



**Environmental Services Department
Water & Waste Management
On-Site Wastewater Treatment Program**

Minor Plan Review

OF AN EXISTING ONSITE WASTEWATER TREATMENT FACILITY*

This guide includes instruction on how to prepare and submit a General Application for a Minor Plan Review

* A Conventional OSWTF is a septic tank with Trench, Leach Bed, Seepage Pit or Chamber Technologies for the disposal field. The type of OSWTF selected is based on the Aquifer Protection Permit Rule, Site Investigation - R18-9-A310 and Facility Selection - R18-9-A311.



Maricopa County

Environmental Services Department

1001 N. Central Ave. Suite 150
Phoenix, AZ 85004-1940
Phone: (602) 506-6681
Fax: (602) 506-6925
TTD: (602) 506-6704
www.maricopa.gov/envsvc

PERMIT APPLICATION PROCESS NOTICE

Onsite Wastewater Program

Steps to obtain a Minor Plan Review (Reconnect/Remodel Review) approval are as follows:

1. **Prior to submittal**, if the existing permit number is not available or unknown, complete a Public Record Request. Information on how to do this is at the link below: <http://www.maricopa.gov/EnvSvc/WaterWaste/OWS/SepticSearch.aspx>
2. **Submit Minor Plan Review application**. Include all supporting documentation as listed on the Minor Plan Review checklist found in this packet and applicable fees.
3. **A Plan Review** of the proposed changes to the property will be completed by MCESD in accordance with all applicable rules and regulations.
4. **Communication** to the applicant of approval or deficiencies will be made by the plan reviewer. If deficiencies are found or more information is needed, the permit will be held until such time as the deficiencies are corrected or supplemental information is provided.
5. **If denied** reasons are communicated to the applicant.
6. **If approved** a site plan with approval stamp by MCESD is provided to the applicant.

The Department will approve or deny the application in 30 business days or less, excluding any days the application is returned to the applicant for additional information. This overall licensing timeframe is stated by the Arizona Department of Environmental Quality, Delegation Agreement #EV12-0057 as required by A.R.S. §11-1605.

Department contact information regarding your application
Telephone: 602-506-6616, ask for the Onsite Program
E-mail: septicquestions@mail.maricopa.gov
Website: <http://www.maricopa.gov/EnvSvc/WaterWaste/OWS/OWS.aspx>

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 in by e-mail or telephone, or in person or mail at the address listed at the top of the page, marked attention Onsite Wastewater Program.

Licensing Time Frames Onsite Wastewater

Permit Category	Overall time (days)
Alteration	30
Alteration with Inspection	30
Composting Toilet <3000 Gal/Day	73
Septic Tank with Additional Alternative Features	95
Septic Tank, Conventional Disposal <3000 Gal/Day	73
Aerobic System with Surface Disposal	95
Onsite Wastewater Treatment Facility, Flow 3000 to <24000	136
Reconnect/Remodel Review (Minor Plan Review)	30
Reconnect/Remodel Review (Minor Plan Review) with Inspection	30

A.R.S. §11-1604. Prohibited acts by county and employees; enforcement; notice

A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.

D. A county shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.

F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

ENVIRONMENTAL SERVICES
DEPARTMENT

Steven Goode, REHS, MA, Director
1001 North Central, Ste. 150
Phoenix, AZ 85004



DIVISION OF WATER AND
WASTE MANAGEMENT

Kevin S. Chadwick, P.E., Division Manager
(602) 506-6666
FAX (602) 506-6925
Web: www.maricopa.gov/EnvSvc/
E-mail: septicquestions@mail.maricopa.gov

Checklist Minor Plan Review of Existing Septic System

This review is to determine if the existing septic system is of sufficient size to accommodate flow from a new or replacement structure on the parcel or for an alteration of the existing structure.

Prior to application, if the existing permit is not available or unknown complete a Public Records request. Request forms can be found at: <http://www.maricopa.gov/EnvSvc/WaterWaste/OWS/SepticSearch.aspx>. When no record of an existing permit is found other procedures may apply.

This checklist is to be sure all documents are submitted with the application. If the plan reviewer finds a required document has not been submitted the plan review may be denied. If denied reapplication and payment of fees are necessary.

