



Mailing and Delivery Address:
Maricopa County Environmental Services Department
Subdivision Infrastructure and Planning Program
301 W. Jefferson Street., Suite 170
Phoenix, AZ 85003

COVER / TRANSMITTAL PAGE

This packet is for submitting Sanitary Facilities for Subdivision (aka Health Cert) applications.
Submittals accepted after proof of water/wastewater approval.

Select the type of Project by checking one

<input type="checkbox"/>	Sanitary Facility for Subdivision for Single Family Residence (aka Health cert for Public Report)	<input type="checkbox"/>	Re-issue Certificate (Any Changes)
<input type="checkbox"/>	Condominium / Townhouse (aka Health cert for Public Report)	<input type="checkbox"/>	Condominium Conversion SEE NEXT PAGE (aka Health cert for Public Report)

- Use this Cover/Transmittal Page for all projects EXCEPT Condominium Conversions.
- For Condominium Conversions, use the Condominium Conversions Cover Page (**next page**).

Detailed instructions for completing this packet are included. The attached instructions or the form itself already answers most questions. Each transmittal page has a checklist of ALL the required information for a complete submittal. **Incomplete** submittals will be **returned** to you. Also included is a fee list so that you can calculate the fees.

Project Name: _____
(PLEASE PRINT CLEARLY)

Contact Person: _____ Title _____
 Email address of contact person _____
 Company Name: _____
 Phone number: _____ Ext: _____ Fax Number: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

Application Checklist for Sanitary Facilities for Subdivision

- Cover Page for MCESD Projects – this page (or next page for Condo Conversions)
We need to know on the cover page what you are requesting from us, even if you have spoken to one of us.
- Sanitary Facilities for Subdivision application (3 pages attached)
- Subdivision Fees (List attached) - Expedited Yes No Amount _____
(Checks Payable To MCESD)
- Copy of the Final Recorded Plat
- Copy of the Recorded CC&R's (only for Condominiums)

**** If your Subdivision is in the City of Phoenix, you must also attach the item listed below. ****

- Copy of the Approval to Construct Certificate (ATC) for water and sewer issued by City of Phoenix
- Copy of the water and sewer plans approved by City of Phoenix

❖ If subdivision uses septic systems, see On Site Sewage Disposal/Septic requirements. See ATC Packet

Any questions contact Subdivisions@maricopa.gov

***** The Department reserves the right to request any other information *****

Visit the web site at www.maricopa.gov/envsvc



Mailing Address & Delivery Address:
Maricopa County Environmental Services Department
Subdivision Infrastructure and Planning Program
301 W. Jefferson Street., Suite 170
Phoenix, AZ 85003

COVER / TRANSMITTAL PAGE FOR CONDOMINIUM CONVERSIONS

USE THIS PAGE ONLY IF SUBMITTING A CONDOMINIUM CONVERSION PROJECT

Detailed instructions for completing this packet are included. The attached instructions or the form itself already answers most questions. Each transmittal page has a checklist of ALL the required information for a complete submittal. **Incomplete** submittals will be **returned** to you. Also included is a fee list so that you can calculate the fees.

Project Name: _____

(PLEASE PRINT CLEARLY)

Contact Person: _____ Title _____
Email address of contact person _____
Company Name _____
Phone number: _____ Ext: _____ Fax Number: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Application Checklist for Sanitary Facilities for Subdivision

- Cover Page for MCESD Projects** – this page
- Sanitary Facilities for Subdivision application** (3 pages attached)
- Subdivision Fees** (attached) - **Expedited** Yes No **Amount** _____
(Make Checks Payable To MCESD)
- Copy of the Final Recorded Plat**
- Copy of the Recorded CC&R's**
- Accurate As-Built plans, sealed and signed**
- Photos as a separate exhibit**
- Copy of current Water/Sewer/Refuse bill** ****City of Phoenix must sign page 3 (Refuse Agreements) if project is in Phoenix****
- Complete list of unit numbers**

Any questions contact Subdivisions@maricopa.gov

*** The Department reserves the right to request any other information ***

Visit our web site at www.maricopa.gov/envsvc



Explanation of Requirements for a Condominium Conversion

- ***These requirements are in addition to the items needed for a regular submittal of Sanitary Facility for Subdivision.***

