



**A.R.S. § 11-1606 Application Process Notice  
Preliminary Sewer Layout – Unincorporated areas**

Under A.R.S. § 11-1606, Pima County Regional Wastewater Reclamation Department (RWRD) is required to give you the following information when you make application for a Preliminary Sewer Layout (authorized by Pima County Code Title 13.12.010)

Under A.R.S. §11-1606 Pima County is required to give you the following information when you apply for your **Preliminary Sewer Layout** (unincorporated Areas) approval:

1. The following steps are required to obtain an Administrative Completeness review for the **Preliminary Sewer Layout** approval:

**Step One:** Prepare Preliminary Sewer Layout plan using the following documents.

**Development Plan Checklist Requirements – Chapter 18.71 of the Pima County Code – Section J**

[http://www.pimaxpress.com/SubDivision/Documents/2006/DP\\_Requirements2Aug04.pdf](http://www.pimaxpress.com/SubDivision/Documents/2006/DP_Requirements2Aug04.pdf)

**Tentative Plat Requirements – Chapter 18.69 of the Pima County Code –Section I**

<http://www.pimaxpress.com/SubDivision/PDFs/2007/TentativePlatReview.pdf>

This plan must be prepared by a licensed professional in the State of Arizona. The following Additional documents may be needed, if applicable, and have other Application Process Notices:

- A) Sewer Capacity Request
- B) Authorization for Private Sewer
- C) Sewer Service or Letter Agreement

**Step Two:** Submit the Preliminary Sewer Layout plan as part a Development Plan or Tentative Plat to Debbey Marchbanks, Subdivision Coordinator, Pima County DSD, 201 North Stone, 2<sup>nd</sup> floor, Tucson, AZ 85701 – Phone: 520-740-6514

**Administrative Completeness Review. If the application is considered complete, the application will be accepted and a substantive review will be conducted.**

**If the application is incomplete, the package will not be accepted for review and will be returned to the applicant.**

**Step Three:** If your application is approved, you will receive a letter approving the Preliminary Sewer Layout Plan as part of the review for your Development Plan, Tentative Plat, or Site Plan review process. If your application is not approved, you

will receive a letter outlining the revisions that need to be made so that approval can be granted.

If a design variance is requested, a letter describing the variance and why it is warranted should be submitted to the PCRWRD Development Liaison Unit for review.

2. Applicable licensing time frames: No licensing time frames are currently in place.
3. Kristin Greene, PCRWRD Development Liaison Unit Manager, can provide assistance with this process and may be contacted at 740-6645 or [Kristin.Greene@wwm.pima.gov](mailto:Kristin.Greene@wwm.pima.gov)
4. 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 Preliminary Sewer Layout approval 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 of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement 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 of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification;
  - 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.