



## Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF DRINKING WATER, POOL/SPA, POINT-OF-USE, SEWAGE COLLECTION, ON-SITE WASTEWATER TREATMENT FACILITIES, AND SUBDIVISION PROJECTS

*This guide is intended to help applicants in preparation of a complete application submittal and for a timely review of proposed sanitary facilities by the ADEQ Engineering Review Section. Submission of documents does not imply acceptability of the contents. The level of detail may vary depending on the nature of the projects. The basic information requirements are delineated in the Arizona Administrative Code (A.A.C) and Engineering Bulletins of the Department. This guide covers the project types most commonly submitted, and is not intended to be all-inclusive. Part I summarizes the typical content of a document to be submitted. Parts II, III, and IV identify the documents that need to be submitted for common project types. Part V lists and provides link to most of the common documents and forms. Part VI is a summary of LTF days for typical projects. Part VII is a summary of fees for typical projects. For additional information and forms, visit ADEQ’s web site at [www.azdeq.gov](http://www.azdeq.gov) or visit the Engineering Review Section at [www.azdeq.gov/engineeringreview/](http://www.azdeq.gov/engineeringreview/).*

- **Applications are not compete unless all the application components required by statute or rule are included in the submittal. Applications will not be accepted for review and will be returned to the applicant if they are incomplete [R18-1-503]. In addition, the appropriate signature(s), seal(s), and fees are required.**
- The links to the forms discussed in this document are located in Part V of this form.
- A Licensing Time Frame (LTF) summary is location in Part VI of this form.
- A tabulation of fees for each permit is located in Part VII of this form.
- Please visit <http://www.azdeq.gov/engineeringreview/> for engineering review information, applications, and guidance information.
- Please, ensure you are using the current forms which are available at the engineering review web site. Using outdated forms will cause a rejection of the application.
- To check for the status of your application visit <http://www.azdeq.gov/databases/ltfsearch.html>.
- To determine where your application should be submitted visit <http://www.azdeq.gov/viron/water/permits/download/appsub.pdf>.

**PART I: DOCUMENT CONTENT - Drinking Water Projects, Type 4 (Wastewater) General Aquifer Protection Permit Projects, and Subdivision Applications.**

Multiple-Rule Citation Abbreviations: DW = Drinking Water System; SC = Sewage Collection System; OW = On-Site Wastewater Facility; SUB = Subdivision; POOL = Public/Semi-Public Swimming Pool/Spa

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. <b>Initial Fee per Arizona Administrative Code R18-14-102.</b> It is acceptable to submit one check per project (Water, Sewer, and Subdivision) and each application contains the applicable fees schedule for each application. Part VI of this form summarizes application fees for each application the Engineering Review Section reviews. If the fee is missing or incorrect, the application(s) will be returned to the applicant. [R18-14-102, R18-1-503]</li> <li>2. <b>Application for Approval to Construct Drinking Water Facilities (Original).</b> Use form ADEQ/WQD-114DW. The application must be completed and attached with all supporting information required. Additionally, the form is to be signed by the owner/operator of the system (person with overall responsibility for the system). If the application is incomplete, not original, or has not been signed by the owner/operator and the engineer, the application package will be returned to the applicant or agent. [DW = R18-5-505]</li> <li>3. <b>Notice of Intent to Discharge for Sewage Collection System (Original) – Type 4.01 General Permit.</b> Use only the application bearing this title which must be completed and attached with all supporting information required. Additionally, the application is to be signed by the owner/operator of the system (person with overall responsibility for the system). If the application</li> </ol> | <p>is incomplete, not original, or has not been signed by the owner/operator, the application package will be returned to the applicant or agent. [SC = R18-9-A301(B)]</p> <ol style="list-style-type: none"> <li>4. <b>Notice of Intent to Discharge for an On-Site Wastewater Treatment Facility (Original) – Type 4.02 through 4.23 General Permit.</b> Use only the form bearing this title. The application must be completed and attached with all supporting information required. Additionally, the form is to be signed by the owner/operator of the system (person with overall responsibility for the system). If the application is incomplete, not original, or has not been signed by the owner/operator, the application package will be returned to the applicant or agent. [OW = R18-9-A301(B), R18-9-A309(B)]</li> <li>5. <b>Application for Approval of Sanitary Facilities for Subdivision (Original).</b> Use form ADEQ/WQD-115 bearing this title. The application must be completed and attached with all supporting information required. Additionally, the form is to be signed by the Subdivider. If the application is incomplete, not original, or has not been signed by the Subdivider, the application package will be returned to the applicant or agent. [SUB = R18-5-403(A)]</li> </ol> |
|--|---|

