



Pima County/municipalities/industry process interface regarding approval of projects involving ADEQ/RWRD sewers, on-site wastewater treatment facilities and public water systems

Effective Date: September 1, 2017

Activity Scope Requiring County Review

- ADEQ delegated review authority to Pima County:
 - Construction of or modification to private building sewers designed for flows at or exceeding 3000 gallons per day from more than one building
 - Private lift stations or force mains serving more than one dwelling
 - Construction of or modifications to public sewer conveyance systems
 - Onsite wastewater treatment facilities
 - Public water system improvements (Tucson Water limited to water line extensions)
- Private development built RWRD sewers or connections thereto:
 - Construction resulting in a new or modified connection to the public sewer
 - Construction resulting in new or change in water meter size
 - Construction of public sewer extension
 - New commercial tenant improvements in shell buildings (not replacing existing tenant space)
 - Change of use resulting in higher wastewater strength [requiring industrial waste review] or higher volume discharge [requiring capacity review] (e.g., restaurant, bakery, medical facility)
 - Permits for structures or sites containing existing public sewer infrastructure (to ensure that development does not prevent access to RWRD infrastructure)

Building Permits (sewer connection/on-site facility permit)

- If conforming to above listed activity scope, municipality will inform applicant to email Pima County at sewer@pima.gov with the following information:
 - Single-family residential buildings: applicant information (name/phone number/email); subdivision/lot number; project address; water meter size
 - Multi-family/commercial/industrial buildings: applicant information (name/phone number/email); project address; building use(s); water meter size (or equivalent GPM for connections on well water); HCS/BCS size; site utility plan; building plumbing plans
 - If connecting to on-site wastewater treatment facility, include [submittal package](#)
- Pima County will follow up with applicants if additional information is required and if not, Pima County will generate sewer connection permit and email invoice to applicant
- Applicant pays invoice and receives permit
- Municipality releases building permit upon applicant providing sewer connection or on-site permit and validating address, water meter size and use against building permit approved plans (municipality should check and document any applicable sewer connection conditions which may affect the building permit)
- Process for unincorporated County remains unchanged (imbedded in building permit)

Commercial Site Concept Plans/Tentative Plats (preliminary sewer layout approval/on-site wastewater treatment facilities concept)

- Applicant shall provide PDF of project plans to Pima County along with capacity assurance for Sahuarita/Marana or RWRD [Type II capacity request](#), via email (sewer@pima.gov), emailed FTP link or USB drive (if site addressing is desired, it can be combined in this request):
 - If corrections are required, Pima County will follow-up directly with applicant
 - Prior to approval, Pima County will email applicant invoice
 - Upon applicant payment of invoice, Pima County will email applicant approved plans and copy municipality
 - If municipality is requesting modifications to plans following Pima County approval, applicant is responsible for following up with Pima County regarding changes affecting approved sewer design
- Subdivisions using on-site wastewater treatment facilities: as part of tentative plat approval, submit [Application for concept approval of individual on-site wastewater treatment form](#) to sewer@pima.gov, emailed FTP link or USB drive
- Process for unincorporated County remains unchanged (imbedded in concept instrument)

Improvement Plans (public sewer improvement plan approval/ADEQ construction authorization/ADEQ Public water system approval to construct/RWRD sewer construction permit)

- Applicant shall provide Pima County vector PDF of project plans, sewer capacity assurance for Sahuarita/Marana or [Type III capacity request](#) for RWRD, [DEQ Notice of Intent to Discharge](#) and [public water system submittal](#) (if applicant selects to include), via email (sewer@pima.gov), emailed FTP link or USB drive (if site addressing is desired, it can be included in this request):
 - If corrections are required, Pima County will follow-up directly with applicant
 - Prior to approval, Pima County will email applicant invoice to include sewer construction permit fees, if applicant is constructing RWRD public sewer
 - Upon applicant payment of invoice, Pima County will email applicant approved plans/ADEQ Construction Authorization and copy municipality
 - If municipality is requesting modifications to plans following Pima County approval, applicant is responsible for following up with Pima County regarding changes affecting approved sewer design
 - Process for unincorporated County remains unchanged (imbedded in site construction permit)

Final Plat (easements, assurance release and sanitary facilities approval)

- Applicant provides a PDF copy of final plat to Pima County at sewer@pima.gov prior to recording to verify easement dedications, common areas and right-of-ways:
 - If corrections are required, Pima County will follow-up directly with applicant
 - Prior to approval, Pima County will email applicant invoice
 - Upon applicant payment of invoice, Pima County will send applicant RWRD approval email with attached plat and copy municipality
 - If municipality is requesting modifications to plats following Pima County approval of sewer elements, applicant is responsible for following up with Pima County regarding changes affecting approved sewer requirements
- Subdivision sanitary facilities approval require [application package](#) submitted to pdeqer@pima.gov
- Existing process of RWRD assurance release to remain unchanged
- Process for unincorporated County remains unchanged (imbedded in final plat approval)

Public Water Systems Approval

- [Process](#) remains unchanged with application package submitted to pdeqer@pima.gov