

## **Tucson Water** **Developer Project Procedures**

**The Plan Number is used to identify all portions of this project. When calling with questions about this project you **MUST** have the plan number to expedite information.**

Developer financed Plans are reviewed and approved by Tucson Water’s New Development Area. Upon approval of the plans by New Development, the approved Plans are forwarded to the Construction Section.

An “Approval to Construct letter” (ATC) is required before construction of the project can begin. The ATC is an Arizona Department of Environmental Quality (ADEQ) requirement as stated under Arizona Administrative Code R18-5-505. ATC for water mains must be obtained from Pima County Department of Environmental Quality (PDEQ) and submitted to the Construction Section prior to scheduling the Pre-Construction meeting. Questions regarding the ATC can be sent to [sewer@pima.gov](mailto:sewer@pima.gov). Projects which meet the criteria under R184-505.B.3 or .4 will be exempt from PDEQ plan review, although an exemption letter from that department is still required. **Include a copy of the project’s “Master Plan Has Been Approved” letter when making application to PDEQ.**

**Pre-Construction Meeting. Please send copies of the following to [TW\\_Construction@tucsonaz.gov](mailto:TW_Construction@tucsonaz.gov) to schedule a preconstruction meeting:**

- Approved Plans
- Signed Construction Agreement (Document originates from Tucson Water New Development Section. Must be signed by the Developer, notarized and returned to New Development.)
- Certificate of Approval to Construct or Waiver Letter (Documents originate from PDEQ, see above\*)

**Notice-to-Proceed Requirements (per General Construction notes from approved Plan):**

- Tucson Water Standard Specifications & Details (copy required on-site at all times)
- Pre-Construction Meeting on-site has been held
- Construction Water Fee and Construction Inspection Fee have been paid
- Water Easements recorded (if any). Provide Tucson Water with Sequence Number
- Tucson Water Inspector approved Layout/Cut Sheets and Bedding Material Certification (dated within 30 days of Notice-to-Proceed) can be sent to [TW\\_Construction@tucsonaz.gov](mailto:TW_Construction@tucsonaz.gov) or brought to the Pre-Construction Meeting.

**Changes to Approved Plan are not to be permitted without:**

- Approved set of Revised Plans or approval of Tucson Water Construction Section.
- If plan revision consists of “phasing” of the project, this approved revision must be submitted to PDEQ.

**Final Acceptance Requirements:**

- Bacteria test taken and passed
- Inspector has given Field Final
- Protected Main Fees Paid (if any)
- Well abandonment papers, or well waiver, received and approved (if applicable)
- Completion of all Corrosion Requirements (if any) in Accordance with SD-700
- Completion of any Special Requirements noted on the plans or in the Construction Agreement

If conditions for Final Acceptance are not met, the project will not be accepted, and meters will not be issued. Passing a Bacteria Test will not release meters. Meters will not be released until Final Acceptance of the Project is obtained. Before applying for a meter, please contact the Project Inspector to see if all the requirements have been met.

**Inactivity on projects with a Notice-to-Proceed:**

- Once work commences on a project, it will receive daily inspection (Mon – Fri; Holidays excluded)
- After two (2) consecutive workdays of inactivity, daily inspection will cease *Unless notified by the contractor*
- Any work done while inspection is discontinued will be rejected and removed
- Inspection will not recommence until the inspector has received 24-hour notice of work continuing

**These items are covered in the Construction Agreement or in the Tucson Water Standard Specifications and Details (see SD-105). Any changes to Developer's name and/or address MUST be reported to New Development immediately.**

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Rev. January 30, 2026