- 1) Common under-ground water lines and sewer line plans as a separate exhibit, showing water and sewer lines, clean outs and water valves, and other features in the common elements.
- One set of accurate sealed and signed as-built plans. (A registered Land Surveyor or a registered Engineer can seal and sign). *"A copy of the **final** as-built plans must be provided to the HOA by the person working on the project"* will be a stipulation of the Health Certificate.
- (MCESD will not provide the copy to the HOA)**

- 2) Identify on the as-built plans ALL of the water shut-off valves, backflow preventers, clean outs, etc. for the project and number them with a unique number. Take digital photographs of each one of them and put them on a separate sheet(s) with their identification number and/or provide them on CD disk with label. Include the backflow preventers for any autofill lines for pools/spas/fountain. Include a few representative photos of the exterior hose bibs with the vacuum breakers.

- 3) If the apartments/condominiums are still being lived in;
- A copy of a current Water/Sewer/Refuse bill can be attached, replacing pages 2 & 3 of our Approval of Sanitary Facilities for Subdivision application.
 - Page 1 of our "Application for Approval of Sanitary Facilities for Subdivision" must be attached.

**** If the project is located in Phoenix, the City of Phoenix must sign the Refuse agreements ****
NO EXCEPTIONS

- 4) One (1) copy of the CC&R's that reflects ownership, operator and maintenance for common water and sewer lines.
- 5) One (1) copy of a full size Final Recorded Plat. **If the plat is not recorded, we can NOT accept your project.**
- 6) We need a complete list of the unit numbers. If there are a large number of units, you can include a copy of the list with the application packet.
- 7) Fees are figured by actual number of units. *Fee List follows.*



Maricopa County

Environmental Services Department
Water and Waste Management Division

301 W. Jefferson Street, Suite 170
Phoenix, AZ 85003

PERMIT APPLICATION PROCESS NOTICE Subdivision Infrastructure and Planning Program

- 1) Steps required to obtain a Sanitary Facilities for Subdivision (aka Health Cert)/Approval of a Mobile Home Park are as follows:
 - i) Submission of the complete application for Sanitary Facilities for Subdivision/Approval of a Mobile Home Park along with all relative items in the application check list on the Cover/Transmittal Page of the application.
 - ii) The submittal will be reviewed/additional information may be requested.
 - iii) The Approval of Sanitary Facilities for Subdivision/Mobile Home Park will be issued.
- 2) The Department will approve or deny the application in the number of business days listed below or less, excluding any days the application is returned to the applicant for additional information. This overall licensing timeframe is set by the Arizona Department of Environmental Quality (ADEQ) as required by A.R.S. §11-1605 and is part of the Delegation agreement between ADEQ and Maricopa county.

Permit		Overall Timeframe (Business Days)
<i>Subdivision</i>		
	Individual water/sewer facilities	67
	Community water/sewer facilities	58
<i>Mobile Home Park</i>		
	Onsite water/sewer facilities	67
	Offsite water/sewer facilities	58

- 3) Department contact information regarding your application
 - i) Telephone: 602-506-1058
 - ii) E-mail: subdivision@maricopa.gov
 - iii) Website: www.maricopa.gov/envsvc
- 4) You may request a clarification from the Department of its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in A.R.S. §11-1609. Contact us by e-mail or telephone, or in person or mail at the address listed at the top of the page, marked attention Subdivision Infrastructure & Planning Program.



Subdivision Application Instructions

1. Project Description:

- **Name of Subdivision/Condominium** - must match the name on the Final Recorded Plat.
- **Individual Unit/Lot** - select the type of project. (example: Single Family or Condominium/Townhome)
- **With # of units/lots** - enter the total number of units/lots. (example: 100)
- **Associated lot numbers** - write the lot/unit numbers (example: 101-201,101-103,105,107,109 etc). Group numbers if continuous as shown. Attach list if necessary / not enough room in space provided.
- **Project Address** – physical location of project.
- **City, Zip Code** – location of project
- **North, South, East and West** - enter the street names that surround the actual project location.
- **Section, Township, Range** - information can be located in the Phoenix Metropolitan Street Atlas.
- **RECORDER'S INFORMATION** The final plat must be recorded to submit this application. – Date; Book; Page; Recorder's Number
- **Any lots that require grinder pumps** - enter the lot number that the pump will be located on, if any.

