

## **PLAN REVIEW EXEMPTION REQUIREMENTS**

This "Fact Sheet" provides information concerning requests for exemption from plan review requirements for water and wastewater projects. These regulatory requirements are specified for water projects in A.R.S. 49-353.2.d and in the Arizona Department of Environmental Quality (ADEQ) regulation R18-4-505. Wastewater plan review exemption language is found in ADEQ regulation R18-9-E301. Exemptions from the plan review/approval requirement are allowed in both sets of regulations and will be discussed separately.

### **WATER**

The plan review exemptions for water projects are based primarily on project cost. If a project cost is less than \$12,500.00, it is exempt from plan review. This project does not require a professional engineer for design. However, ADEQ regulation R18-5-505.B.4 does require the submittal of a "notice of compliance letter" providing the following information:

- a. A fair market value cost estimate for the project,
- b. The name of the project designer (which may or may not be a professional engineer), and
- c. The project completion date and the total construction time.

If the project cost exceeds \$12,500 but is less than \$50,000, it must be designed by an engineer. In addition, the project cannot be for a subdivision that requires plat approval by a city, town or county. If both of these tests are met, this project does not have to be submitted for plan review. A "notice of compliance letter" must be submitted for this project providing the following information:

- a. A fair market value cost estimate for the project,
- b. The name of the design engineer and the review engineer, and
- c. The project completion date and the total construction time.

### **SEWER**

Exemptions from plan review for sewer projects are allowed where the actual or design sewage flow is less than 3,000 gallons per day (this flow limit does not apply to a sewer line connecting a single building drain directly to the local sewer system) and does not include manholes, lift stations or force mains. Essentially, this limits exemptions on the wastewater side to very small sewer lines from single buildings that directly connect to the sewer.

### **WAIVER PROCESS**

Per the regulations, projects that are exempt do not have to submit plans for review/approval and the issuance of an Approval to Construct (ATC). For exempted water plans, a "notice of compliance letter" must be submitted at the end of the project. However, some applicants are required to obtain documentation from MCESD that the project is exempt from the normal permitting process. The Waiver Process will result in a letter stating that the project is exempt

from our plan review process based on our review of the submitted information. To obtain this letter, the applicant must provide the following:

- a. A completed Approval to Construct Application (page 2 is N/A)
- b. A letter of request for a Review Waiver
- c. Appropriate fee (currently \$150)
- d. 1 set of construction plans
- e. Design report
- f. Engineers cost estimate

This information will be reviewed and, if appropriate, an Exemption Letter will be issued. The initial review may require the submittal of additional information. It is possible that the waiver request may be denied. If so, than a regular submittal of plans with the appropriate review fees must be done to obtain the ATC.

Again, if the Exemption Letter is issued, then a "notice of compliance letter" must be submitted after the project has been built to complete the administrative process.