



**A.R.S. §11-1606 Application Process Notice  
Pima County  
Regional Wastewater Reclamation Department  
Connection to Existing Sewer Approval**



According to A.R.S. 11-1602, also known as the "Regulatory Bill of Rights" 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 public sanitary sewer construction plans, also known as **Connection to Existing Sewer Approval**, is entitled to receive the information in this notice regarding the steps, time frames and contact information associated with the application process.

Connection to Existing Sewer Approval is required when a private party would like to connect a structure (residential or commercial) to the existing sewer system by a private sewer lateral, as authorized by the Pima County Code Section 13.20.40. This process applies to: 1) all single building connections (Residential and Commercial) via a tap to an existing sewer line or connection to an existing manhole, 2) Commercial sites that propose private sewer systems connecting to existing public sewer via a tap to an existing sewer line or connection to an existing manhole.

After the Connection to Existing Sewer Approval process is complete, sewer connection fees will be assessed and collected based on the current ordinance Pima County Code Section 13.20.045.

Connection to Existing Sewer Approval 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 may include Sewerage Capacity Allocation (RWRD), Preliminary Sewer Layout Acceptance (RWRD), Sewer Improvement Plan Acceptance (RWRD), Final Plat Acceptance (RWRD), Construction Authorization (PDEQ) and Public Sewer Construction Permit (RWRD).

**A. Applicant Steps to Connection to Existing Sewer Approval**

**Step 1. Pre-Submittal Actions:**

- a. The applicant shall obtain necessary approvals for construction of the building concurrent with, but independent of this approval process.
- b. If applicable, Industrial Wastewater Compliance (IWC) Design Acceptance (See IWC requirements).
- c. A pre-submittal meeting is recommended prior to starting this process. Please contact RWRD at (520) 724-6503. A pre-submittal review may expedite the approval process.

**Step 2. Submittal Elements:**

- a. The applicant shall submit to RWRD a Site Plan showing the point and method of connection of the structure to the existing sewer, showing the sewer lateral, existing Pima County manholes with County manhole numbers, County sewer lines with applicable easements, and existing or new water meter sizes and locations. <http://WEB ADDRESS TO BE DETERMINED>
- b. The applicant shall submit a completed **Connection to the Existing Sewer** checklist signed and sealed by a professional registrant. <http://WEB ADDRESS TO BE DETERMINED>
- c. The applicant shall submit a completed Type III- Sewerage Capacity Allocation Request (see the Sewerage Capacity Allocation, application process notice). A connection to Existing Sewer Approval is required prior to Type III- Sewerage Capacity Allocation. The Type III- Sewerage Capacity Allocation Request and Connection to Existing Sewer Approval may be reviewed concurrently.
- d. The applicant shall submit written acceptance from IWC, if applicable.

**Step 3. Where and How to 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**

There are no review fees for this approval

**Step 5. Additional Prior-to-Approval Requirements**

- a. Applicant shall submit additional information as requested.
- b. Prior to Connection to Existing Sewer Approval, the applicant shall submit an approved Type III-Sewerage Capacity Allocation Letter (see Sewerage Capacity Allocation application process notice).

**B. RWRD Connection to Existing Sewer Approval Process**

Upon receipt of the **Connection to Existing Sewer Approval** submittal package, an administrative completeness review will be performed by RWRD, based upon the submittal requirements identified above in Steps 1-3. 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 **Connection to Existing Sewer Approval** 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 the proposed sewer design meets all applicable design standards, which are summarized in the **Connection to Existing Sewer Approval** checklist, found online at <http://WEB ADDRESS TO BE DETERMINED>

RWRD may make one comprehensive written or electronic request for corrections, at which point the substantive review time frame and overall time frame will be suspended until RWRD receives the corrections from the applicant. **The Applicant shall re-submit the corrected plans reflecting the additional requested information.** The applicant will receive a written or electronic notice of approval 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.

**C. Process Time Frames for Connection to Existing Sewer Approval**

- 1. Administrative Completeness Review.....5 business days
- 2. Substantive Review.....10 business days
- 3. Overall Time Frame..... 15 business days
- 4. For exemptions, extensions, or significant changes.....See A.R.S. 11-1601-1610

**D. Process Contact Information**

- 1. Submittals and Fees and Payments.....Erica Sanchez (520) 724-6934
- 2. Plan Review..... Gerry Koziol (520) 724-6503
- 3. Escalation and Problem Resolution.....Chad Amateau (520) 724-6547

**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 **Connection to Existing Sewer 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 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.