A.R.S. §11-1606 Application Process Notice
Pima County
Regional Wastewater Reclamation Department
Final Plat Acceptance

According to A.R.S. 11-1602, also known as the "Regulatory Bill of Rights" or "SB 1598", and A.R.S. 11-1606, any applicant who obtains from Pima County Regional Wastewater Reclamation Department (RWRD) an application for the license of Acceptance of **Final Plat** is entitled to receive the information in this notice regarding the steps, time frames and contact information associated with the application process.

Final Plat Acceptance by RWRD is required for each new subdivision that contains within its boundaries sewer easements or sewer tributary to the RWRD Public Sewer System. Final Plats are approved by RWRD as authorized by Pima County Code Section 13.20.030 and is one of several infrastructure permissions needed to proceed with a development.

Final Plat Acceptance is one of a series of licenses that may be required prior to connecting to the RWRD Public Sewer System. Other licenses that may also be required prior to connecting to the RWRD Public Sewer System include Sewerage Capacity Allocation (RWRD), Preliminary Sewer Layout Acceptance (RWRD), Sewer Improvement Plan Acceptance (RWRD), Construction Authorization (PDEQ) and Public Sewer Construction Permit (RWRD).

A. Applicant Steps to RWRD Final Plat (FP) Acceptance

Step 1. Pre-Submittal Actions:

a. The applicant shall have an accepted **Preliminary Sewer Layout (PSL)** (see PSL application process notice)

b. Please contact RWRD at (520) 740-6305 for large scale or comprehensive projects. A pre-submittal review may expedite the process.

Step 2. Submittal Elements:

a. The applicant or the jurisdiction through which the subdivision is being platted shall submit to RWRD one **Final Plat (FP)**. The FP shall be prepared and sealed by an Arizona registered professional engineer or Arizona registered land surveyor.

b. The applicant shall submit accepted **Preliminary Sewer Layout.**

Step 3. Where and How to Submit:

The applicant or the jurisdiction through which the subdivision is being platted shall submit by MAIL or PHYSICAL DELIVERY to:

Pima County RWRD – Public Works Building
201 N. Stone Ave. 1st Floor
Tucson, AZ 85701

Step 4. Review Fee Payment:

The applicant shall pay review fees made payable to the Pima County Treasurer as follows:

1st Submittal..... $166.00 plus $50.00 per sheet
2nd Submittal..... $50.00 per sheet
Subsequent Submittals ..... $39.00 per sheet

Step 5. Additional Prior-to-Acceptance Requirements:

a. Applicant shall submit additional information as requested.

b. Prior to FP Acceptance, applicant shall obtain Preliminary Sewer Layout Approval.

Attention: The electronic RWRD posted version is the only official RWRD notice. Please download prior to each use

B. RWRD Final Plat Review Process

Upon receipt of the FP submittal package, an administrative completeness review will be performed by RWRD based upon the submittal requirements identified above in Steps 1-4. If the submittal package is deemed complete, the applicant will receive written or electronic notice within the administrative completeness time frame specified in Section C. The package will be considered complete if no notification is given at the end of the administrative completeness review time frame.

If the submittal package is deemed incomplete, the applicant will receive written or electronic notice within the administrative completeness time frame specified in Section C, identifying the missing items. The administrative completeness review time frame and overall time frame are suspended until the **applicant submits all missing items to RWRD in order to complete the submittal package.**

Once the FP submittal package is determined by RWRD to be administratively complete, RWRD will perform a substantive review of the submittal. The purpose of this review is to ensure that RWRD (for public sewer) or the applicable property owner's association (for private sewer) is granted sufficient legal access to maintain and operate the sanitary sewer collection system as shown on the accepted PSL.

RWRD may make one comprehensive written or electronic request for additional information, at which point the substantive review time frame and overall time frame will be suspended until RWRD receives the additional information from the applicant. **The applicant shall re-submit the corrected plans reflecting the additional requested information along with the 2nd Submittal Review Fee as specified in Step 4.** The applicant will receive a written or electronic notice of Acceptance or denial, along with the basis for denial, within the overall time frame specified below in Section C, unless other time frames are established between RWRD and the applicant in accordance with A.R.S. 11-1605.H. Additional submittals, if allowed, are subject to the **Step 4** Subsequent Submittal Fee.

C. Process Time Frames for Final Plat Acceptance

1. Administrative Completeness Review.....5 business days
2. Substantive Review.....20 business days
3. Overall Time Frame.....25 business days

D. Process Contact Information

1. Submittals, Fees and Payments.....Erica Sanchez (520) 740-6934
2. Final Plat Review.....Michael Harrington (520) 740-6305
3. Escalation and Problem Resolution.....Brandon Matheson (520) 740-6771

E. Applicant's Regulatory Rights

Under A.R.S. § 11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your Final Plat Acceptance by providing the County with a written request that states:

- Your name and address;
- The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part thereof that requires clarification;
- Any facts relevant to the requested ruling;
- Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part thereof, that requires clarification; and,
- Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.