2. Approved Sanitary Facilities:

- **Approved ATC Water number** - the number assigned by MCESD *or* City of Phoenix on the Water Approval to Construct certificate.
- **PWS Number** - public water system number from the water supply provider.
- **Water Supply Provider** - the water system listed and agreement signed on page 2.
- **Approved ATC Sewer number** - the number assigned by MCESD *or* City of Phoenix on the Sewer Approval to Construct certificate.
- **Public Sewer System** - the sewer system listed and agreement signed on page 2.
- **On Lot Sewage Disposal/Septic** – Check box if there is septic for this project. Include the approved project number assigned on the Certificate of Approval of a Geological Report For Subdivisions.
- **Refuse Collection Agency** - the refuse collection agency listed and agreement signed on page 3.
- **Approved Refuse Disposal Site** - the disposal site listed and agreement signed on page 3.

3. Project Owner (RESPONSIBLE PARTY):

- **Name** - **MUST** be a person with fiduciary responsibilities associated with the Project Company.
- **Job Title** - examples: Owner, President or Vice President of Corporation/Home Owner Association, Manager.
- **Project Company Name** - examples: Project Owner, Corporation, Home Owner Association.
- **Mailing Address, City, State, Zip Code** - location of Project Owner/Responsible Party, will be put on the certificate.
- **Phone number, fax** – project owner's phone and fax number.
- **Engineering Firm** – Engineering Firm that worked on the project or is still working on the project.

Signature Line - The Project Owner / Responsible Party must sign. The engineer cannot sign unless there is a letter of authorization, which must be attached.

Pages 2 and 3:

Water, Sewer, Refuse Service Agreement and Refuse Disposal Agreements -

Must be signed by authorized person of agency providing the service, not to be signed by Project Owner or engineer; cannot be reused for other projects.

* City of Phoenix projects must have signatures from City of Phoenix on page 3 – NO EXCEPTIONS. *

Fees for Sanitary Facility for Subdivision	
\$450.	150 lots or less
\$900.	151 to 300 lots
\$1350.	301 to 450 lots
\$1800.	451 to 600 lots
For every 150 lots add \$450.	
❖ Double the fee for expedited review	
➤ \$35.00 fee for all returned checks	

**Note: Transfer of ownership on a previously approved subdivision certificate is a different application: "Change Certificate"*

***** The Department reserves the right to request any other information *****



Application for Approval of Sanitary Facilities for Subdivision

Page 1 of 3

1. PROJECT DESCRIPTION:

Name of Subdivision/Condominium _____ is an individual unit/lot ([] Single Family [] Condominium/Townhome) subdivision with # _____ units/lots, with associated lot numbers _____ PLEASE LIST (Attach separate list if not enough room)

Physical location of Subdivision/Condominium

Project Address _____, City _____, Zip Code _____,

Vicinity Location

North of _____, South of _____, East of _____, and West of _____ in Section _____ Township _____ Range _____

Recorder's Information on Final Plat

Date _____ Book _____ Page _____ Recorder's # _____

2. APPROVED SANITARY FACILITIES:

Approved Water MCESD or City of Phoenix ATC number (s) _____ PWS Number 04-07 _____, (Public Water System Number) Water Supply Provider _____

Approved Sewer MCESD or City of Phoenix ATC number (s) _____ Public Sewer System _____ If there are any grinder pumps, provide lot numbers _____

[] On-lot sewage disposal system/septic (See on-site sewage disposal/septic subdivision requirements on ATC application)

Approved Geological Report For Subdivisions Certificate number _____

Refuse Collection Agency _____

Approved Refuse Disposal Site _____

3. PROJECT OWNER / RESPONSIBLE PARTY: This information will be used on the certificate

Name _____ Job Title _____ (Please print clearly) (Must be a person with fiduciary responsibilities associated with the Project Company)

E-mail address of person working on project _____

Project Company Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone number _____ Fax _____

Engineer Working on Project

Engineer Name _____ Registration Number _____

Engineer Firm _____

Engineer E-mail Address _____

I verify that all information given in this application is accurate. I am informed that no construction of sanitary facilities shall commence unless and until a "Certificate of Approval to Construct" is issued. I am informed that no operation of sanitary facilities shall commence unless and until a "Certificate of Approval of Construction" is issued.