Submit:

- Complete General Application
- Recorded deed, including legal description
- Fees may be paid with cash, credit card (Visa, MasterCard or American Express) or check. NOTE: if an inspection is required an additional fee per inspection visit is charged.
- Copy of existing permit
- Tank pumping receipt (within 5 years of application), dated and signed by the pumper, showing the tank: capacity, dimensions, liquid depth, location and condition
- Two (2) site plans drawn to a scale of 1"=30', 1"=20', or 1"=10' (examples are attached)

Site plans shall include:

- Property dimensions
- All setback requirements
- Water Source and location of waterlines
- All easements
- Location of driveway(s)
- Location and capacity of existing septic tank and disposal field, including reserve disposal area
- One (1) floor plan of existing structure (example attached)
- One (1) floor plan indicating the addition (sample attached)

Applicant Signature _____

Date _____

Maricopa County Environmental Services Department
 Water & Waste Management Division
 (Delegated Authority for ADEQ)
 1001 N Central Ave, Suite 150
 Phoenix, AZ 85004
 Phone: (602) 506-6666
 Fax: (602) 506 6925



GENERAL ONSITE APPLICATION

Web: www.maricopa.gov/EnvSvc/
 E-mail: septicquestions@mail.maricopa.gov

The undersigned hereby requests that the MCESD Water and Waste Management Division conduct the review or inspection selected below at the site named. An inspection report is provided as required by A.R.S. §41-1009; in person, via mail, e-mail, or FAX. Please indicate your preference by checking the boxes below.

- (Check one): **Site Investigation--\$325 per visit**
 Site and Test Hole Inspection--\$325 per visit
 Misc. Review/Reconnect Plan Review, existing permit # _____ --\$205
 Septic System Abandonment/Closure existing permit # _____ --\$175

SITE INFORMATION

Property Address: _____ Maricopa County, AZ _____

If no address has been assigned, leave blank Street Name and Number City (if applicable)

Cross Streets _____ Parcel Number _____ - _____ - _____

Subdivision Name (if applicable): _____ Lot#(s) _____

Legal Description: Section _____ Township _____ Range _____ Acreage _____

Sewer (circle one) **IS / IS NOT** available within 400'
 from the property.

Identified as (check one):

Single Family Residence

Commercial

Type of Establishment: _____

Maximum number of users: _____
 (Customers, employees, members, etc.)

For a Review/Reconnect, indicate reason for request:

Water Service will be provided by (check all that apply):

Water Company—Name _____

Holding Tank

Existing Well ID Number: _____

Proposed/Future Well

Shared? Yes No

MC P/D Tracking # B _____

Site Code: _____

Permit / File #

OWNER AND AGENT INFORMATION

Property Owner Name: _____

Complete Mailing Address: _____ Zip Code: _____

Owner's Phone: (required) _____ Owner's FAX _____ Owner's e-mail _____

Applicant/Agent Name: _____ Attention: _____

Complete Mailing Address: _____ Zip Code: _____

Phone: (required) _____ Applicant/Agent's Fax _____

Mobile: _____ Applicant/Agent's e-mail address _____

APPLICANT ACKNOWLEDGEMENT

I, the undersigned, agree it is my responsibility to comply with all applicable statues, rules, codes, ordinances and regulations for the work requested. Safety is the responsibility of property owner or their agent. **Request for inspection must be called in to the Inspection Request Line at 602-506-1787. To avoid additional inspection fees, be sure to include access information e.g. gate code and/or other special instructions or requests e.g. meet at site.**

Per Maricopa County Health Code, this application will expire: a) one year from date of application, or b) one year from Phase I site plan approval.

Signature: _____ Date: _____

Amount: \$ _____ Date Issued _____ Issue Status _____ By: _____ Expiration Date: _____

**MARICOPA COUNTY ENVIRONMENTAL HEALTH CODE CHAPTER 1
WATER WASTE MANAGEMENT DIVISION-ONSITE WASTEWATER AND WELL PROGRAM FEE
SCHEDULE EXCERPT*** EFFECTIVE AUGUST 1, 2010**

BASE ONSITE FEES

Onsite System Site Inspection	\$325
Onsite Additional Inspection	\$325
*Septic Tank Conventional Disposal, less than 3,000 gal/day	\$550
Onsite System Alteration Permit	\$205
Onsite System Alteration Permit and One Inspection	\$400
Onsite System Reconnect/Remodel Review (Minor Plan Review)	\$205
Onsite System Reconnect/Remodel review with one inspection	\$400
Aerobic System with Surface Disposal	\$1,050
Septic tank with one additional alternative element**	\$1,050
Septic tank with more than one additional alternative element**	\$1,050
each additional alternative element	\$250
Onsite System Design Requiring Interceptor	\$200 per interceptor
Onsite Facility with flow from 3,000 to less than 24,000 gal/day	\$1,800
Composting Toilet, less than 3,000 gal/day	\$400
Onsite System Abandon Site	\$175

