

**Pima County Wastewater Reclamation Department (PCRWRD)
Preliminary Sewer Layout Checklist**

Note: This checklist shall be used for all projects served by the Pima County Wastewater Reclamation Department (PCRWRD) in incorporated portions of Pima County (i.e., City of Tucson, City of South Tucson, Town of Oro Valley, Town of Marana, Town of Sahuarita, Pinal County). For projects in unincorporated Pima County, follow Pima County Zoning Code 18.71. [Pima County Development Plans](#) or [Pima County Tentative Plat](#). This checklist provides the minimum design requirements for typical gravity sewer projects. Additional requirements by PCRWRD and the jurisdictional reviewing Agency may be required.

REQUIRED WITH ALL SUBMITTALS:

1. **One Pima County Folded Plan Set in compliance with Checklist requirements.**
2. **A check made payable to Pima County Treasurer. Fee is \$166 base fee plus \$50 per sheet.**
3. **Submit the folded plan set and check to:**

**Regional Wastewater Reclamation Department,
201 N Stone Ave, 3rd Floor
Tucson, AZ 85701**

Project:	
Engineer:	
Signature:	
Company:	
Date of Submittal:	

Required References for Preliminary Sewer Layout:

1. Arizona Administrative Code, Title 18, Chapters 5 and 9
2. Pima County Code of Ordinances, Title 13 - Public Services, Division II - Sewers
3. PCRWRD Engineering Standards and Specifications, Latest Edition
4. Uniform/International Building Plumbing Codes, Latest Edition (Jurisdiction Dependent)

1 st		2 nd		3 rd			
Engineer	Reviewer	Engineer	Reviewer	Engineer	Reviewer	Use the Following Symbols	
						√	Plan Complies with Requirement
						X	Plan Does Not Comply with Requirement
						N/A	Not Applicable

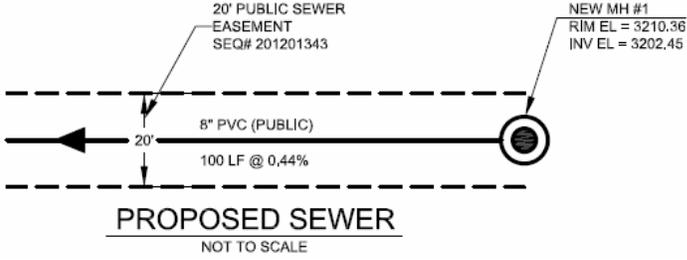
A. General Submittal Requirements						
						1. The plan sheet size shall be 24" X 36" and shall include a one-inch margin on each side.
						2. All mapped data on the plan will be drawn at a standard engineering scale that will show all required details. A scale of 1" = 20' to 1" = 40' is required
						3. All lettering and dimensions will be no smaller than 1/8" in size.
						4. Plan and lettering should be oriented with north toward the top or to the right of the sheet. The north arrow and scale will be placed together in the upper right corner of each sheet.
						5. The number of sheets must be noted on the bottom right corner (i.e., Sheet ____ of ____).
						6. A small location map shall be provided, drawn at a scale of 3" = 1 mile. The map will be located in the upper right corner of the cover sheet.
						7. Complete survey showing hardscape, property boundaries, easements, utilities, and sewer inverts, sewer rims, sewer pipe slopes. Reference source of all existing data.

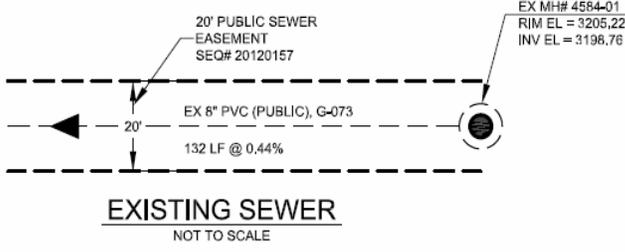
	1 st	2 nd	3 rd
Engineer	Reviewer	Engineer	Reviewer

Use the Following Symbols	
√	Plan Complies with Requirement
X	Plan Does Not Comply with Requirement
N/A	Not Applicable

