



# ENGINEERING REVIEW

## INSTRUCTIONS FOR APPROVAL OF SANITARY FACILITIES FOR SUBDIVISIONS

**INSTRUCTIONS:**

The Approval of Sanitary Facilities for Subdivisions approval from the Arizona Department of Environmental Quality (ADEQ) is one of the 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. This document is the Approval of Sanitary Facilities for Subdivisions application and includes instructions. To determine where to file the Approval of Sanitary Facilities for Subdivisions, please refer to the delegation agreement matrix located at <https://static.azdeq.gov/er/appsubmittal.pdf>.

ADEQ recommends a pre application meeting prior to submitting your application. Email the Engineering Review Unit at [GWP\\_ERU@azdeq.gov](mailto:GWP_ERU@azdeq.gov), a week in advance. To facilitate scheduling the meeting in a timely manner include “Pre Application Meeting” in the subject line. Please bring all final application components (signed final plant, plans) including the fee to the meeting.

**A. Application forms to be submitted**

1. This application form with all items completed (those items which are not applicable, please mark “NA”) and the applicable fee. 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. Submit this Notice of Intent to Discharge (NOI) application and appropriate supplemental information and forms, which are identified in rule and/or in this form. Only one copy of the NOI and associated documents is needed.  
**Due to recent events, both an electronic and paper copy of the project must be submitted.** Submit the application by email to [GWP\\_ERU@azdeq.gov](mailto:GWP_ERU@azdeq.gov) and submit a paper copy by mail or in-person to:  
 Arizona Department of Environmental Quality  
 Groundwater Protection Value Stream  
 Engineering Review Desk, 5th Floor  
 1110, West Washington Street  
 Phoenix, Arizona 85007
2. If the proposed subdivision is to be served by a drinking water system, a copy of the Approval to Construct (ATC) permit approved by ADEQ, or the delegated local agency, must accompany.
3. If the proposed subdivision will discharge sewage to a downstream wastewater treatment plant (WWTP), a copy of the Construction Authorization (CA) permit approved by ADEQ, or the delegated local agency, must accompany this application.

Do not submit this application if you have not received an ATC for the drinking water facility or a CA for the wastewater treatment plant facility

**B. Review fees to be submitted**

1. Subdivision review fees (A.A.C. R18-14-111(3)):

Fee Category	Number of Lots	Fee
Subdivision incorporating sewer public sewerage systems <sup>a</sup>	Per 150 lots	\$800
Fee Category	Number of Lots	Fee
Subdivision incorporating On-site wastewater disposal <sup>a</sup>	10 or Less	\$500
Subdivision incorporating On-site wastewater disposal <sup>a</sup>	11 to 50	\$1,000
Subdivision incorporating On-site wastewater disposal <sup>a</sup>	Per Additional 50	\$1,000
Fee Category	Number of Units	Fee
Condominium <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. The fee for a 25 lot on-site subdivision not incorporating water from a central distribution system would be \$1,000 x 1.5 for a total fee of \$1,500.  
 b. Review of an Approval of Sanitary Facilities for Subdivisions application under R18-5-410 for condominiums may incorporate sewage collection systems or on-sites facilities.

### 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. If the plat has not been recorded, submit a copy of the county meeting notes that demonstrate that the plat has been approved. Illustrate the location of water mains and valves on the plat in accordance with R18-5-406(A).
  - b. Submit 1 copy of water supply plans and documentation that the system has 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. If the plat has not been recorded, submit a copy of the county meeting notes that demonstrate that the plat has been approved. Illustrate the sewer mains on the plat in accordance with R18-5-407(A).
  - b. Submit 1 copy of sewer plans and documentation that the system has been approved by ADEQ or the delegated local agency.
3. For subdivisions incorporating on-site wastewater treatment systems:
  - A. Plat.** A copy of the plat as recorded or as it will be recorded. If the plat has not been recorded, submit a copy of the county meeting notes that demonstrate that the plat has been approved. Plats that are not recorded will require a tentative/preliminary approval from the appropriate local board. At a minimum, plats shall include the following:
    - a. The site topography.
    - b. All 100-year floodplain zones.
    - c. All roads.
    - d. All easements and all erosion setback zones.
    - e. Show adjoining parcels and indicate if they are subdivided, unsubdivided or public land.
    - f. The minimum size lot shall conform to Arizona Administrative Code R18-5-404 and Title 18 Chapter 9 Article 3.
  - B. Geological Report.** The A.A.C. R18-9-A310 is used as guidance for soil boring and percolation test procedures. The geological report must be sealed by an Arizona-registered professional engineer or geologist and shall include the following:
    - a. General description of the area.
    - b. A vicinity map having sufficient detail to enable a person unfamiliar with the area to find the site.
    - c. Description of methods used in making the soil profile and percolation tests.
    - d. Map giving location of soils borings and percolation tests.
    - e. Soil boring logs.
    - f. Percolation test results.
    - g. Depth to groundwater.
    - h. Description/map of topography.
    - i. Detailed description of present and future land uses in and around the proposed subdivision.
    - j. Nitrogen loading demonstration in accordance with R18-9-A309 (A)(8)(c).