DOMESTIC WELL APPROVAL

Domestic Well Location Approval (ADWR Form)	\$175
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REVIEW AND COMPARISON OF REVISIONS TO APPROVED CONSTRUCTION OR DISCHARGE AUTHORIZATION

Onsite System Plan Revision	\$205
Planning and Development Plan Review	\$80

REQUEST FOR CHANGE PERMITTED BY RULE

Onsite System Request for Alternate Design, Installation or Operational Feature (A 312 G)	\$75
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TRANSFER OF OWNERSHIP

Onsite System Transfer of Ownership	\$50
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OPERATING PERMIT FOR OPERATION AND MAINTENANCE RECORD REVIEW AND SYSTEM INSPECTION

Individual Onsite Treatment Plant Operating Permit (Alternative Systems)	\$100 per year
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INVESTIGATION

Investigation: Onsite	\$130 per hour
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EXPEDITED PLAN REVIEW

Expedited Plan Review Fees are twice the fee for that category
Expedited Plan Reviews require prior Program Management Approval

* Gravity fed trenches, seepage pits, leach beds or chambers. Includes up to THREE (3) plan reviews and TWO (2) construction inspections.

** These alternative disposal elements are for all systems of less than 3,000 gal/day and include: pressure distribution, gravelless trenches, natural seal evapotranspiration beds, Wisconsin Mounds, engineered pad, intermittent sand filters, peat filters, Ruck® Systems, sewage vaults, aerobic systems with surface or with subsurface disposal, cap systems, constructed wetlands, sand lined trenches, disinfection devices, sequencing batch reactors, and subsurface drip irrigation systems.

***To see the entire fee schedule go to: www.maricopa.gov/envsvc

QUESTIONS REGARDING THESE FEES CONTACT MCESD, WWMD 602-506-6666



Maricopa County

Environmental Services Department
Water and Waste Management Division

Date: _____

1001 N Central Ave, Suite 150
Phoenix, Arizona 85004
Phone: (602) 506-6666
Fax: (602) 506-6925
TDD: (602) 506-6704
www.maricopa.gov/envsvc

Septic Permit Research Request

Fax completed form to 602-506-6925 or e-mail to septicquestions@mail.maricopa.gov

TO CUSTODIAN OF RECORDS OF: **Onsite Wastewater Treatment Program**

I am requesting septic permit research for the following:

(One form per address/parcel.)

Site address: _____

Previous addresses (if known): _____

Year system installed: _____

Assessor Parcel #: _____

Subdivision Name: _____ Lot #: _____

- SYSTEM FAILING (check this box if system is backing up)
- Standard Research **(\$30 fee is required for all standard requests)**
- Expedited Research **(\$60 fee is required for all expedited requests)**

_____ Date: _____

(Requester Signature)

Records found will be emailed unless otherwise requested by the customer. Plan on 3 -7 business days for the search to be completed. Expedited requests will be returned within 1-2 business days.

NOTE: Not all searches/research produce a record.

DISCLAIMER INDEMNIFICATION

Requester/Purchaser understands and agrees that Maricopa County does not guarantee the accuracy of the data and information requested and hereby expressly disclaims any responsibility for the truth, lack of truth, validity, invalidity, accuracy, inaccuracy of any said data and information. Requester/Purchaser accepts responsibility for Requester/Purchaser's unauthorized use or transmission of any such data or information in its actual or altered form.