# Water Quality Division – Engineering Review Section (FORM 222)

## COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

6. **Application for Approval of Swimming Pool or Spa (Original):** Use form ADEQ/WQD-147 bearing this title. The application must be completed and attached with all supporting information required. Additionally, the form is to be signed by the owner/operator of the system. If the application is incomplete, not original, or the signature not of the owner/operator, the application package will be returned to the applicant or agent. [R18-5-203]
7. **Alternative Design Application (A312G):** If the applicant is requesting alternative designs based on R18-9-A312(G), the A312G form must be completed and the original submitted with the appropriate fee and supporting information. ADEQ's determination will be based on the information provided. There are no requests for additional information prior to a decision being made. [R18-9-A312(G)]
8. **Construction Plans:** Construction plans are to be suitable for construction and meet drawing standards found in applicable ADEQ rules and Engineering Bulletins which must include routing map and access instructions to the project site (see Site and Location Plan). Plans must be signed and sealed by an Arizona-Registered Engineer, for drinking water, Type 4.01 Sewage Collection System, and Type 4.23 General Permit projects. Plans are to be considered final and ready for bidding, so plans that have "Preliminary", "Not for Construction", "Not for Review", "For Agency Review Only", or similar language will **NOT** be accepted and the application package will be returned to the applicant or agent. In addition, all plans for Type 4.02 through 4.22 permits must be signed by the designer. Plans that have been incorrectly signed or sealed will not be reviewed. Submittals that do not contain the required number of copies or are not **folded** will also be returned to the applicant. [DW = R18-5-505(B)(1)(a); SC = R18-9-E301(C)(4); OW = R-18-9-A309(B)(4)]
9. **Construction Specifications:** Specification may be included on the construction plans. Specifications must be signed and sealed by an Arizona-Registered Engineer, for drinking water, sewer, and Type 4.23 General Permit projects. In addition, all specifications for Type 4.02 through 4.22 permits must be signed by the designer. Construction specifications shall include all testing requirements and all standard details for use for the project. Construction specifications that have been incorrectly signed or sealed will not be reviewed. [DW = R18-5-505(B)(1)(b); SC = R18-9-E301(C)(7), (8); OW = R18-9-A309(B)(5)]
10. **Design Report – Type 4 General Permits:** Includes a description of the project, the basis of the design, calculations for project design flow (using base design flows from Table 1), and other information needed to clearly explain the design of the system. Additionally, design reports for Type 4.01 permits should include velocity analysis, d/D analysis and downstream capacity review. Design reports shall be signed and sealed by an Arizona-Registered Engineer for Type 4.01 sewage collection systems and Type 4.23 General Permit projects. In addition, design reports for Type 4.02 through 4.22 permits must be signed by the designer. Design reports that have been incorrectly signed or sealed will not be reviewed. [SC = R18-9-E301(C)(5), (7), (8); OW = R18-9-A312]
11. **Design Report – Drinking Water:** Includes a description of the project, the basis of the design, calculations for project design flow, system demands, fire flow analysis, system capacity, potable water system pressure analysis, capacity phasing, and other information needed to gain a clear understanding of the work to be done. The design reports must be signed and sealed by an Arizona-Registered Engineer. If a design report is submitted with no/invalid PE seal, the application package will be returned to the applicant. [DW = R18-5-505(B)(1)(c), R18-5-505(B)(2)]
12. **Site Investigation:** On-site wastewater facilities require a site investigation in accordance with A.A.C.R18-9-A310, using the Uniform State of Arizona Site Investigation Report ADEQ/GWS Form 423. Mapping of topography, erosion/floodplain zones, other easements, adjacent land status, drinking water supplies, and other setback information within 400 feet shall also be included. [OW = R18-9-A309(B)(1); R18-9-A310]
13. **On-site Subdivision Geologic Report:** For proposed subdivision projects the geologic report shall contain but not limited to the following information: (See Engineering Bulletin No. 19 and applicable requirements per R18-9-101 et seq). [OW & SUB = R18-5-404; R18-5-408(B), (E)]
  - ASTM soils evaluation and boring logs to 12 feet for each lot or per acre, whichever is larger, which should include any limiting conditions including what the seasonal ground water elevation is,
  - Percolation testing for each lot or per acre, whichever is larger,
  - Typical on-site sewage system designs which shall be included for a minimum of the four most restrictive lots or more to determine if lots in the subdivision will be likely to be serviced by an on-site system within setback requirements and limiting conditions determined from the site investigation.
14. **Water Service Agreement (Original):** Required if water source or service to be provided by other than the project applicant. If the project is applying for an Approval to Construct (ATC) a drinking water system, the original may be submitted with the ATC and a copy can be submitted with the Sanitary Facilities for Subdivisions application. [SUB = R18-5-406(B)]

