

**APPROVAL OF SANITARY
FACILITIES FOR SUBDIVISIONS**

INSTRUCTIONS:

Subdivision approval from the Arizona Department of Environmental Quality (ADEQ) is one of several items required by the Arizona Department of Real Estate in their Application for Public Report, which is required prior to sale or lease of subdivided lands. The purpose of this document is to provide the necessary forms and instructions to obtain a subdivision approval from ADEQ. Several counties and cities have been delegated authority to issue Certificates of Approval for Subdivisions by ADEQ. Please see the form entitled "Application Submittal Locations for select Water Quality Division Reviews, Approvals, and Permits" to determine which county, city, or regional office to submit this application to.

PART ONE: APPLICATION REQUIREMENTS

A. Application forms to be submitted

1. This application form and applicable fee (Application for Approval of Sanitary Facilities for Subdivisions), with all items completed (those items which are not applicable, please mark "NA".) The application must be dated and signed by the developer. If an agent signs the application, written confirmation of delegation of that authority to the agent must be attached and signed by the developer.
2. If the proposed subdivision is to be served by a drinking water system, an "Application for Approval to Construct Water Drinking Water Facilities" must accompany the subdivision application or documentation that the system had previously been approved by ADEQ or the delegated local agency. Please note that construction of a drinking water system prior to ADEQ's issuance of the Approval to Construct for that system is a violation of R18-4-505(B) and may result in enforcement action by ADEQ.
3. If the proposed subdivision discharges sewage to a downstream wastewater treatment plant (WWTP), a "Notice of Intent to Discharge for Sewage Collection System" must accompany the subdivision application or documentation that the system had previously been approved by ADEQ or the delegated local agency. Note: construction of a sewage collection system prior to ADEQ's issuance of the Construction Authorization for that system is a violation of R18-9-A301(D)(1)(e)(i) and may result in enforcement action by ADEQ.
4. Please see the document entitled "Application Submittal Locations" to determine which county or ADEQ office to submit your application.

B. Review fees to be submitted

1. Subdivision review fees (A.A.C. R18-14-102(C)(4)):
 - a. Sewered Subdivisions (treatment/disposal NOT within the lots):
150 lots or less = \$300; 151 to 300 lots = \$600; 301 to 450 lots = \$900; etc.
(\$300 for each full 150 lot increment plus an additional \$300 for any remaining "partial increment")
 - b. Subdivisions wherein sewage treatment and disposal will be located within each individual lot (individual septic systems or individual alternative on-site treatment/disposal systems):
40 lots or less = \$500; 41 to 150 lots = \$1,000; 151 to 300 lots = \$1,500; 301 to 450 lots = \$2,000 etc.
(\$1,000 for each full 150 lot increment plus an additional \$1,000 for any remaining "partial increment," but 40 lots or less = only \$500)
2. Sewage collection system design review fees (see "Notice of Intent to Discharge for Sewage Collection System" for specific review fees). NOTE: off-site sewers (trunk sewers, force mains serving multiple subdivisions, etc) will require separate application and approval by ADEQ and will have a separate review fee.
3. Drinking water projects do not have any review fees at this time.

C. Plans and plats to be submitted:

1. For subdivisions incorporating drinking water distribution:
 - a. Submit 1 copy of the plat as recorded or as will be recorded. Illustrate the location water and sewer mains on the plat in accordance with R18-5-406(A).
 - b. Submit 4 copies of water supply plans and specifications for ADEQ approval or documentation that the system had previously been approved by ADEQ or the delegated local agency.
2. For subdivisions incorporating sewage collection systems:
 - a. Submit 1 copy of the plat as recorded or as will be recorded. Illustrate the sewer mains on the plat in accordance with R18-5-407(A).
 - b. Submit 1 copy of sewer plans and specifications for ADEQ approval or documentation that the system had previously been approved by ADEQ or delegated local agency.

3. For subdivisions incorporating on-site wastewater treatment systems:

Note: The minimum size lot shall conform to Arizona Administrative Code R18-5-404 and Title 18 Chapter 9 Article 3.

