



## APPROVAL TO CONSTRUCT DRINKING WATER FACILITIES INSTRUCTIONS

### INSTRUCTIONS

Please complete and sign an Approval to Construct (ATC) Application for Drinking Water Facilities to obtain authorization to construct a new public drinking water system, modify an existing facility, or make an alteration that will affect the treatment, capacity, water quality, flow, distribution, or operational performance in accordance with [Arizona Administrative Code \(AAC\) R18-5-505](#).

The application is interactive and allows you to hover over the **blue boxes** for detailed information about that section. Click on the [blue](#) URL link for external source of information.

### GENERAL APPLICATION PROCESS

1. Submit an ATC application and the appropriate supplemental information and forms identified in the checklist below. Please see the [Delegated Agencies for Public Water System](#) document to determine where to submit your application (county, City, or ADEQ Regional Office).  
[http://static.azdeq.gov/er/dw\\_delegation\\_agencies.pdf](http://static.azdeq.gov/er/dw_delegation_agencies.pdf)

### APPLICATION CHECKLIST

	Document Description
<input type="checkbox"/>	<b>Approval To Construct (ATC) Application</b>
<input type="checkbox"/>	<b>Fee</b>
<input type="checkbox"/>	<b>Site Plan</b>
<input type="checkbox"/>	<b>Construction Quality Drawings and Plans</b>
<input type="checkbox"/>	<b>Design Report</b>
<input type="checkbox"/>	<b>Drinking Water Service Agreement (Check Box if applicable)</b> <a href="https://static.azdeq.gov/forms/water_service_agreement.pdf">https://static.azdeq.gov/forms/water_service_agreement.pdf</a>
<input type="checkbox"/>	<b>New Source Analysis (Check Box if applicable)</b> <a href="http://static.azdeq.gov/forms/drinkingwater_sourceapproval.pdf">http://static.azdeq.gov/forms/drinkingwater_sourceapproval.pdf</a>

2. ADEQ recommends a pre-application meeting prior to submitting your application. Email the Water Quality Division Drinking Water Engineering Review Unit at [WQD\\_DWSER@azdeq.gov](mailto:WQD_DWSER@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 outlined in the checklist above.
3. The following is a tabulation of fees for drinking water systems:

Fee Category (ACC R18-14-202 Table 1)	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	\$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:

- 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.
- Fees for each application type are cumulative; an applicant must pay the total of all pertinent fees.
- 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.
- Priority Review projects require Department authorization prior to filing.

## FEES

Use the table below to calculate your ATC application fee.

Type of Component (i.e.: waterline, storage tank, well, etc.)	Fee per Component	Total Fee
		<b>TOTAL FEE</b>

- Satisfy any deficiency requests arising from the Department’s pre-construction review of the submitted information.
- Receive a Certificate of “Approval to Construct” from the Department authorizing construction of the drinking water facility.
- Begin construction of the water system within one year of the signed Certificate of Approval to Construct and complete construction within three years after the date construction begins.

## 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



**APPROVAL TO CONSTRUCT  
DRINKING WATER FACILITIES  
APPLICATION**

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

**4 Public Water System Contact Person (owner/operator) or  Check Box if same as in Item 2**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Title: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-mail Address\*: \_\_\_\_\_

**5 Site Information**

County: \_\_\_\_\_ Nearest City: \_\_\_\_\_  
 Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_, Quarter Section: \_\_\_\_\_ NE SE SW NW  
 Latitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " Longitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ "  
[http://static.azdeq.gov/er/dw\\_delegation\\_agencies.pdf](http://static.azdeq.gov/er/dw_delegation_agencies.pdf)

DEPARTMENT USE ONLY		DATE STAMP
File Number		
Fee Paid for this Project		
Check Total		

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

**6 Existing Environmental Permits**

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.

**7 Public Water System**

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

New Public Water System, and/or  under Capacity Development review  Existing Public Water System

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

\* Use grading guidance provided on page 6 and 7 to determine Pre and Post Distribution and Treatment Grade.  
<http://static.azdeq.gov/forms/capacitydevelopmentapp.pdf>

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

**Public Water Supply Distribution System Information**

A) Number of service connections:

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

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

C) Design Flow of System.

