



PIMA COUNTY
REGIONAL WASTEWATER RECLAMATION DEPARTMENT
201 NORTH STONE AVENUE
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A.R.S. § 11-1606 Application Process Notice
LETTER OF CLEARANCE
(JURISDICTIONS / UTILITY AGENCIES ONLY)

Under A.R.S. § 11-1606, Pima County Regional Wastewater Reclamation department (RWRD) is required to give you the following information when you apply for a letter of Clearance (authorized by Pima County Code Title 13.020.040.B.1). The Letter of Clearance detailed review process is one of the steps required to obtain specific construction permits through RWRD.

RWRD owns and operates a public sewer system. RWRD has a duty and obligation to protect the public health, safety and the environment. In order to do so RWRD is required to review designs, drawings, reports, plans and other prudent construction documents to ensure conformance with Arizona Administrative Code Title 18, Chapter 9; Pima County, Arizona, Code of Ordinances Title 13 – PUBLIC SERVICES Division II. – Sewers; and PC / COT Standard Details 2003 Edition; Standard Specifications for Public Improvements 2003 Edition; and RWRD Engineering Directives

Engineering Services Unit / Utility Coordination (ESU / UC) requires the following items for a first-time submittal. We are located at 201 N. Stone Avenue, 3rd Floor, Tucson, Arizona 85701. Debbie Ketchem can be reached at (520)740-6481 or Souren Naradikian at (520)740-6322.

A. Administrative Completeness Review. If the application is incomplete, the package will not be accepted for review. Once the application package is determined to be complete, the review will take 30 business days or less. The applicant's submittal requirements for all submittals to this unit shall include:

1. **Transmittal sheet** identifying Project Manager(s) and contact information. All submittals from City of Tucson Engineering Division must be submitted through the City of Tucson Utility Coordinator. For all other jurisdictions, the Engineer of Record may submit directly; however, a Letter from the jurisdiction's Project Manager must authorize their Engineer to submit plans directly to the Engineering Services Unit / Utility Coordination.
2. **Three (3) full sets of plans.** Black line sets must be provided.
3. **One (1) set of Special Provisions.** If there are no special provisions for the project, please identify this fact on the transmittal sheet.
4. **One (1) itemized cost estimate.** Either a cost estimate shall be provided at a 75% or higher submittal or a statement shall be provided on your transmittal sheet stating that PC RWRD will not be financially responsible for this project.

5. **One (1) cd-pdf** containing a full set of plans as well as copies of all other documentation being provided.
6. If applicable, **three (3) Flow Management Plans (FMP), Sewer Reports, and Structural Designs** may be required for a complete submittal.

Technical Reviewer's Response Requirements:

Engineering Services Unit / Utility Coordination will respond in one of two ways:

- a. Issue a Letter of Clearance for 100% sealed submittals; or
 - b. Not issue a Letter of Clearance. If a Letter of Clearance is not issued, the applicant will receive a detailed courtesy "Review Comment & Resolution Form" Letter(s) and transmittal sheet identifying the corrections required for the next submittal. ESU / UC will identify what items shall be submitted dependent on the job specific conditions and stage on the transmittal sheet.
- B.** A.R.S. § 11-1609 states that requests can be made of the County to clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your permit by providing the County with a written request that states:
1. Your name and address;
 2. The statute, ordinance, regulation, delegation agreement, or authorized substantive policy statement, or part thereof, that requires clarification.
 3. Any facts relevant to the requested ruling;
 4. Your interpretation of the applicable statute, ordinance, regulation, delegation agreement, or authorized substantive policy statement, or part thereof, that requires clarification; and,
 5. Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing permit, license or license application.
- C.** You may request a written clarification or interpretation by the staff member reviewing your project. If you disagree with a staff clarification/interpretation, you may appeal to the Utility Coordinator. Utility Coordinator decisions may be appealed to the Director of RWRD or the Director's delegate

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