- a. Plat. A copy of plat as recorded or as will be recorded. Include thereon (or on other mapping) complete topography, all 100-year floodplain zones, all soil test locations, all roads, all easements, and all erosion setback zones. Plat must show if surrounding parcels are subdivided. Indicate which lots adjoin unsubdivided land or public land.
- b. Geology/Soils Report. A copy of the geological report according to R18-5-408(E) that is sealed by an Arizona-registered professional engineer or geologist. Include each presoak time and each individual timed water-decline test for percolation testing. The number of tests must comply with A.A.C. R18-9-A310. The number of tests and their locations must serve to demonstrate that ALL lots have acceptable soils. Frequently the number of tests required can be reduced to one-fourth the number of lots if the locations are chosen at the intersection of each group of four lots. Engineering Bulletin No. 19 may be used as guidance for determining the number of tests required.
- c. Design Report. In order to demonstrate each lot can accommodate a compliant on-site wastewater treatment system, submit sample rule-compliant wastewater system designs for the four most-constrained lots. Constraints include setbacks (from wells, neighboring lots, neighboring subdivisions, washes within or nearby, driveways, waterlines), unfavorable soil characteristics, and nitrogen loading that may contribute to a violation of the Aquifer Water Quality Standards such that ADEQ shall prohibit installation according to R18-9-A309(A)(6). Designs submitted do not commit any party to constructing systems of that design; they simply demonstrate that a compliant design can be conceived. The following must be provided:
 - i. The dimensioned sample designs and applicable calculations for each lot must be sealed by an Arizona-registered professional engineer and must show a typical 4-bedroom home floor area (unless subdivision limited to smaller homes in CC&Rs), waterline route, driveway, wastewater treatment device, primary disposal device, and reserve (secondary) disposal device.
 - ii. Soil-based calculations for disposal device sizing.
 - iii. Plans and calculations showing lot boundaries, wells in lot or within 100 feet of lot boundaries.
 - iv. Show treatment device location and service line to the device.
 - v. Show primary and reserved disposal locations.
 - vi. Explanation if major earthwork or drainage control required to construct compliant wastewater treatment facility.
 - vii. Show dimensioned setbacks of treatment and disposal from all features listed in A.A.C. R18-9-A312C.
 - viii. Show water service line, driveway/parking, drainage controls, and other improvements.

D. Local agency concurrence (on-site wastewater systems only)

A statement from the county health department (Appendix B) is required when individual on-site wastewater treatment systems are proposed (where a septic or other on-site wastewater system is to be installed on each lot as the lot owner responsibility).

E. Water/wastewater system adequacy/commitment demonstration:

1. If a drinking water system is provided, a signed unconditional agreement (“Drinking Water Service Agreement”) from officials of the water utility must be furnished with this application.
2. WWTP adequacy: R18-9-E301(C)(1) requires a signed statement be submitted by the owner or operator of the WWTP that will receive the proposed subdivision’s sewage. This statement must affirm that service to the subdivision will not cause the design flow of the facility to be exceeded nor any permit limits for the facility to be exceeded. The “Sewage Treatment Facility Capacity Assurance” form must be used to fulfill this requirement.
3. Sewer adequacy: R18-9-E301(C)(2) requires that if the subdivision’s sewage collection system will not discharge directly to a wastewater treatment facility, a signed statement must be submitted by the owner or operator of each sewage collection system that will transport subdivision sewage to the wastewater treatment facility. This statement must affirm that service to the subdivision will still allow the intermediate collection system to operate within the performance requirements of R18-9-E301(B). The “Capacity Assurance for Sewage Collection System” must be used to fulfill this requirement.

F. Refuse collection and disposal:

1. Where municipal or private collection service is available, arrangements shall be made to have this service furnished to the subdivision.
2. The “Garbage Service and Garbage Disposal Agreements” in Appendix A1 and A2 must be completed before action can be taken on subdivision approval.

PART TWO: ADEQ REVIEW PROCEDURES, TRACKING YOUR PERMIT STATUS, AND TIMEFRAMES

G. Reviewers:

In most cases, review of the drinking water design will be performed by a review engineer in ADEQ’s Drinking Water Technical Engineering Unit simultaneously with review of the sewer design and subdivision application being performed by a review engineer in ADEQ’s Wastewater Design Review Unit.

H. Tracking your application:

Please take advantage of ADEQ's online tracking system before contacting a reviewer or unit manager regarding the status of your project. If you know your 5 digit APPLICATION ID NUMBER, you may type enter that to determine your project status. If you do not know your APPLICATION ID NUMBER, you can enter either the APPLICANT or PLACE information. Keep in mind that this search feature functions pretty much the same way your email address does. If you get one character wrong from what is in the database it will tell you that "No records are found". The less information you type in the search field the better the database will work for you. For example, if you are trying to determine the status of "Sycamore View Heights – Phase I", just type "Sycamore" in the PLACE field. Website: <http://www.azdeq.gov/databases/ltfsearch.html>.

I. Application Review Time

Subdivision applications are subject to Licensing Time Frames (A.A.C. R18-1-525), which limits the number of business days ADEQ can review your project.

