A.R.S. §11-1606 Application Process Notice
Pima County
Regional Wastewater Reclamation Department
Sewerage Capacity Allocation

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 a Sewerage Capacity Allocation, also known as Type III - Sewerage Capacity Allocation Request, is entitled to receive the information in this notice regarding the steps, time frames and contact information associated with the application process.

A Type III - Sewerage Capacity Allocation Letter is required prior to a new connection to the sewerage system or change in dischargeable flows made by an existing connection. This process is required by Arizona Administrative Codes (AAC) R18-9-E.301 and Table 1, and Pima County Code Section 13.20.026 for compliance with the Department's regulatory permits. For applicants that will be required to build new public sewerage, a Type II – Sewerage Capacity Availability Letter will also be required as a part of the Preliminary Sewer Layout process. If a rezoning is required to develop the land, a Type I - Sewerage Capacity Investigation Letter may be required as part of that process.

Sewerage Capacity Allocation 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 Sewer Improvement Plan Acceptance (RWRD), Preliminary Sewer Layout Acceptance (RWRD), Final Plat Acceptance (RWRD), Construction Authorization (PDEQ) and Public Sewer Construction Permit (RWRD).

A. Applicant Steps to Sewerage Capacity Allocation

Step 1. Pre-Submittal Actions:

a. There are no current Pre-Submittal Requirements. Information may be needed via the Type I - Sewerage Capacity Investigation Letter or the Type II - Sewerage Capacity Availability Letter for specific permits as outlined in the second paragraph above.

b. Please contact RWRD at (520) 724-6607 for large scale or comprehensive projects. A pre-submittal review may expedite the allocation process.

Step 2. Submittal Elements:

The applicant shall:

a. Complete the Type III Sewerage Capacity Allocation Request form at the RWRD Online Services Tab (under Planning Services) at http://WEB ADDRESS TO BE DETERMINED

b. Provide supporting documentation as indicated on the form.

Step 3. Where and How to Submit:

By E-MAIL to: RWRDCapacityResponse@pima.gov
(resubmittals are to the same address)

Step 4. Review Fee Payment:

Currently there are no fees for the allocation.

Step 5. Additional Prior-to-Allocation Requirements:

Applicant shall submit additional information as requested.

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

B. **RWRD Sewerage Capacity Allocation Review Process**

Upon receipt of the Sewerage Capacity Allocation Request, an administrative completeness review will be performed by RWRD, based upon the submittal requirements identified above in Steps 1-4. If the request is deemed complete, the applicant will receive written or electronic notice within the administrative completeness time frame specified in Section C. If the location of the discharge and the requested flows are determined to be of minimal impact to the sewerage system, an allocation may be issued at this time without further analysis. Otherwise, the request will be considered complete if no notification is given at the end of the administrative completeness review time frame.

If the request 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 request.**

Once the Type III - Sewerage Capacity Allocation Request is determined by RWRD to be administratively complete, RWRD will perform a substantive review of the submittal. The purpose of this analysis is to ensure that adequate capacity can be allocated at the connection point, in the downstream sewer, and at the treatment plant for this structure. The AAC R18—9-E.301.401 General Permit requires the use of Table 1. Unit Design Flows for determining design flow for sewers. Table 1 can be found online at http://www.azsos.gov/public_services/Title_18/18-09.htm and in the Sewerage Capacity Allocation checklist, which can be 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 request form and supporting documentation reflecting the additional requested information electronically.** The applicant will receive a written or electronic notice of allocation 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 Sewerage Capacity Allocation**

1. Administrative Completeness Review.....5 business days
2. Substantive Review.....30 business days
3. Overall Time Frame..... 35 business days
4. For exemptions, extensions, or significant changes.....See A.R.S. 11-1601-1610

D. **Process Contact Information**

1. Sewerage Capacity Allocation .....Kurt Stemm (520) 724- 6607
2. Escalation and Problem Resolution.....Ben Fyock (520) 724- 6345

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 Sewerage Capacity Allocation 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.