## Water Quality Division – Engineering Review Section (FORM 222)

### COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

15. **Sewage Treatment Facility Capacity Assurance (Original):** Must be signed by the owner/operator of the sewage treatment facility that treats or processes the sewage from the proposed sewer collection system. The design flow is calculated from the Base Design Unit Flows from Table 1 of R18-9. Additionally, the Treatment Facility is to attach a copy of the current Capacity Assurance Commitment List which shall include the proposed subdivision or project. [SC = R18-9-E301(C)(1); SUB = R18-5-407(B)]
16. **Downstream Collection System Capacity Assurance (Original):** A capacity assurance form, signed by the owner or operator of the downstream sewage collection system, affirming that the downstream system can maintain the performance required if it receives the increased flow associated with the new system. [SC = R18-5-407(B), R18-9-E301(C)(2)].
17. **Pool Backwash Agreement (Original):** Pools are required to have an agreement from the utility to allow discharge of filter backwash in accordance with R18-5-203(B)(4). [POOL = R18-5-203(B)(4)]
18. **Garbage Disposal/Service Agreement (Original):** This form is to be completed by the transportation utility for Appendix A1 and the disposal site for Appendix A2. If it will be the responsibility of the home owner to store and transport refuse, only Appendix A2 will need to be completed and the subdivider must meet the requirements in R18-5-409. [SUB = R18-5-409(B)]
19. **County Conceptual Approval (Original):** The County Approval form can be found in Appendix B of the Application for Approval of Sanitary Facilities for Subdivision form. This form is to be completed by the responsible County official certifying that the soil testing locations were approved by the County official and they have reviewed the proposed project and data certifying that the project will meet ADEQ and County requirements. Required only for subdivisions in which wastewater treatment and disposal is the responsibility of the individual lot owner and will occur in each individual lot. [SUB = R18-5-408(E)(2), (3)]
20. **Operation & Maintenance Plan (Manual):** Required for Type 4.01 Sewage Collection systems, Type 4.03 thru 4.23 General Permit projects, and water treatment plants. An O&M Manual is required for water treatment plants before approval of construction can be issued. [DW = R18-5-507(B)(3); SC = R18-9-E301(C)(6); OW = R18-9-A309(B)(6); R18-9-A313(B)]
21. **Performance Assurance Plan:** A Performance Assurance Plan is required for all Type 4.23 General Permit Projects. The plan should discuss the operations and maintenance of the system including any required record keeping and/or data collection. [OW = R18-9-A309(B)(6); R18-9-A313(B)]
22. **Final Plat as recorded or as to be recorded:** The plat shall contain at a minimum all lots (with acreage or square footage), common areas, easements, dedication, acknowledgement, flood zone determination and basis (with boundaries included), and contour lines depicting elevation at the site. If the applicant is submitting a final plat that is **not** recorded, the plat shall be signed and sealed by an Arizona-Registered Engineer or Arizona-Registered Land Surveyor and a local approval of the tentative is required (letter from the board, board minutes, etc). [SUB = R18-5-402(B)]
23. **Water Quality Analysis Report:** This is required for any new source for a public water system. The report is to include data for: Microbiological; Physical; Radiochemical; Inorganic; Synthetic Organic; Asbestos and Volatile Organic Compounds (VOC) required per Arizona Administrative Code. [DW = R18-5-505(B)(1)(d)]
24. **Water Well Construction Data and Design:** Well registration information, drillers log, cross section of well, details of the well head with check valves, air and water tight sanitary seal and cement grout seal, screened vents and sampling ports, air release valve, pump test data, pump curve, size, capacity, depth of pump, site grading, and enclosures. [DW = R18-5-502; R18-4-505]
25. **Notice of Intent to Drill:** A copy of the submitted ADWR Notice of Intent to Drill. [DW = R18-5-502]
26. **Site and Location Plan:** Site plans should be suitable for the specific project type, typically shown on the construction plans. The location plan must provide directions on how to reach the project site [DW = R18-5-501; SC = R18-9-E301(C)(3); OW = R18-9-A309(B)(2)]
27. **Pool/Spa General Layout Plan:** A general layout plan is required for pools and spas. [POOL = R18-5-203(C)(1)]
28. **CC&R's (Covenants, Conditions & Restrictions):** Required for condominiums and whenever a Homeowner's Association, etc., will have responsibility for the water and waste water lines/facilities. They are also required if any lots contain easements for sewage treatment or disposal facilities and are always required if domicile size restriction (including number of bedrooms) is part of the basis for reduced design flow. [SUB = R18-5-410(C)]
29. **Section 208 Plan Consistency Form:** All sewage treatment facilities must be consistent with the Certified Areawide Water Quality Management Plans, Facility Plan or General Plans prepared consistent with Section 208 of the Federal Clean Water Act per R18-5-303. The applicant shall submit a 208

# Water Quality Division – Engineering Review Section (FORM 222)

## COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

consistency review form with the Sanitary Facilities for Subdivisions application and the NOI for a Type 4.23 permit. [SUB = R18-5-303]