Project Owner's / Responsible Party Signature: _____ Date: _____

Pursuant to A.R.S. § 41-1009, the Department may enter your establishment to conduct inspections. You have the right to receive a copy of the Department's inspection report at the time of the inspection, within thirty (30) days after the inspection, or as otherwise provided by federal law. By initialing below, I agree that the Department may send me a copy of its inspection report by e-mail to the following email address: _____ or by facsimile transmission to the following fax number: _____ (Permit Owner/Holder initials) _____ It is the responsibility of the permit holder to update the Department if there is a change in contact information.



Application for Approval of Sanitary Facilities for Subdivision

Page 2 of 3

➤ **This agreement MUST be signed by the Providers NOT the Engineer or Project owner.**

WATER SERVICE AGREEMENT - An unconditional agreement which is effective this date has been made between the owners of:

Subdivision Name _____

and the _____
(name of the water system or municipality)

to provide water service to each and every lot in accordance with the design shown on the attached plans of the subdivision.

The undersigned hereby agrees to inspect this project during construction to assure compliance with plans and specifications approved by the Maricopa County Environmental Services Department (MCESD) OR City of Phoenix and upon completion and acceptance by MCESD OR City of Phoenix shall be responsible for maintenance and operation of the system.

Date _____ *Print Name clearly* _____
Job Title _____
Address _____
City _____
Signature _____

➤ **This agreement MUST be signed by the Providers NOT the Engineer or Project owner.**

SEWER SERVICE AGREEMENT - An unconditional agreement has been made between the owner/s of:

Subdivision Name _____

and the _____
(name of the sewer system or municipality)

to provide sewer service to each and every lot in accordance with the design shown on the attached plans of the subdivision.

The undersigned hereby agrees to inspect this project during construction to assure compliance with plans and specifications approved by the Maricopa County Environmental Services Department (MCESD) OR City of Phoenix and upon completion and acceptance by MCESD OR City of Phoenix shall be responsible for maintenance and operation of the system.

Date _____ *Print Name clearly* _____
Job Title _____
Address _____
City _____
Signature _____



Application for Approval of Sanitary Facilities for Subdivision

Page 3 of 3

➤ **This agreement MUST be signed by the Providers NOT the Engineer or Project owner.**

REFUSE SERVICE AGREEMENT - Agreements must be completed and signed by a representative of the collection service and the operational authority of the disposal site:

Collection Agency _____

Refuse collection service to _____
(name of the subdivision)

in accordance with applicable rules and regulations governing refuse collection.

Date _____ *Print Name clearly* _____
Job Title _____
Address _____
City _____
Signature _____

** IN ORDER TO APPROVE THE ABOVE COLLECTION SERVICE,
WE MUST ALSO HAVE THE INFORMATION IN THE AGREEMENT BELOW. **

➤ **This agreement MUST be signed by the Providers NOT the Engineer or Project owner.**

REFUSE DISPOSAL AGREEMENT - As required by the Arizona Department of Environmental Quality Rules and Regulations, and specifically regulation A.A.C. R18-5-409:

The Disposal Site _____

is operated by _____
(name of operational authority)

in accordance with applicable rules and regulations governing refuse and will accept refuse from persons living in:

Name of Subdivision: _____

Date _____ *Print Name clearly* _____
Job Title _____
Address _____
City _____
Signature _____

- ❖ **The signatures can not be more then 1 (one) year old (page 2 and page 3).**
- ❖ **IF YOUR PROJECT IS IN THE CITY OF PHOENIX - Subdivision/Condominium Refuse must be signed by the City of Phoenix. No Exceptions.**



Maricopa County Environmental Services
Subdivision Infrastructure & Planning Program

LETTER OF AUTHORIZATION

Complete this form ONLY if the Project Owner/Responsible Party is not signing the application

This form is effective for one (1) year from date of signature.

Date: _____

I hereby authorize _____, of
_____ firm to sign this
(engineering firm / organization)

application and act on my behalf for project(s) name(s) listed:

Project Owner/Responsible

Party Name / Title:

(Please print clearly)

NAME

/

TITLE

Signature of Project Owner /
Responsible Party of Fiduciary Responsibility _____

***** MANDATORY *****

NOTES: - Project Owner's / Responsible Party's information must be on application for use on the certificate.

- Engineer cannot sign this form as Project Owner / Responsible Party

Department use only

MCESD number (s): _____

*** The Department reserves the right to request any other information ***

Visit our web page at www.maricopa.gov/envsvc/