Requester Information (please type or print clearly)

Name _____

Address _____

Phone _____ Fax _____

Email _____

FOR ADMINISTRATIVE USE ONLY:	Date returned to customer : _____	
Receipt #: _____	Date of payment: _____	Payment type/check #: _____
Billing Code _____	Returned to customer by: _____	

605'

INSIDE BOX
SCALE = 1" = 30'

245'

240'

250'

WELL

RESERVE

WATER LINE

370'

HOUSE

25'

GARAGE
NO PLUMBING

100'

195'

DRIVEWAY

N

80'

OUTSIDE BOX
NOT TO SCALE

325'

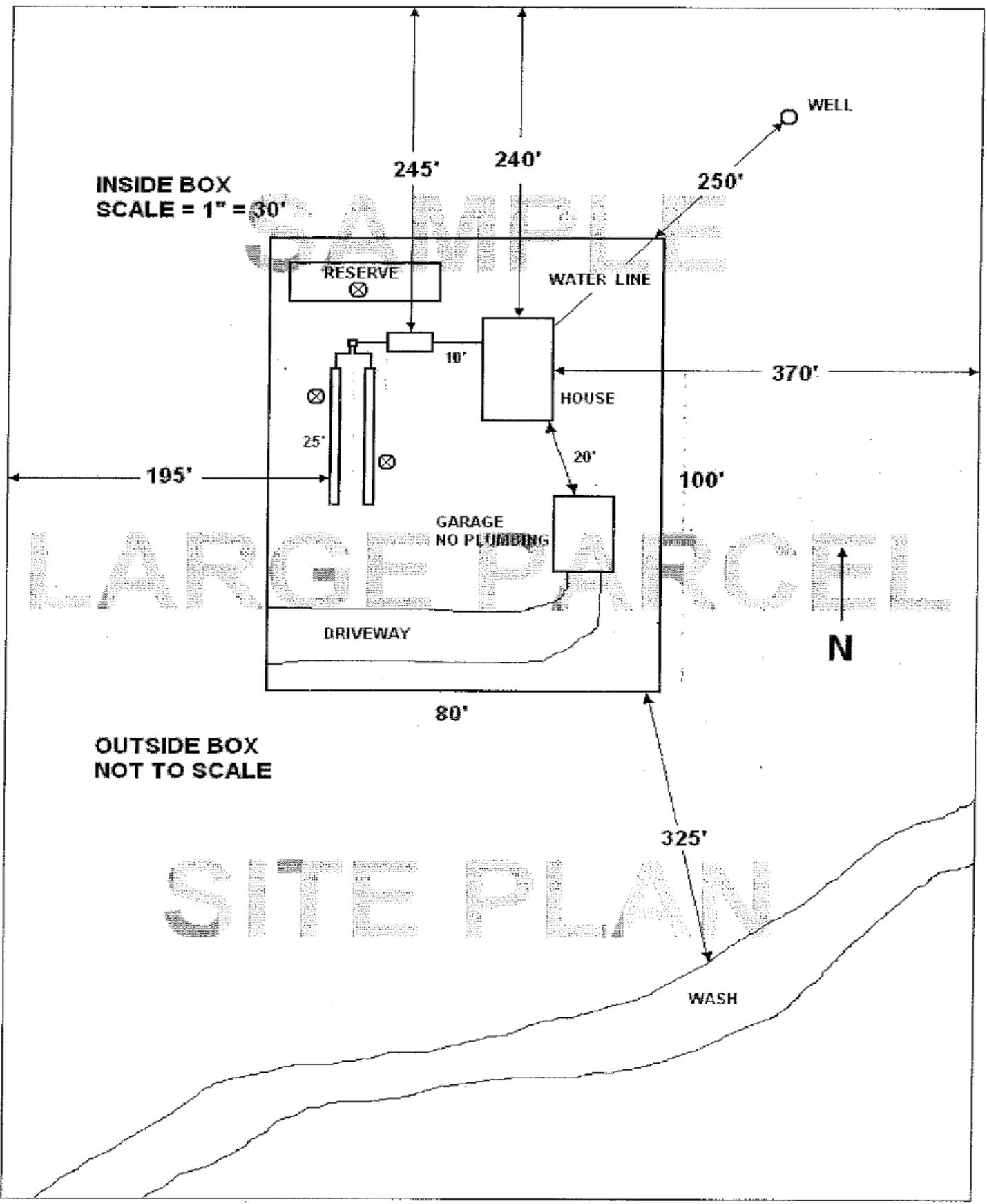
SITE PLAN

WASH

605'

901'

901'