**Soil Tests:** In accordance with A.A.C. R18-5-408 (E) a minimum of one percolation test and boring per acre or one percolation test and boring per lot where lots are larger than an acre, is required. The number of tests may be reduced where “it can be shown by submission of other reliable data that soil conditions” will allow on-site systems to function on each lot. At a minimum, the following additional reliable data must be included in the geological report to make that demonstration:

    - a. Detailed geological map of the plated subdivision including at a minimum all the soils types at the site and the location of any outcrops.
    - b. A minimum of two geological cross sections perpendicular to each other that encompass the greatest extent of the subdivision possible.
    - c. A written rationale for the number of tests selected.
    - d. Third party data may also be considered by the Department.

The number of soil tests can be reduced to approximately one-fourth the number of tests required by A.A.C. Additional tests will be required where significant changes in geology, soils or other anomalies are observed or when non adjoining lots are part of the same subdivision.
  - C. Design Report.** Design reports are required when any lots in the plat for an on-site subdivision are less than 2.5 acres. They may also be required for larger lots if there are topographical and geological concerns or if the dimensions of the lots may constrain the installation of an on-site system. 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). The following must be provided:

- a. The scale sample designs and applicable calculations for each lot, showing a typical 4-bedroom home, waterline route, driveway, wastewater treatment device, primary disposal device, and reserve (secondary) disposal device, sealed by an Arizona-registered professional engineer.
  - a. Soil-based calculations for disposal device sizing.
  - b. Plans and calculations showing lot boundaries, wells in lot or within 100 feet of lot boundaries.
  - c. Show treatment device location and service line to the device.
  - d. Show primary and reserved disposal locations.
  - e. Explanation if major earthwork or drainage control is required to construct compliant wastewater treatment facility.
  - f. Show setbacks to scale of treatment and disposal works from all features listed in A.A.C. R18-9-A312C.
  - g. Show water service line, driveway/parking, drainage controls, and other improvements.
- Designs submitted do not commit any party to constructing systems of that design; they simply demonstrate that a compliant design can be achieved.

**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 to serve the subdivision (“Drinking Water Service Agreement”) from officials of the water utility must be submitted 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 submitted 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 the down stream sewage collection system used to 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](#)” form must be submitted to fulfill this requirement.

**F. Refuse collection and disposal and water service agreement:**

1. Where municipal or private refuse 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 the Approval of Sanitary Facilities for Subdivisions.
3. The Drinking Water Service Agreement shall be signed and dated by the company providing the service. You can find the document at: [https://static.azdeq.gov/forms/water\\_service\\_agreement.pdf](https://static.azdeq.gov/forms/water_service_agreement.pdf).

**G. 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 has to 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



**ENGINEERING REVIEW**  
**APPROVAL OF SANITARY FACILITIES FOR**  
**SUBDIVISIONS**

**GENERAL INFORMATION:**

**1 Subdivision Name**

Project Name \_\_\_\_\_

**2 Applicant**

(Check One)  Owner  Developer

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address\* \_\_\_\_\_

**3 Contact Person/Agent (Please fill out if different than the Applicant)**

(Check all that apply)  Engineer  Consultant  Contractor  Attorney  Other

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Title \_\_\_\_\_ BTR Number \_\_\_\_\_

Firm Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address\* \_\_\_\_\_

**4 Subdivision Information**

County \_\_\_\_\_ Nearest City \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Latitude \_\_\_\_\_ " N \_\_\_\_\_ Longitude \_\_\_\_\_ " W

**5 Existing Environmental Permits**

List any other federal or state environmental permits issued for or needed by the facility (attach additional pages if necessary).

\_\_\_\_\_

\_\_\_\_\_

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

AGENCY USE ONLY		DATE STAMP
File and LTF Number		
Fee Paid		
Type of Subdivision	<input type="checkbox"/> Community <input type="checkbox"/> Individual	
Assigned Reviewer		Date App Copied for 208 Review

## SUBDIVISION COMPONENTS

### 6 Subdivision Details

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")

Area of Subdivision \_\_\_\_\_ Acres

Number of Lots	Industrial	Commercial	Residential	TOTAL
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### 7 Select Which Applies (Check Which Components that are part of this application)

#### Public Water System

A) Please indicate water supply name and system number (or currently under capacity development):

Name of Water Supply \_\_\_\_\_ Public Water System No. \_\_\_\_\_

B) Please indicate that the water supply has been reviewed and approved:

An issued Approval to Construct is attached.