						8. Provide a Title Block at the lower right corner of each sheet, consisting of: 1. Label the plan as "Preliminary Sewer Layout." 2. Name of the development. 3. A brief legal description of the property, including lot numbers, subdivision name and recording information, section, township and range reference (G & S R M, Pima County, Arizona).
						9. Plans sealed, signed and dated by an Arizona Licensed Professional Registrant;
						10. Flow-through Public sewer is required by PCRWRD for this project;
						11. All Public and private sewers have been designed for gravity flow;
						12. Gravity flow is not feasible, therefore, a pump station and force main is the only available alternative;
						13. For private sewer with wastewater flows greater than 3000 gpd, design conforms to AAC R18-9;
						14. For private sewer with wastewater flows less than 3000 gpd, design conforms to Jurisdictional Plumbing Code (IPC/UPC latest edition)
						15. A complete title report with recorded legal descriptions has been provided to PCRWRD;
						16. Type II capacity letter has been provided to PCRWRD;
						17. Proposing service lateral connection to 15" or larger Public sewer, written authorization from PCRWRD has been obtained;
						18. Project water plan is included in submittal.

B. Cover Sheet						
						19. Reference to previous plan numbers and rezoning case numbers shown;
						20. Wastewater fixture unit equivalent calculations shown in Tabular Form;
						21. All required General Sewer Notes are shown on cover sheet (see Figure D below);

C. Plan Sheets						
						22. For proposed sewers and force mains, plan shall call out pipe size, pipe material, ownership classification (Public or Private), length (feet, hundredths), slope (percent, hundredths) and directional flow arrow as shown in the following example: 

						23. For existing sewers and force mains in the project's vicinity, plan shall call out pipe size, pipe material, ownership classification (Public or Private), IMS numbers, length (feet, hundredths), slope (percent, hundredths) and directional flow arrow as shown in the following example: 
--	--	--	--	--	--	--

1 st		2 nd		3 rd		<table border="1"> <tr> <th colspan="2">Use the Following Symbols</th> </tr> <tr> <td>√</td> <td>Plan Complies with Requirement</td> </tr> <tr> <td>X</td> <td>Plan Does Not Comply with Requirement</td> </tr> <tr> <td>N/A</td> <td>Not Applicable</td> </tr> </table>						Use the Following Symbols		√	Plan Complies with Requirement	X	Plan Does Not Comply with Requirement	N/A	Not Applicable
Use the Following Symbols																			
√	Plan Complies with Requirement																		
X	Plan Does Not Comply with Requirement																		
N/A	Not Applicable																		
Engineer	Reviewer	Engineer	Reviewer	Engineer	Reviewer														
						24.	Service laterals are shown and labeled as “HCS” or “BCS” and perpendicular to the Public sewer;												
						25.	Do not show existing service laterals to be abandoned;												
						26.	The proposed sewer conforms to the design requirements of the PCRWRD Engineering Standards and Specifications, latest edition												
						27.	Public sewer easements conform to the easement and accessibility requirements of the PCRWRD Engineering Standards and Specifications, latest edition (Section 11); For plans which will not have a Final Plat, Sewer Easements must be recorded and labeled on plans prior to approval												
						28.	The proposed landscaping near Public sewers conform to the easement and accessibility design requirements of the PCRWRD Engineering Standards and Specifications, latest edition;												
						29.	Avoidance of proposed sewer in drainageways and stormwater basins in accordance with the PCRWRD Engineering Standards and Specifications, latest edition												
						30.	Public sewer is protected from storm water scour and erosion in accordance with the PCRWRD Engineering Standards and Specifications, latest edition;												
							Non Compliance /Other Items												

Figure D – Required General Sewer Notes for Preliminary Sewer Layout

When on-lot private individual disposal systems are to be used:

- SEWAGE DISPOSAL WILL BE BY PRIVATE INDIVIDUAL DISPOSAL SYSTEMS. CONCEPTUAL APPROVAL BY THE PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY FOR PRIVATE INDIVIDUAL DISPOSAL SYSTEMS WILL BE OBTAINED, PRIOR TO THE APPROVAL OF THE DEVELOPMENT PLAN BY THE PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT; **or**
- SEWAGE DISPOSAL FOR LOTS ____ THROUGH ____ WILL BE BY PRIVATE INDIVIDUAL DISPOSAL SYSTEMS. CONCEPTUAL APPROVAL BY THE PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY FOR PRIVATE INDIVIDUAL DISPOSAL SYSTEMS WILL BE OBTAINED, PRIOR TO APPROVAL OF THE FINAL PLAT BY THE PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT.