30. **Capacity Development Elementary Business Plan:** To become a new public water system, an owner shall file an elementary business plan with ADEQ that meets the Technical Capacity, Managerial Capacity and Financial Capacity requirements of AAC Title 18, Chapter 4, Article 6. [DW = R18-4-602]
31. **Engineer's Certificate of Completion for Water Systems (ECC):** To receive approval of construction, this application shall be sealed/signed by an Arizona registered professional engineer with the original submitted to ADEQ. [DW = R18-5-507(B)(1)]
32. **Disinfection Data:** This is the report of results from all applicable disinfection testing for the project. [DW = R18-5-508(C)]
33. **As-built drawings:** As-built drawings are required if the construction deviated from the original ATC/CA, which shall include survey elevations and recalculation of gravity sewer line slopes. Additionally, the quantities list shall be modified to reflect actual installed values. A professional engineer registered in Arizona shall sign, date, and place the engineer's seal on each sheet of the record drawings and submit them to the Department upon completion of the project. [DW = R18-5-508(B); SC = R18-9-E301(E)(1)]
34. **Pressure Testing Results/Certification Statement:** Results from the pressure testing of the system including the parameters of the test. The results should include all information pertinent to the tests such as: Project Name, Testing Standard, Actual Data, and Company performing the test, the name, date, and signature of the person performing the test. [DW = R18-5-508(C)]
35. **Water Hauling Agreement and Estimated Well Construction costs:** The applicant shall submit both items for the public report. The water hauling agreement should be cost in a per load basis and the well construction estimate should include estimated depth to ground water source. [SUB = R18-5-402(A)]

36. **Request for Discharge Authorization (Type 4 General Permits):** Use only the form bearing this title. The form must be completed and attached with all supporting information required. Additionally, the form is to be signed by the owner/operator of the system. If the Application is incomplete or the signature not of the owner/operator the application package will be returned to the applicant or agent. [OW = R18-9-A301(D)(1)(f)(i)]
37. **Performance Results Report:** The following performance data is to be included in the request for discharge authorization: Pipeline Integrity Testing (usually ASTM F1417 Low Pressure Air Testing), Uniform Slope, Deflection Testing, Manhole Integrity Testing, FM Pressure Test Records, and any other pertinent integrity or testing information required for the project. [SC = R18-9-E301(C)]

**For Guidance on the Documents listed below (38-46), please review the Point-of-Use Guidance Document at <http://www.azdeq.gov/environ/water/download/pointofuse.pdf>**

38. **Application to Install:**
39. **Manufacturer Certification of Effectiveness:**
40. **Performance Indicating Device (PID):**
41. **Customer Participation Information:**
42. **Installation Schedule:**
43. **Preliminary Schedule:**
44. **Monitoring Plan Showing Sections:**
45. **Customer Education and Outreach Plans:**
46. **Notification of Initial Installation:**



# Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

## PART II: ADEQ SUBMITTAL REQUIREMENTS BY PROJECT TYPE for Drinking Water Facility Applications

One copy is required unless otherwise noted.	Water Project Type (See Note 1)					
	Approval to Construct			Approval of Construction		
	New Well or Source	Water Line	Water Treatment Plant or Blending Plan	New Well or Source	Water Line	Water Treatment Plant or Blending Plan
DOCUMENT TYPES (See Part I: Document Content, other side)						
1. Initial Fee	X	X	X	No Fee	No Fee	No Fee
3. Application for Approval to Construct Drinking Water Facilities.	X	X	X			
8. Construction Plans (Note 5)	X (2 Sets)	X (2 Sets)	X (2 Sets)			
9. Construction Specifications	X (2 Sets)	X (2 Sets)	X (2 Sets)			
11. Design Report	X (2 Sets)	X (2 Sets)	X (2 Sets)			
14. Original Water Service Agreement		X				
20. Operations and Maintenance Plan			O			X
23. Water Quality Analysis Report	X		X	X		X
24. Water Well Construction Data and Design	X					
25. Notice of Intent to Drill (ADWR)	X					
26. Site and Location Plans	X	X	X			
28. CC&Rs		O (Note 3)			X	
30. Capacity Development Elementary Business Plan	X (Note 4)			X (Note 4)		
31. Engineer's Certificate of Completion				X	X	X
32. Disinfection Testing Data				X	X	X
33. As-Built Drawings				X	X	X
34. Pressure Testing Certification					X	X

**NOTES:**

1. When a project includes several Project Types, the submitted documents must contain all necessary information for the OVERALL PROJECT. For example, the documents submitted for a sewered subdivision that includes a drinking water distribution system shall concurrently address all Project Types which make up the OVERALL PROJECT. An X indicates the item is a required submittal and an O indicates the item is optional but it is recommended as part of the Approval to Construct review to keep overall project review time (ATC and AOC) to a minimum.
2. A general layout plan is required for pools and spas.
3. If applicable to the project. Please contact the engineering review desk if there are questions.
4. Applicable for new Water Systems only. The Business Plan approval process should begin when applying for an Approval to Construct. An Approval of Construction will not be issued without an approved Capacity Development Elementary Business Plan. Pursuant to Technical Capacity Requirements, documentation of 100 year water sufficiency is required by each applicant. Prior to conducting any hydrologic investigation, ADEQ recommends contacting the Drinking Water Section Hydrologist at 602-771-4597 to determine site specific water sufficiency requirements for your drinking water system.
5. Construction plans shall be suitable to construction and not labeled "Not for Construction", "Preliminary" or similar language. Construction plans shall be submitted **FOLDED** and not rolled. Submittals not meeting this requirement will be returned to the applicant.

# Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

## PART II: ADEQ SUBMITTAL REQUIREMENTS BY PROJECT TYPE for Pools and Point of Use Applications

One copy is required unless otherwise noted.	Water Project Type (See Note 1)			
	Approval to Construct		Approval of Construction	
	Point of Use (POU)	Pool/Spa	Point of Use (POU)	Pool/Spa
<b>DOCUMENT TYPES (See Part I: Document Content, other side)</b>				
1. Initial Fee	No Fee	No Fee	No Fee	No Fee
6. Application for Approval of Swimming Pool or Spa		X		
38. Application to Install	X			
8. Construction Plans (Note 4)		X (2 Sets)		
9. Construction Specifications		X (2 Sets)		
39. Manufacturer Certification of Effectiveness	X			
40. Performance Indication Device (PID)	X			
17. Pool Backwash Assurance Agreement		X (Note 2)		
41. Customer Participation Information	X			
42. Installation Schedule	X			
43. Preliminary Maintenance Schedule	X			
44. Monitoring Plan Showing Sections	X			
26. Site and Location Plans		X (Note 3)		
45. Customer Education and Outreach Plans	X			
46. Notification of Initial Installation			X	
31. Engineer's Certificate of Completion				X
32. Disinfection Testing Data				X
33. As-Built Drawings				X
34. Pressure Testing Certification				X

**NOTES:**

1. When a project includes several Project Types, the submitted documents must contain all necessary information for the OVERALL PROJECT. For example, the documents submitted for a sewered subdivision that includes a drinking water distribution system shall concurrently address all Project Types which make up the OVERALL PROJECT. An X indicates the item is a required submittal and an O indicates the item is optional but recommended as part of the Approval to Construct to keep overall project review time (ATC and AOC) to a minimum.
2. Letter from sewage collection system owner to allow disposal of filter backwash water from the pool/spa into the sewer system is required.
3. A general layout plan is required for pools and spas.
4. Construction plans shall be suitable to construction and not labeled "Not for Construction", "Preliminary" or similar language. Construction plans shall be submitted **FOLDED** and not rolled. Submittals not meeting this requirement will be returned to the applicant.

# Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

## PART III: ADEQ SUBMITTAL REQUIREMENTS BY PROJECT TYPE for Type 4 (Wastewater) General Aquifer Protection Permit Applications

One copy is required unless otherwise noted.	Sewer and On-site Project Types (Type 4 General Permits) (See Note 1)			
DOCUMENT TYPES (See Part I: Document Content, other side)	Construction Authorization		Discharge Authorization	
	Sewage Collection System	On-Site Wastewater Treatment	Sewage Collection System	On-Site Wastewater Treatment
1. Initial Fee	X	X		
3. Notice of Intent to Discharge for a Sewage Collection System	X			
4. Notice of Intent to Discharge for and Onsite Wastewater Treatment Facility		X		
7. Alternative Design Request	O	O		
8. Construction Plans (Note 3)	X (2 SETS)	X (2 SETS)		
9. Construction Specifications	X (2 SETS)	X (2 SETS)		
10. Design Report	X (2 SETS)	X (2 SETS)		
12. Site Investigation Report		X (2 SETS)		
15. Sewage Treatment Facility Capacity Assurance Form	X			
16. Sewage Collection System Downstream Capacity Assurance Form	X			
20. Operations & Maintenance Plan	X	X		
26. Site and Location Plan	X	X		
28. CC&Rs	O (Note 2)			
36. Request for Discharge Authorization/ECC			X	X
33. As-Built Drawings			X	X
37. Performance Results Report			X	X

**NOTES:**

1. When a project includes several project Types, the submitted documents must contain all necessary information for the OVERALL PROJECT. For example, the documents submitted for a sewer subdivision that includes a drinking water distribution system shall concurrently address all Project Types which make up the OVERALL PROJECT. An X indicates the item is a required submittal and an O indicates the item is optional and dependant on the project.
2. CC&R are required condominiums and will be required if: 1) the property owners will be responsible for Operations and Maintenance of the collection system, or 2) other restrictions need to be recorded for the project.
3. Construction plans shall be suitable to construction and not labeled "Not for Construction", "Preliminary" or similar language. Construction plans shall be submitted **FOLDED** and not rolled. Submittals not meeting this requirement will be returned to the applicant.

# Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

## PART IV: ADEQ SUBMITTAL REQUIREMENTS BY PROJECT TYPE for Subdivisions

One copy is required unless otherwise noted. DOCUMENT TYPES (See Part I: Document Content, other side)	Subdivision Project Types (See Note 1)		
	SEWERED	ON-SITE	DRY-LOT
1. Initial Fee	X	X	X
5. Application for Approval of Sanitary Facilities for Subdivision	X	X	X
3. NOI/Issued Construction Authorization Certificate	X (Note 2)		
5. Application for ATC/Issued Approval to Construct Certificate	X (Note 2)	X (Note 2)	
13. Geologic Report		X (2 Sets)	X (2 Sets)
14. Original Water Service Agreement	X	X	
15. Sewage Treatment Facility Capacity Assurance Form	X		
16. Sewage Collection System Downstream Capacity Assurance Form	X		
18. Original Garbage Disposal and Garbage Service Agreement	X	X (Note 3)	X (Note 3)
19. Original County Approval Form		X	X
22. Recorded Final Plat or Plat as to be Recorded (Read Part I for Details)	X (2 Sets)	X (2 Sets)	X (2 Sets)
26. Site Plan	X	X	X
28. Recorded CC&Rs	O (Note 4)	O (Note 4)	X (Note 4)
29. 208 Consistency Review Form		X	X
35. Water Hauling Estimate			X
35. Well Construction Estimate			X

### NOTES:

1. When a project includes several Project Types, the submitted documents must contain all necessary information for the OVERALL PROJECT. For example, the documents submitted for a sewerer subdivision that includes a drinking water distribution system shall concurrently address all Project Types which make up the OVERALL PROJECT. An X indicates the item is a required submittal and an O indicates the item is optional.
2. A Sanitary Facilities for Subdivisions Certificate cannot be issued until an Approval to Construct (ATC) for drinking water facilities and a Construction Authorization (CA) for a sewage collection system has been issued as noted. Some projects may have had a delegated authority issue the ATC and/or CA. These certificates must be included in the application package. Otherwise, the application should note the ADEQ file numbers of each component or attached the ATC application and NOI in the application package.
3. For subdivisions where it is the responsibility of the homeowner to store and transport refuse, Appendix A2 is to be completed by the utility that will accept the solid waste.
4. CC&R are required for condominiums and will be required if: 1) the property owners will be responsible for Operations and Maintenance of the collection system, or 2) other restrictions need to be recorded in reference for the home owners or home owners association responsibilities for the project. The applicant need only submit the relevant pages from the recorded CC&R.



## Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

### PART V: ADEQ SUBMITTAL REQUIREMENTS FORMS: For All Project Types

#	Document Title	
<b>Sewage Collection System and On-Site Wastewater Systems (Type 4)</b>		
	NOI 4.01 Sewage Collection System	<a href="#">PDF</a>
	Request for Discharge Authorization/ECC – Sewage Collection System	<a href="#">PDF</a>
	Capacity Assurance Form – Sewage Collection System	<a href="#">PDF</a>
	Capacity Assurance Form – Sewage Treatment Facility	<a href="#">PDF</a>
	A312G Application	<a href="#">PDF</a>
	NOI 4.02 through 4.23	<a href="#">PDF</a>
	Request for Discharge Authorization - 4.02 through 4.23	<a href="#">PDF</a>
	Site Evaluation Form	<a href="#">PDF</a>
	Report of Inspection	<a href="#">PDF</a>
	Notice of Transfer	<a href="#">PDF</a>
	Product Listing Application	<a href="#">PDF</a>
<b>Subdivision Documents</b>		
	Subdivision Application	<a href="#">PDF</a>
	Garbage Service/Disposal Agreement (App A1/A2)	
	County Conceptual Approval (App B)	
	208 Consistency Review Application	
<b>Water Systems</b>		
	Approval to Construct (Form 114-DW)	<a href="#">PDF</a>
	Water Service Agreement	<a href="#">PDF</a>
	Approval of Construction/ECC ( <a href="#">Data Required with ECC</a> )	<a href="#">PDF</a>
	Drinking Water New Source Approval Form	<a href="#">PDF</a>
	New Pool Application	<a href="#">PDF</a>
	New Source Glyphosate Waiver	<a href="#">PDF</a>
	New Source Dioxin Waiver	<a href="#">PDF</a>
	ADWR Notice of Intent to Drill (Note 1)	<a href="#">PDF</a>
	Point of Use Guidance Document	<a href="#">PDF</a>

**NOTES:**

1. This link is provided as a courtesy and it is not within ADEQ's control. Please visit [ADWR's website](#) for instructions and other information.

## Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

### PART VI: LICENSING TIME FRAMES: For All Project Types (Note1)

License Type	Administrative Completeness Review	Substantive Review	Overall Time Frame
4.01 300 Connections or less – (Combined pre and post construction)	42	53	95
4.01 more the 300 Connections – (Combined pre and post construction)	42	94	136
Single 4.02, 4.03, 4.13, and 4.14 General Permits	42	31	73
4.23 General Permit	42	94	136
Simple Combined Two or three Type 4 General Permits	42	53	95
Complex Combined Four or more Type 4 General Permits	42	94	136
Alternative design, installation, or operational feature to a Type 4 (Note 2)		8 (Note 2)	
Standard drinking water treatment facility, project, or well approval to construct,	16	37	53
Complex drinking water treatment facility, project, or well approval to construct,	16	67	83
Standard public and semi-public swimming pool design approval,	26	26	52
Complex public and semi-public swimming pool design approval,	26	67	93
Standard drinking water treatment facility, project, or well approval of construction,	16	37	53
Complex drinking water treatment facility, project, or well approval of construction,	16	67	83
Standard public and semi-public swimming pool approval of construction,	26	26	52
Complex public and semi-public swimming pool approval of construction,	26	67	93
Standard drinking water new source approval,	16	37	53
Complex drinking water new source approval,	16	67	83
Drinking water time extension approval,	16	16	32
Subdivision Community (Sewered) Facilities	21	37	58
Subdivision Individual (On-site) Facilities	21	46	67

**NOTES:**

- Licensing Time Frames and licensing processes are defined in [R18-1 Article 5](#). These are the number of days (business days excluding Sat, Sun, and all State holidays) that the agency has to process the application and come to a final decision. The counting of days may be stopped for requesting additional information from the applicant. The source of License Types and number of days is from R18-1 Article 5 published June 29, 2007.
- Each request for an alternative design, installation, or operational feature under R18-9-A312(G) to a Type 4 General Permit adds eight business days to the substantive review time-frame.

## Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

### PART VII: GENERAL PERMIT FEES: For All Project Types

#### Public and Semi-Public Swimming Pools and Spas

There are no fees for the review and approval of public and semi-public swimming pools and spas.

#### Drinking Water Facilities Review [\(Effective Dec. 6, 2008\)](#)

Drinking water distribution system fees only apply to Approval to Construct application reviews. There is no fee to obtain the Approval of Construction certificate.

Fee Category	Number of Connections, Flow (MGD), or Per Unit	Fee ( Notes a & b)
Approval to Construct for a Public Water Distribution System	150 or Less	\$900
Approval to Construct for a Public Water Distribution System	151 to 300	\$1,400
Approval to Construct for a Public Water Distribution System	301 to 450	\$1,900
Approval to Construct for a Public Water Distribution System	451 to 600	\$2,400
Approval to Construct for a Public Water Distribution System	601 to 750	\$2,900
Approval to Construct for a Public Water Distribution System	Each additional 150	\$500
Water Treatment Plants and Blending Plans	< 0.1 MGD	\$1,500
Water Treatment Plants and Blending Plans	≥ 0.1 and < 1.0 MGD	\$2,000
Water Treatment Plants and Blending Plans	≥ 1.0 and < 5.0 MGD	\$3,000
Water Treatment Plants and Blending Plans	≥ 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)	each	\$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.

# Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

## APP Facilities Review R18-14 Article 1 ([Effective July 1, 2011](#)) ↔

### Sewage Collection Systems Review - General Permit Type 4.01

For each Notice of Intent to Discharge, the fee is assessed on a per-component basis for the components listed below and is assessed cumulatively up to the maximum fee. All fees for a Type 4 General Permit are charged when the Notice of Intent to Discharge is submitted. If a Construction Authorization expires before the Request for Discharge Authorization (ECC) is submitted and new NOI must be submitted with the applicable fee.

Fee Category	Unit	Fee
Lift station	Each	\$1,000
Depressed sewer	Each	\$1,000
Force main with design flow less than or equal to 10,000 gallons per day plus each 50,000 gpd increment <sup>a</sup>	Design Flow	\$1,000
Gravity sewer with design flow less than or equal to 10,000 gallons per day plus each 50,000 gpd increment <sup>a</sup>	Design Flow	\$1,000
Sewage collection system alternative design request	Each	\$750
Realignment of existing sewer for a contiguous project that is less than 300 linear feet with no change in design flow or pipe size <sup>b</sup>	Each	\$500
Maximum fee per NOI	Each	\$25,000
A312(G) alternative design request	Each	\$750
Courtesy review <sup>c</sup>	One third of the standard fee	
Priority Review <sup>d</sup>	Double of the standard fee	

