design plans must show a minimum of 40 psi for the distribution system and no more than 100 psi.
- k. All distribution system plans must show shutoff valves at.
  - a. 500 ft. spacing in commercial districts
  - b. Or 800 ft. (1 block) which ever is smaller
  - c. Or all mains branching from feeder mains
- l. All plans must show the sewer and water main separation are being meet R18-5-502.C.
- m. When plans indicate a water line crosses a wash, scour analysis must be provided.

- I have provided all the information listed in a. though m. above.

**12 Water Distribution System Design Flows (Check Box if Complete)**

- I have attached documentation of design and fire flows for significant components of the drinking water distribution system and the basis for calculating the design flows.

**13 Design Report (Check Box if Complete)**

- I have included design documents, including plans, specifications, drawings, reports, and calculations that are signed, dated, and sealed by an Arizona-registered professional engineer. The designer shall use good engineering judgment following engineering standards of practice, and rely on appropriate engineering methods, calculations, and guidance. A design report will describe the proposed construction and basis of design, provide design data and other pertinent information that defines the work to be done, and establishes the adequacy of the design to meet the system demand. A design report provides information such as water pressure of existing waterline, minimum water pressure during fire flow, water capacity required to fulfill overall water needs, etc.

**14 Certification Statement (To be completed by the Applicant's Agent in item 3 above)**

I, \_\_\_\_\_, certify that this Application for Approval to Construct and all attachments were prepared under my direction or authorization and all information is, to the best of my knowledge, true, accurate and complete. I also certify that the drinking water system described in this form is or will be constructed, designed, and operated in accordance with terms and conditions of the Drinking Water Systems (A.A.C. R18-5-505) and applicable requirements of Arizona Revised Statutes Title 49, Chapter 2, and Arizona Administrative Code Title 18, Chapter 5 regarding drinking water systems and sanitary facilities for subdivisions.

\_\_\_\_\_  
Signature of Applicant's Agent (Engineer or Consultant)

\_\_\_\_\_  
Date

**15 Certification Statement (To be completed by the Applicant in item 2 above)**

I, \_\_\_\_\_, am aware that there are significant penalties for submitting false information including permit revocation as well as the possibility of fine and imprisonment for knowing violations. I hereby a) grant ADEQ permission to enter the site for inspections; b) authorize the Project Engineer to prepare and submit plan documents to the ADEQ Engineering Review Desk (if entered in item #3); and c) agree to construct the sanitary facilities according to the ADEQ Certificate of Approval and the approved plan documents.

\_\_\_\_\_  
Signature of Applicant (Owner or Developer)

\_\_\_\_\_  
Date

Pursuant to A.R.S. § 41-1030:

1. ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not *specifically* authorized by statute or rule. General authority in a statute does not authorize a requirement or condition *unless* a rule is made pursuant to it that specifically authorizes the requirement or condition.
2. Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
3. ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.