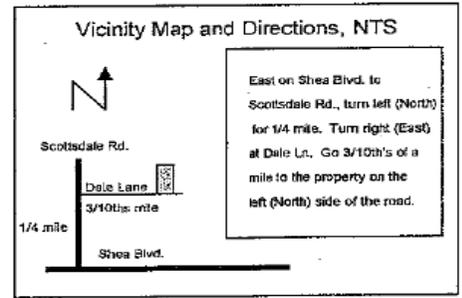


SAMPLE SITE PLAN

PERMIT/FILE # 00-0000

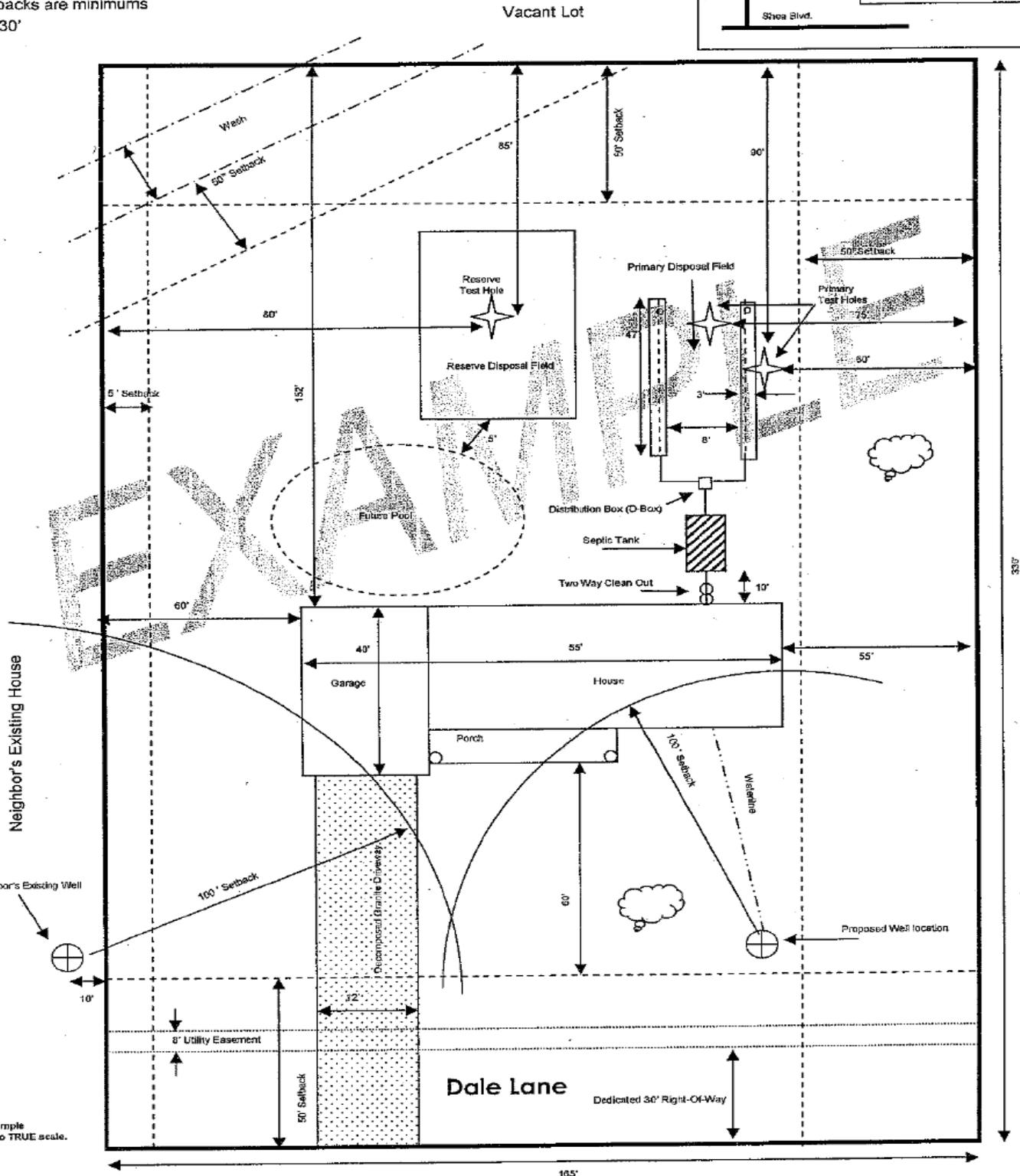
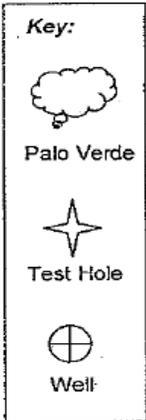
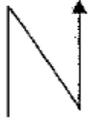
Owner: John Smith
 Site Address: 11111 E. Dale Lane
 Parcel # 222-22-001B
 Subdivision: Lost Acres, Lot 1023
 Legal Desc: E1/2, NW1/4, NE1/4, NE1/4, SW1/4 of Sec. 10,
 T5N, R4E of the Gila and Salt River Base and Meridian,
 Maricopa County, Arizona