C) Please indicate if the following is part of the submittal package:

Water Service Agreement

#### Water supplied by individual lot owner

A) Please indicate what items are supplied

Well Installation Cost Estimate, and

ADWR Water Adequacy Determination (for subdivision outside Active Management Areas), and

Water Hauling Cost Estimate, and

Depth to groundwater (feet):

### 8 Select Components Included (Check All Components that are part of this application)

#### Sewage Collection System

A) Please indicate that the sewage collection system was reviewed:

An issued Construction Authorization is attached.

B) Please indicate where this subdivision's sewage collection system discharges (Check one):

The sewage collection system which serves the subdivision discharges directly to the wastewater treatment facility, or

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..

C) Please indicate that a completed, signed Sewage Treatment Facility Capacity Assurance form is attached:

A signed Sewage Treatment Facility Capacity Assurance Form is attached, and

A copy of the treatment facility capacity tracking list (commitment list) is attached.

D) Please indicate whether sewage from the subdivision will be treated by an existing or new wastewater treatment plant (WWTP):

WWTP Name: \_\_\_\_\_

APP Permit No.: \_\_\_\_\_

Sewage will be treated by an existing facility, or

Sewage will be treated by a proposed facility to serve this subdivision.

Anticipated date to begin operation: \_\_\_\_\_

#### Sewage will be Served by On-Site Systems

A) Please indicate the following information about the nearest point of connection for the sewage collection system:

The distance to the nearest sewage collection system (feet): \_\_\_\_\_

The diameter of the nearest sewage collection system (in): \_\_\_\_\_

A completed, signed (original) County Approval of Geologic Report (Appendix B).

B) Please indicate what is included in the Geologic Report:

- General site plan including sufficient directions to drive to the proposed subdivision.
- Plat layout with the sampling locations identified by the county.
- Percolation tests performed at each location.
- Demonstration that all lots will be able to be served by providing an analysis for the four most constrained (worst case) lots.
- Demonstrated nitrogen loading by R18-9-A309(A)(8)(c).
- Demonstrations utilized a four bedroom house.

**9 Selected Components Included (Check All Components that are part of this application)**

**Garbage Disposal**

- Refuse will be transported to the disposal location by \_\_\_\_\_ (Appendix A1).
- The refuse will be transported to \_\_\_\_\_ for disposal (Appendix A2).

**10 Selected Components Included (Check All Components that are part of this application)**

**Condominium**

A) Please indicate if the condominium is:

- New, or
- Existing (Please select the appropriate component for the existing water and sewer systems).
  - Approval, in writing, at the time of original construction by the local building inspection authority,
  - Currently operating under a permit issued by a local building inspection authority (please attach a copy of the permit), or
  - Certified adequate by an Arizona registered Professional Engineer (please attach a copy of the sealed as-built plans)

B) Please indicate if the following were submitted with the application

- Appropriate sections of the covenants for maintenance of water and sewer lines.
- Plans showing common usage lines for water and sewer (including diameter, length, and slope)

**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 "Approval to Construct" and a sewage collection system "Construction Authorization" are issued by the Arizona Department of Environmental Quality. I am informed further that no operation of sanitary facilities shall commence unless and until an "Approval of Construction" 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

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.



**ENGINEERING REVIEW**  
**GARBAGE AGREEMENT – COLLECTION SERVICE**  
**[APPENDIX A1]**

**APPENDIX A1 – GARBAGE AGREEMENT – COLLECTION SERVICE**

This agreement must be filled out and signed by a representative of the collection agency and the **original** submitted with application (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



**ENGINEERING REVIEW**  
**GARBAGE AGREEMENT – DISPOSAL SERVICE**  
**[APPENDIX A2]**

**APPENDIX A2 – GARBAGE DISPOSAL AGREEMENT**

This agreement must be filled out and signed by a representative of the operational authority of the landfill and the **original** submitted with application (A.A.C. R18-5-409).

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





ENGINEERING REVIEW
COUNTY APPROVAL OF GEOLOGIC REPORT
[APPENDIX B]

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 the original 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
3 Total Number of lots proposed for individual on-site wastewater treatment facilities
4 In accordance with R18-5-408(E)(1), the geological report shall include results from percolation tests and boring logs obtained at locations designated by the county health departments. Please indicate which county official selected the sample locations:
5 Please indicate on what date the locations were designated by the county:
6 Please indicate how many locations were designated by the county:
7 Please indicate when the test results were submitted to the county for review:
8 Please indicate if additional locations were required based on the initial locations:

The plans, sample locations, 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.

County Comments on site limiting conditions or types of technologies that may or may not be used:

Continued on attachment No Yes

Signature of Representative of County Agency

Date