License Type	Administrative Completeness Review	Substantive Review	Overall Time Frame
Subdivision Community (Sewered) Facilities	21	37	58
Subdivision Individual (On-site) Facilities	21	46	67

PART THREE: CERTIFICATE ISSUANCE

J. Relationship between different types of certificates

As explained in the note at the end of Part One, Section A, although applications may have been submitted for all three types of projects (Drinking Water, Sewage Collection System, Sanitary Facilities for Subdivision) and ADEQ may have issued the two certificates that apply directly to the proposed designs of the planned facilities (Drinking Water Approval to Construct and Construction Authorization of the Sewage Collection System), the issuance of those two certificates does not express ADEQ's intent to or ability to issue an Approval of Sanitary Facilities for Subdivision. Issuance of the subdivision certificate frequently depends upon additional separate issues related to the total capacity of the drinking water system and/or the capacity of the wastewater system as expressed in a current Aquifer Protection Permit or permit application under review. Either a current Aquifer Protection Permit must express an adequate treatment facility capacity to serve the proposed subdivision or a permit application under review must have been found to be administratively and technically complete as well as the proposed treatment facility have been found to be consistent with the Area-wide Wastewater Management (208) Plan and found to be consistent with location zoning.

APPROVAL OF SANITARY FACILITIES FOR SUBDIVISIONS

GENERAL INFORMATION:

1 Subdivision Information

- A) Subdivision Name _____
 B) Lot Numbers _____

Continue on separate sheet of paper if space is not adequate. Each lot should be identified (can show consecutive numbers as "X" thru "Y")

- C) County _____ City _____
 D) Township _____ Range _____ Section _____
 E) Latitude _____ ° _____ ' _____ " N _____ Longitude _____ ° _____ ' _____ " W
 F) Area of Subdivision _____ Acres
 G) Number of Lots Industrial Commercial Residential TOTAL

2 Applicant/Agent Information

- A) Owner or Subdivider _____ Phone _____
 Mailing Address _____ City _____ State _____ Zip _____
 B) Authorized Agent _____ Phone _____
 Mailing Address _____ City _____ State _____ Zip _____

3 Fee

- I have attached the applicable subdivision application fee (see instructions).

WATER SUPPLY

4 Water Supply Name

- A) Name of Water Supply _____ Public Water System No. _____

5 Water Supply Information (Check One):

- A completed, signed Application for Approval to Construct Drinking Water Facilities is attached, or
 Plans and specifications were previously approved by ADEQ and a copy of that approval is attached, or
 The Delegated Local Agency approved the plans/specs and a copy of Approval No. _____ is attached.

6 Water distribution system will be constructed by:

- subdivider municipality independent water company

SEWAGE COLLECTION SYSTEM

7 Sewage Collection System Information (Check One):

- A completed, signed Notice of Intent to Discharge for A Sewage Collection System (NOI) is attached, or
 A Construction Authorization for the collection system was issued by ADEQ and a copy of that approval is attached, or
 The Delegated Local Agency approved the plans/specs and a copy of Approval No. _____ is attached.
 There is no sewage collection system (go to item 10)

8 Sewage collection system will be constructed by (Check One):

- subdivider municipality independent wastewater company

9 Downstream Users (Check One):

- The sewage collection system which serves the subdivision empties directly to the wastewater treatment facility, or
 Because another downstream collection system carries sewage from the subdivision to the wastewater treatment facility, a completed signed Capacity Assurance for a Sewage Collection System form is attached.

SEWAGE TREATMENT AND DISPOSAL:

10 Sewage Treatment and Disposal (Check One):

- Sewage from this project will be treated by an existing Wastewater Treatment Facility (WTF)
 WTF Name _____
 APP Permit No. _____
 AZPDES Permit No. _____
 The owner or operator of that facility included with this application a completed and signed a Sewage Treatment Facility Capacity Assurance form, or
- A new WTF will be constructed to serve this project. An Aquifer Protection Permit Application for this facility was submitted to ADEQ for review on _____ (date) and Inventory No. _____ was assigned.
 The new WWTP will accomplish treatment by (describe process): _____.
 Effluent disposal will be accomplished by (describe): _____.
 Treatment facility will be constructed by: subdivider municipality independent wastewater system, or
- No wastewater treatment facility will be constructed for this project. Wastewater treatment and disposal will be the responsibility of each lot owner who will obtain approval for his own wastewater treatment/disposal facility from ADEQ or the delegated local agency. The distance to the nearest existing sewage collection system is _____ feet and the diameter of the sewer at that nearest point is _____ inches. The use of individual on-site wastewater systems at this location has been determined by _____ to be consistent with the Area-wide Wastewater Management Plan (208 Plan) and a completed signed County Approval of Individual Sewage Disposal Systems form (Appendix B) is attached. In addition, the plat, geology/soils report and design report are included with this application as described in Part Two, Section C of this application.