When private sewers are involved:

- ON-SITE SANITARY SEWERS WILL BE PRIVATE AND WILL BE CONSTRUCTED, OPERATED AND MAINTAINED ON A PRIVATE BASIS. THE LOCATION AND METHOD OF CONNECTION TO AN EXISTING PUBLIC SANITARY SEWER IS SUBJECT TO REVIEW AND APPROVAL BY PIMA COUNTY REGIONAL WASTEWATER RECLAMATION, AT THE TIME OF SUBMITTAL OF PLUMBING/BUILDING PLANS. **or**
- ON-SITE SANITARY SEWERS, EXCEPT PUBLIC SEWERS WITHIN PUBLIC SEWER EASEMENTS OR RIGHTS-OF-WAY, WILL BE PRIVATE AND WILL BE CONSTRUCTED, OPERATED AND MAINTAINED ON A PRIVATE BASIS. THE LOCATION AND METHOD OF CONNECTION TO AN EXISTING PUBLIC SANITARY SEWER IS SUBJECT TO REVIEW AND APPROVAL BY THE PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT.

5. THE REQUIRED OFF-SITE SANITARY SEWER LINE WILL BE CONSTRUCTED, OPERATED AND MAINTAINED ON A PRIVATE BASIS. THE LOCATION AND METHOD OF CONNECTION TO AN EXISTING PUBLIC SANITARY SEWER IS SUBJECT TO REVIEW AND APPROVAL BY THE PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT, AT THE TIME OF SUBMITTAL OF PLUMBING/BUILDING PLANS.

When on-site and/or off-site sewers will be Public:

6. ON-SITE SANITARY SEWERS WILL BE PUBLIC AND WILL BE DESIGNED AND CONSTRUCTED TO PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT STANDARDS.
7. THE REQUIRED OFF-SITE PUBLIC SANITARY SEWER LINE WILL BE DESIGNED AND CONSTRUCTED TO PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT STANDARDS.

When sewer augmentation is required:

8. THE REQUIRED OFF-SITE PUBLIC SEWER AUGMENTATION WILL BE DESIGNED AND CONSTRUCTED TO PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT STANDARDS.

When rim and invert elevations are not shown:

9. ALL SANITARY SEWERS WILL BE DESIGNED TO PROVIDE GRAVITY FLOW.

When a property owners' association is to be formed and when all or a portion of the involved sewers are private:

10. A PROPERTY OWNERS' ASSOCIATION WILL BE FORMED TO ACCEPT RESPONSIBILITY AND LIABILITY FOR CONSTRUCTION, MAINTENANCE, OPERATION AND CONTROL OF ALL PRIVATE SEWERS.

In the case of every commercial and/or industrial development:

11. ANY WASTEWATER DISCHARGED INTO THE PUBLIC SANITARY SEWERAGE SYSTEM SHALL MEET THE REQUIREMENTS OF PIMA COUNTY ORDINANCE NO. 1982-154, AS AMENDED BY PIMA COUNTY ORDINANCE NO. 1983-5.
12. ANY RELOCATION, MODIFICATION, ETC., OF THE EXISTING UTILITIES AND/OR PUBLIC IMPROVEMENTS REQUIRED BY THIS DEVELOPMENT WILL BE AT NO EXPENSE TO THE PUBLIC. (Also required for projects to be served by existing or proposed on-site wastewater treatment and disposal (septic) systems)
13.