OSWTF Design by: Mary Brown
 Hm. Ph. # -602-333-5555
 Cell Ph. # - 602-444-9999
 Fax # - 623-546-6666
 Design/Revision Date: 1/1/10



Note: all setbacks are minimums

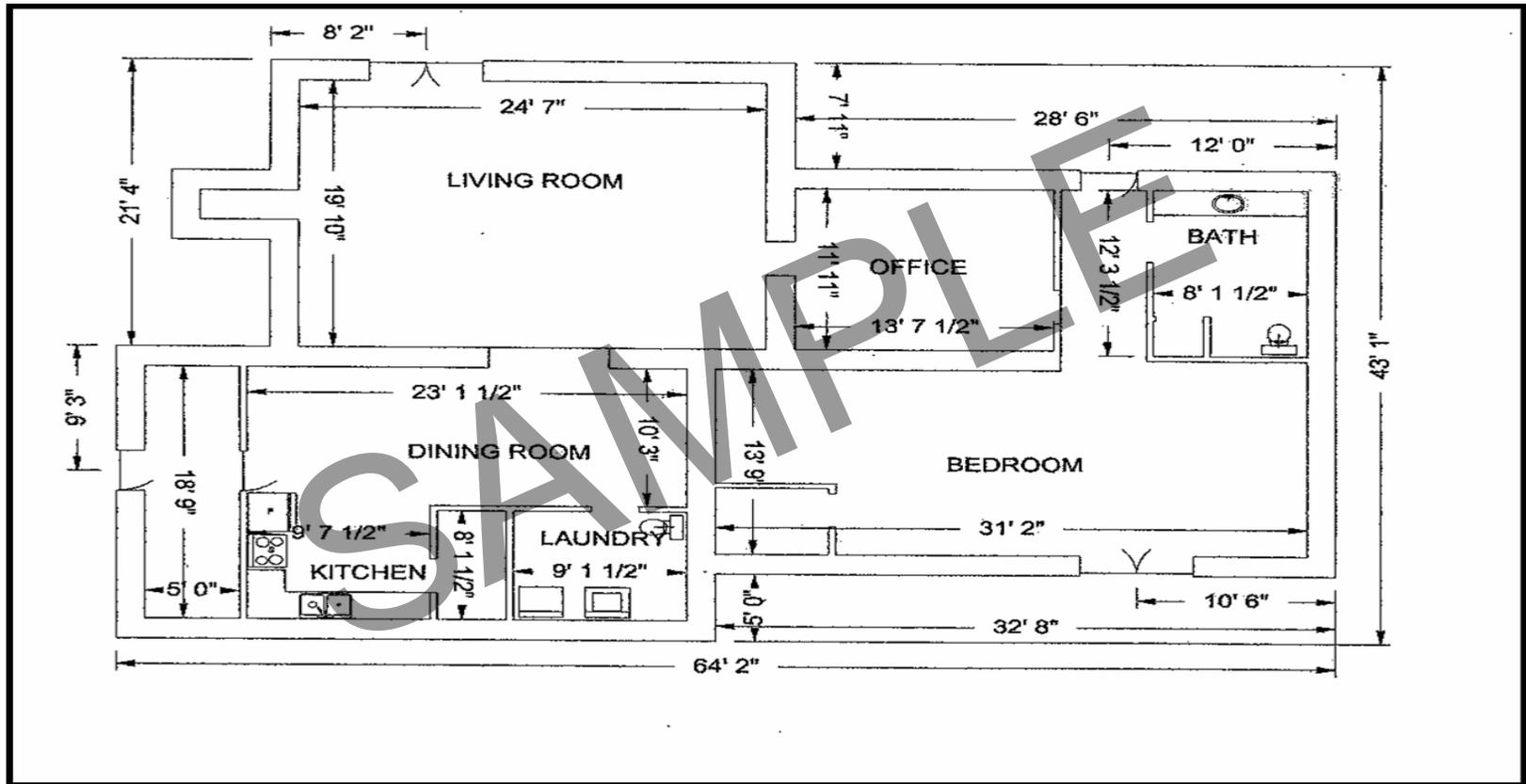
*Scale: 1" = 30'