1. Average Design Flow (Peak Month) \_\_\_\_\_ gpd \_\_\_\_\_ gpm \_\_\_\_\_ psi
2. Peak Daily Demand Flow \_\_\_\_\_ gpd \_\_\_\_\_ gpm \_\_\_\_\_ psi
3. Required Fire Flow \_\_\_\_\_ gpm \_\_\_\_\_ duration \_\_\_\_\_ psi
4. Fire Flow and Peak Daily Demand (Total) \_\_\_\_\_ gpm at \_\_\_\_\_ psi

D) Please include details for the Waterline(s):

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

**Well Approval Information**

- New Source
  1.  I have attached a copy of the ADWR Notice of Intent to Drill Well (NOI)
  2. ADWR Well # 55-\_\_\_\_\_
  3. Well Location LAT\_\_\_\_\_ LONG\_\_\_\_\_
  4.  New Source Analysis results submitted, or  New Source Analysis results will be submitted with the AOC application
- Existing Well
  1.  Change of Status Form Included (if Applicable)
  2. ADWR Well # 55-\_\_\_\_\_
  3. Well Location LAT\_\_\_\_\_ LONG\_\_\_\_\_
  4.  New Source Analysis results submitted

**Water Treatment Plant Information**       **Surface Water**       **Ground Water**       **GUDI**

- 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) GW: Indicate associated well: 55-\_\_\_\_\_
   
SW: Indicate associated inlet: \_\_\_\_\_
- C) Location of Treatment Plant:
   
LAT\_\_\_\_\_ LONG \_\_\_\_\_
- D) Indicate the 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
- B) Indicate associated well: 55-\_\_\_\_\_
   
Indicate associate treatment plant: \_\_\_\_\_
   
Other source: \_\_\_\_\_
- C) Location of Blending Plant
   
LAT\_\_\_\_\_ LONG\_\_\_\_\_
- D) Indicate the contaminant(s) for treatment.

Contaminant	Lab Result (ppb)	Blending Ratio	Predicted Final Treatment Value (ppb)

**Storage Tank Information**

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

Tank Name (local Name)	Tank Capacity (gallons)	Material of Construction	Liner Material or Corrosion Protection	Location (Lat/Long)

**Booster Pump Information**

A) Please include the details for each booster pump:

Pump Number	Pump Rated Capacity	Horsepower	Manufacturer	Model #

**Disinfection System Information**

A) Please include the details for each disinfection treatment plant:

Disinfection Device	Type of disinfection	Associated well/Storage tank	Location (Lat/Long)

**9 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

**10 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.

**REFERENCE INFORMATION (NOT REQUIRE FOR SUBMITTAL)**

**Grade of Water Treatment Plants and Distribution Systems ( R18-5-115)**

**Distribution**

System Characteristics	Points	Enter Your Points
Population(>501)	1 per 5000	
Max Design Capacity	1 per MGD up to 10	
Pressure Zones	5	
Booster Stations	5	
Storage Tanks	3	
Blending	5	
Fire Protection Systems/ Testable Backflow Prevention Assemblies*	5	
Cathodic Protection	3	
Control Systems Technology	2	
Chlorine Gas	6	
Hypochlorite Liquid	2	
Hypochlorite Solid	2	
Chloramine	9	
Chlorine Dioxide	9	
<b>Point Total:</b>		

Grade	Point Range
Grade 1	0
Grade 2	1 to 20
Grade 3	21 to 35
Grade 4	more than 35

\*The presence of one or both of these devices earns five points for the facility.

2. No points are added for Grade 1 small systems that:
- a. Only distribute groundwater;
  - b. Serve fewer than 501 persons;
  - c. Have no disinfection or disinfect by chlorine gas or hypochlorite only; and
  - d. Do not store water or store water only in storage tanks.

**Treatment**

Plant Characteristics	Points
Population	1 per 5000
Max Design Capacity	1 per MGD up to
Groundwater Source	3
GUDI	5
Carbon Dioxide	2
pH Adjustment	3
Packed Tower Aeration	6
Air Stripping	6
Stability or Corrosion Control	3
Taste and Oder	8
Iron/Manganese Removal	8
Ion Exchange Softening	10
Chemical Precipitation Softening	15
Coagulant Addition	6
Flocculation	4
Sedimentation	4
Upflow Clarification	2
Fluoridation	5
Activated Alumina	6
Blending	5
Residual Waste Stream	5
Control Systems Technology	2
Biologically Active Filter	20
Granular Media Filter	15
Pressure Filter	15
Gravity Sand Filter	10
Membrane Filtration	15
Chlorine Gas	6
Hypochlorite Liquid	2
Hypochlorite Solid	2
Chloramine	9
Chlorine Dioxide	9
Ozone	12
Ultraviolet	3



Point Total:

Grade	Point Range
Grade 1	1 to 25
Grade 2	26 to 50
Grade 3	51 to 70
Grade 4	More than 70