



**A.R.S. § 11-1606 Application Process Notice
Sewer Improvement Plan**

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 Sewer Improvement Plan (authorized by Pima County Code Title 13.16.010)

Under A.R.S. §11-1606 Pima County is required to give you the following information when you apply for your **Sewer Improvement Plan** acceptance:

1. The following steps are required to obtain an Administrative Completeness review for the **Sewer Improvement Plan** application acceptance:

Step One: Prepare **Sewer Improvement Plan** based on the approved alignment shown in the Preliminary Sewer Layout (usually prepared as an element of the development plan or subdivision plat approval process

http://library.municode.com/HTML/16119/level3/TIT13PUSE_DIVIISE_CH13.20SASECOCOFE.html#TIT13PUSE_DIVIISE_CH13.20SASECOCOFE_13.20.026PLEXEXPUSA SESY), and referencing the following documents:

- ✓ **Design Standards for Public Sewerage Facilities, June 1983**
(Pima County, Arizona Dept. of Wastewater Management
http://www.pima.gov/wwm/eng/stdDET/pdf/design_standards.pdf
- ✓ **City of Tucson/Pima County - Standard Details for Public Improvements, 2003 Edition**
http://www.pima.gov/wwm/eng/stdDET/pdf/all_DET.pdf
- ✓ **City of Tucson/Pima County - Standard Specifications for Public Improvements, 2003 Edition**
<http://dot.pima.gov/transeng/stdspecsDET/>
- ✓ **RWRD Engineering Directives**
<http://www.pima.gov/wwm/eng/directives/>
- ✓ **Public Sewer Improvement Plan Review Checklist**
http://www.pimaxpress.com/Dev_Review/PDFs/Public%20Sewer%20IP%20Review%20Checklist%2007.2008.pdf

Sewer Improvement Plans are prepared by a State of Arizona licensed, registered professional.

Step Two: Submit the **Sewer Improvement Plan** per the following instructions

Instructions for online access to the required documents:

<http://www.pimaxpress.com/SubDivision/Forms.htm>

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Go to: Pima County Internet
Select: Public Works on the left side
Select: Development Services
Click on: Subdivision and Development Review tab
Click on: Forms & Applications icon
Select: Forms needed are located under Development Review / Wastewater Section

Submit **Sewer Improvement Plans** to: Rosalyn Chapple, RChapple@pima.gov or Elizabeth Flores, EFlores@wwm.pima.gov ; Pima County RWRD, Public Works Building, 201 North Stone, 3rd floor, Tucson, AZ 85701 – Phone: 520-740-6721

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 submittal is approved, you will receive a letter accepting the **Sewer Improvement Plan**. If your application is not accepted, you will receive a letter outlining the revisions that need to be made so that acceptance can be granted. You will also receive your plans back with comments and corrections to be made.

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.

Once the **Sewer Improvement Plan** is accepted, capacity availability is determined, agreements are in place, and “Approval to Construct” is issued by PC Department of Environmental Quality, the applicant may apply for a **Construction Permit**.

2. Applicable licensing time frames: No licensing time frames are currently in place.
3. Chad Amateau, PE, PCRWRD Development Liaison Unit, can provide assistance with this process and may be contacted at 740-6645 or chad.amateau@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 Sewer Improvement plan 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 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.