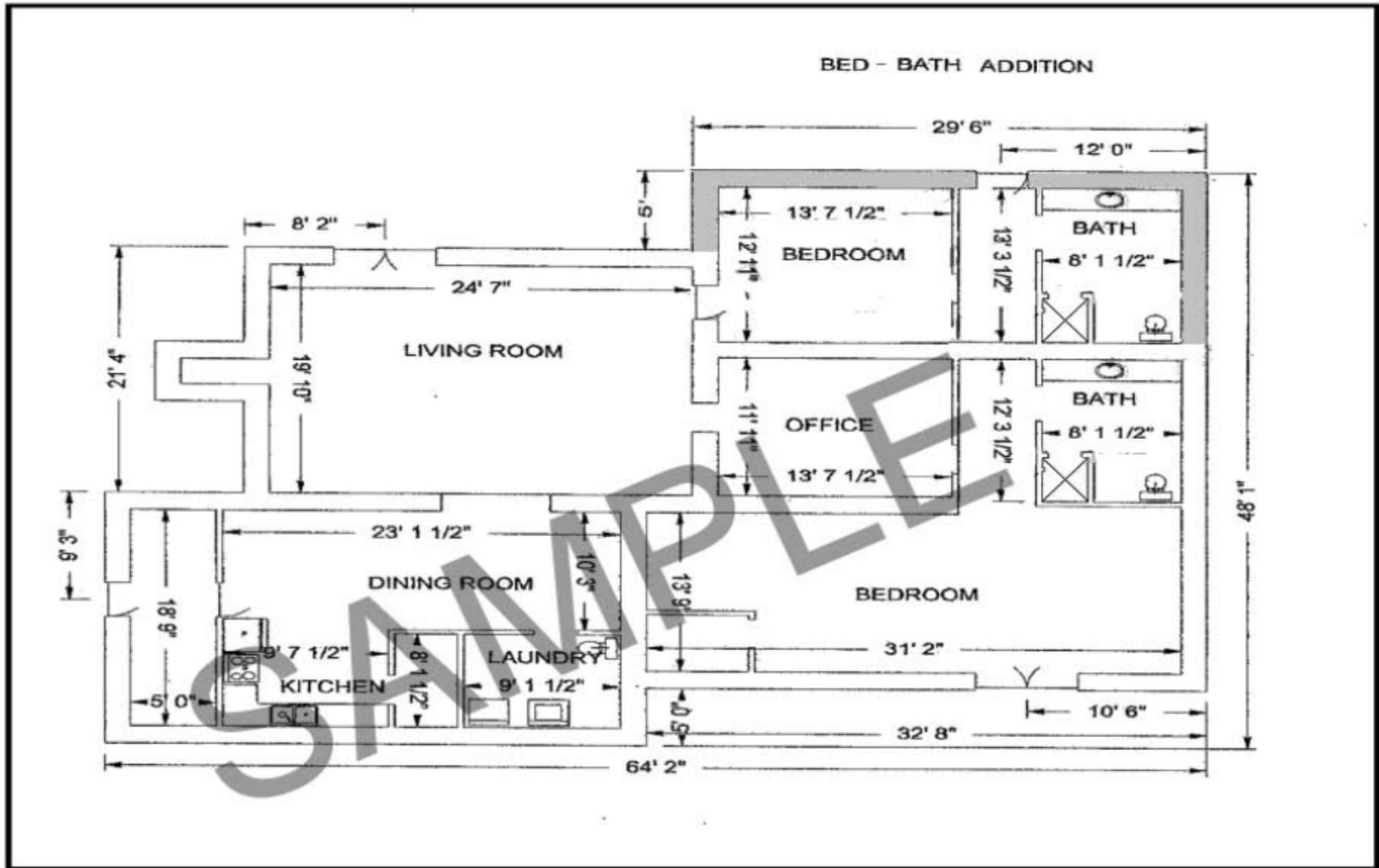
*This Site Plan is for example purposes only, it is not to TRUE scale.

Designed by: **Mary Brown** Date: **01/01/2010**

Vacant Lot



Floor plan with dimensions and all rooms and plumbing fixtures clearly labeled.



Floor plan indicating the addition or other structural changes.