REFUSE AND GARBAGE DISPOSAL:

11 Refuse and Garbage Disposal (Check One):

- Collection service will be provided for the subdivision and a signed Garbage Service/Garbage Disposal Agreement (Appendix A1 and A2) is attached. Name of the collection agency: _____, or
- Lot buyers/owners will be responsible for storage, hauling, and disposal.
 - They will be informed of this responsibility by _____ (method), or
 - They will NOT be informed of this responsibility.

CERTIFICATION:

I verify that all information given in this application is correct. I am informed that no construction of sanitary facilities shall commence unless and until a drinking water "Certificate of Approval to Construct" and a sewage collection system "Construction Authorization" are issued for by the Arizona Department of Environmental Quality. I am informed further that no operation of sanitary facilities shall commence unless and until a "Certificate of Approval to Operate" and a "Discharge Authorization" are issued by the Arizona Department of Environmental Quality for the drinking water and sewage collections systems respectively.

Type or Print Name of Subdivider or Agent

Signature of Subdivider or Agent (If agent, written confirmation must be submitted)

Date

AGENCY USE ONLY		DATE STAMP
File Number		
Fee Paid		
Type of Subdivision	<input type="checkbox"/> Community <input type="checkbox"/> Individual	

APPENDIX A1 – GARBAGE SERVICE AGREEMENT

Agreement must be filled out and signed by a representative of the collection agency; the operational authority of the landfill; the Arizona Department of Environmental Quality (ADEQ) and submitted with application. As required by Arizona Department of Environmental Quality Rules and Regulations, and specifically regulation A.A.C. R18-5-409.

The _____ agrees to provide
Name of Collection Agency

refuse collection service to _____
Name of Subdivision County

in accordance with applicable rules and regulations governing refuse collection and disposal.

Type or Print Name of Representative of Collection Agency

Title _____

Address _____

City _____ Zip Code _____

Signature of Representative of Collection Agency

Date

APPENDIX A2 – GARBAGE DISPOSAL AGREEMENT

The _____ is operated by _____
Name of Disposal Site Name of Operational Authority

in accordance with applicable rules and regulations governing refuse disposal and will accept refuse from persons living in:

Name of Subdivision

Type or Print Name of Representative of Operational Authority

Title _____

Address _____

City _____ Zip Code _____

Signature of Representative of Operational Authority

Date

APPENDIX B – COUNTY APPROVAL OF SUBDIVISION TO BE SERVED BY INDIVIDUAL ON-SITE WASTEWATER TREATMENT FACILITIES

This form is to be filled out, signed and SUBMITTED TO ADEQ in accordance with Arizona Administrative Code (A.A.C.) R18-5-408(E)(3) with any Application for Approval of Sanitary Facilities for Subdivision for which the proposed method of wastewater treatment requires owners of some or all lots within the proposed subdivision to install Individual On-Site Wastewater Treatment Facilities.

- 1 Name of Subdivision _____
- 2 Total Number of lots in proposed subdivision _____
Total Number of lots proposed for individual
- 3 on-site wastewater treatment facilities _____

Plans and supporting data for the above project have been reviewed by the

(NAME OF COUNTY HEALTH DEPARTMENT OR OTHER DELEGATED AGENCY)

and county approval of _____ subdivision for the use of individual on-site wastewater treatment and disposal systems is granted. AN APPROVAL OF SANITARY FACILITIES FOR SUBDIVISION MUST BE ISSUED BY THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY BEFORE APPLICATION CAN BE MADE TO THE DELEGATED AGENCY TO OBTAIN APPROVAL OF SEPTIC SYSTEM OR OTHER INDIVIDUAL ON-SITE WASTEWATER TREATMENT FACILITIES FOR SPECIFIC LOTS WITHIN THE SUBJECT SUBDIVISION. ACCORDING TO A.A.C. R18-9-A301(D)(1)(e)(i), NO RESIDENTIAL CONSTRUCTION CAN PROCEED UNTIL A SEPTIC SYSTEM OR OTHER INDIVIDUAL ON-SITE WASTEWATER TREATMENT FACILITIES HAVE BEEN ISSUED A CONSTRUCTION AUTHORIZATION.

County Comments:

Continued on attachment No Yes

Type or Print Name of County Official

Title _____

Address _____

City _____ Zip Code _____

Signature of Representative of Collection Agency

Date