<u>EXISTING WATER METER SIZE(S)</u>	<u>THE NUMBER OF EXISTING WATER METERS AT THIS SIZE</u>
X	X
<u>PROPOSED WATER METER SIZE(S)</u>	<u>THE NUMBER OF PROPOSED WATER METERS AT THIS SIZE</u>
X	X
14. ANY WASTEWATER DISCHARGED INTO THE PUBLIC SANITARY SEWERAGE SYSTEM SHALL MEET THE REQUIREMENTS OF THE INDUSTRIAL WASTE ORDINANCE (PIMA COUNTY ORDINANCE NO. 1991-140, AS AMENDED).

If no service laterals, on-site or off-site sewers are proposed and the commercial development will be served by the existing on-site private sewer:

15. THE ON-SITE SEWERS ARE EXISTING AND PRIVATE. NO NEW SEWERS ARE PROPOSED.

If new service laterals or private on-site sewer are proposed for the commercial development:

16. ON-SITE SANITARY SEWERS WILL BE PRIVATE AND WILL BE CONSTRUCTED, OPERATED AND MAINTAINED ON A PRIVATE BASIS, AND IN ACCORDANCE WITH AN APPROVED OPERATION AND MAINTENANCE PLAN, IF REQUIRED. THE LOCATION AND METHOD OF CONNECTION TO AN EXISTING PUBLIC SANITARY SEWER IS SUBJECT TO REVIEW AND APPROVAL BY THE PIMA COUNTY WASTEWATER MANAGEMENT DEPARTMENT.
17. ON-SITE SANITARY SEWERS, EXCEPT PUBLIC SEWERS WITHIN PUBLIC SEWER EASEMENTS OR RIGHTS-OF-WAY, WILL BE PRIVATE AND WILL BE CONSTRUCTED, OPERATED AND MAINTAINED ON A PRIVATE BASIS, AND IN ACCORDANCE WITH AN APPROVED OPERATION AND MAINTENANCE PLAN, IF REQUIRED. THE LOCATION AND METHOD OF CONNECTION TO AN EXISTING PUBLIC SANITARY SEWER IS SUBJECT TO REVIEW AND APPROVAL BY THE PIMA COUNTY WASTEWATER MANAGEMENT DEPARTMENT.

If Public on-site sewer is proposed for the commercial development:

18. THE ON-SITE SANITARY SEWAGE COLLECTION LINES WILL BE PUBLIC AND DESIGNED AND CONSTRUCTED TO PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT STANDARDS. ALL BUILDING CONNECTION SEWERS WILL BE PRIVATELY MAINTAINED.

If any off-site Public sewers are proposed for the commercial development:

19. THE REQUIRED OFF-SITE PUBLIC SANITARY SEWER LINE WILL BE DESIGNED AND CONSTRUCTED TO PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT STANDARDS. (This note not required when the off-site Public Sewer is not in adjacent ROW or a Public sewer easement)

For any commercial development showing a new or existing connection to the Public sewer:

20. A PROJECT CONSTRUCTION PERMIT MUST BE SECURED FROM PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT BEFORE BEGINNING ANY WORK ON THIS PROJECT.

If the proposed on-site sewer will be Public or the design flow of the proposed private sewer is equal to or greater than 3000 gpd (calculated per AAC R18-9, Table 1):

21. CONSTRUCTION AUTHORIZATION FROM THE PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY IS REQUIRED BEFORE BEGINNING ANY WORK ON THIS PROJECT. APPROVAL OF THIS DEVELOPMENT PLAN DOES NOT CONSTITUTE CONSTRUCTION AUTHORIZATION.

If any new or existing Public sewer easements are shown:

22. NO PERMITS SHALL BE ISSUED FOR ANY PERMANENT STRUCTURES TO BE BUILT WITHIN THE PUBLIC SEWER EASEMENTS SHOWN HEREON WITHOUT SEPARATE WRITTEN AUTHORIZATION FROM THE PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT.
23. ALL LANDSCAPING WITHIN THE PUBLIC SEWER EASEMENTS SHOWN HEREON SHALL BE IN ACCORDANCE WITH THE PLANTING GUIDELINES CONTAINED WITHIN THE PCRWRD ENGINEERING STANDARDS AND SPECIFICATIONS, LATEST EDITION.