**Notes:**

- a. Design flow for fee calculations are based on Table 1. Example: The fee for a project with a design flow of 110,000 gallons per day is \$1,000 for the first 10,000 gpd plus \$2,000 for the remaining 100,000 gpd for a total fee of \$3,000. A project that includes both gravity sewer and force main will require a separate NOI application for each project.
- b. Each realignment is a separate project and a separate NOI application and fee is required for each contiguous project.
- c. The Department reserves the right to refuse a courtesy review request. The courtesy review fee is based on the applicable fee for the NOI application for the final project. In some cases more than one courtesy review application may be required for a project. The balance (2/3) of the applicable fee will be due when submitting an NOI for the final project. Fees for the final NOI will be based on the components of that submittal and they may not reflect the fee charged in the courtesy review. An NOI application submitted 6 months or more after the Department issues comments on the courtesy review will have to pay 100% of the fee for the project.
- d. An applicant should receive approval from the Department prior to submitting an NOI for a priority review. The Department reserves the right to refuse a priority review request. The fee for a priority review is double the applicable and maximum fees.

## Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

### On-Site Wastewater Treatment and Disposal Systems - General Permit Types 4.02-4.22 (Flows less than 3,000 gallons per day)

All fees for a Type 4 General Permit are charged when the Notice of Intent to Discharge is submitted. If a Construction Authorization expires before the Discharge Authorization is submitted and new NOI must be submitted with the applicable fee. For onsite wastewater treatment facilities that combines elements from more than one Type 4 General Permit, the applicant shall pay the initial fee established in table below plus \$500 for each additional general permit used in the design, and any additional fee(s). Example: An application for a 4.02 (trench disposal), 4.04, 4.15, and 4.20 the application fee will be \$2,700 (\$1,200 + \$500 + \$500 + \$500).

Permit Type	Fee Category	Fee
4.02 through 4.22	First Type 4	\$1,200
4.02 through 4.22	Additional Type 4, each	\$500
Interceptor	Interceptor, each	\$100
A312G	Alternative Design Request, each	\$250
Maximum Fee	Maximum Fee per NOI for flows less than 3,000 gallons per day	\$3,700
Priority Review Fee	Priority Review with Department approval <sup>b</sup>	Double of the standard fee

### On-Site Wastewater Treatment and Disposal Systems - General Permit Type 4.23 (Flows between 3,000 and 24,000 gallons per day)

All fees for a Type 4 General Permit are charged when the Notice of Intent to Discharge is submitted. If a Construction Authorization expires before the Request for Discharge Authorization (ECC) is submitted and new NOI must be submitted with the applicable fee.

Permit Type	Fee Category	Fee
4.23 <sup>a</sup>	Initial Fee (up to three treatment technologies and disposal methods and two on-site wastewater treatment facilities)	\$3,600
4.23 <sup>a</sup>	Each additional on-site wastewater treatment facility above two authorized under the initial fee.	\$1,200
4.23 <sup>a</sup>	Each additional treatment or disposal technology above three authorized under the initial fee.	\$500
Interceptor	Each interceptor	\$100
A312G	Each Alternative Design Request	\$250
Maximum Fee	Maximum Fee per NOI for flows between 3,000 and 24,000 gallons per day	\$7,500
Priority Review Fee	Priority Review with Department approval <sup>b</sup>	Double of the standard fee

#### Notes:

- a. An annual report is required for Type 4.23 General Permits, in accordance with AAC R18-9-E323(G). The Annual Report must be submitted every year with a \$200 fee on the anniversary date of the Departments issuance of the Discharge Authorization.
- b. The Department reserves the right to refuse a priority review request. The fee for a priority review is double the applicable and maximum fees.



## Water Quality Division – Engineering Review Section (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF SANITARY FACILITIES

### Sanitary Facilities for Subdivisions (incorporating sewage collection systems)

Permit Type	Fee Category	Number of Lots	Fee
Subdivision	Subdivision incorporating sewer systems <sup>a</sup>	Per 150	\$800

### Sanitary Facilities for Subdivisions (incorporating on-site wastewater treatment facilities)

Permit Type	Fee Category	Number of Lots	Fee
Subdivision	Subdivision incorporating on-site wastewater disposal <sup>a</sup>	10 or Less	\$500
Subdivision	Subdivision incorporating on-site wastewater disposal <sup>a</sup>	11 to 50	\$1,000
Subdivision	Subdivision incorporating on-site wastewater disposal <sup>a</sup>	Per Additional 50	\$1,000

### Sanitary Facilities for Condominiums (incorporating sewage collection systems)

Permit Type	Fee Category	Number of Units	Fee
Subdivision	Condominiums <sup>b</sup>	Per 150	\$1,000

**NOTES:**

- a. If water from a central distribution is not provided to the lot, the fee is one and one-half the applicable fee. Example: The fee for a 25 lot on-site subdivision not incorporating water from a central distribution system would be \$1,500 x 1.5 for a total fee of \$2,250.
- b. Review of a Sanitary Facilities for Subdivisions application under R18-5-410. Condominiums may incorporate sewage collection systems or on-sites facilities.