



Forms contained in this private sewer construction packet:

1. TRT 00210, Private Sewer – Application to Construct
2. TRT 00206S, Private Sewer – Construction Authorization
3. TRT 00207, Private Sewer – Request for Discharge Authorization
4. TRT 00208S, Private Sewer – Professional Engineer’s Certificate of Completion
5. TRT 00209, Private Sewer, Discharge Authorization



**Application for Approval to Construct Sewage Collection Systems
Constructed by Private Developers**

For a Privately-owned Sewage Collection System

Complete and submit this form to obtain authorization to construct a wastewater collection system under General Aquifer Protection Permit (APP) 4.01, AAC R18-9-E301. Instructions are on Page 3.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS FULLY COMPLETED.

Any changes in the approved construction-ready plans that require additional plan review after issuance of the Construction Authorization will require a re-issuance of the Construction Authorization and/or Notice of Intent to Discharge under APP General Permit 4.01.

PROJECT NAME	PROJECT LOCATION
_____	Nearest Intersection: _____
_____	City Quarter Section Number(s): _____
COP Project No. _____	Section, Township, Range: _____
PROJECT APPLICANT	PROFESSIONAL ENGINEER INFORMATION
Name: _____	Name: _____
Firm: _____	Firm: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
Email: _____	Email: _____

Project Description including title of plat and legal description with Section, Township and Range, and latitude and longitude (center):

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

SEWER SYSTEM DESIGN			
Quantities:			
Population served by proposed system _____ persons	Sewer Main	L.F. _____	Size _____ in
Number of service connections _____		L.F. _____	Size _____ in
Number of manholes _____		L.F. _____	Size _____ in
Design flow of system at downstream point _____ gpd	Force mains	L.F. _____	Size _____ in
CONSTRUCTION SCHEDULE			
Estimated Start Date: _____		Estimated Completion Date: _____	

The following submittal requirements for Construction Authorization are attached or completed:

- Professional Engineer’s Design Report.** The design report shall provide daily sewer flows including the basis for the calculations; describe the proposed construction and basis of design; provide design data and hydraulic calculations; and establish the adequacy of the design of the sewer collection system to meet expected flows. PDD will confirm with the Water Services Department that there is capacity in the existing treatment plants and collection system to receive the flows from the proposed sewage collection system. Design reports shall be signed and sealed by an Arizona registered professional engineer.
- Complete Construction-Ready Design Plans.** Plans shall be signed and sealed by an Arizona registered professional engineer.
- Operations and Maintenance Plan.** An O&M manual shall be prepared and provided to the owner/operator of the sewage collection system.
- Certified Operator of System.** The required O&M manual shall list an ADEQ certified sewage collection system operator at the appropriate grade based on AAC R18-9-E301 (F). The name, firm, address and 24-hour telephone number for the certified operator(s) of the system(s) shall be provided.
- CC&R’s.** Draft CC&Rs shall provide evidence of financial provisions regarding the operation, maintenance and replacement responsibility of the sewage collection system by the Homeowners Association (HOA) or other ownership group.
- Other** _____

Certification of Compliance

I certify that this Application for Construction Authorization under APP General Permit 4.01 and all attachments were prepared under my direction or authorization and all information is, to the best of my knowledge, true, accurate and complete.

I certify that the sewage collection system described in this form will be designed and constructed in accordance with the approved plans and specifications; the terms and conditions of General Aquifer Protection Permit 4.01 (ACC R18-9-E301); the applicable requirements of Arizona Revised Statutes, Title 49, Chapter 2, and Arizona Administrative Code, Title 18, Chapter 9 regarding Aquifer Protection Permits. I am aware that there are significant penalties for submitting false information including permit revocation as well as the possibility of fine and imprisonment for knowing violations.

Signature of Applicant

Date

Printed Name of Applicant

INSTRUCTIONS FOR COMPLETING FORM

Project Name: The Project Name should match the name as specified on the related plans and the recorded subdivision plat.

COP Project Number: Provide the City of Phoenix number that was provided by the Planning and Development Department.

Project Location: Indicate the nearest major intersection.

Project Applicant: The person named on the form must be the **owner of the project or a person with fiduciary responsibility with an established legal entity** (e.g. corporation, LLC partnership). Only the owner or a person with fiduciary responsibility for the entity can be issued a permit or can be inclusively viewed as responsible for compliance.

Professional engineer Information: Name of Professional engineer must be an Arizona Registered Professional Engineer (in active status) with an Arizona Registered Engineering Firm.

Privately Owned AP 4.01 Sewage Collection System: Complete this application if proposed sewage collection system falls under the requirements of Arizona's Protection Permit (APP) General Permit 4.01 (AAC R18-9-E301) but will be privately owned and operated. APP General Permit rules require 4.01 General Permit compliance for sewage collection systems that serve multiple private users where the individual users assume ownership and control to the downstream point where the sewer delivers wastewater to a sewage collection system owned and controlled by a public sewer utility. General Permit 4.01 is applicable if the private sewage collection system is constructed outside the footprint of the served building(s) and collects wastewater into a system accommodating a design flow of 3,000 gallons per day (gpd).

Project Description: Clearly state the scope of the project and how the project relates to the subdivision plat. This field will be used to match the permits issued with the approved plat when an Approval of Sanitation Facilities for Subdivision is requested from the Maricopa County Department of Environmental Services (a.k.a. Health Certificate) for the Arizona Department of Real Estate, Subdivision Public Report.

Quantities: Indicate the total estimated population that will be served by the system, the number of service connections, the number of manholes, and the design flow at the downstream point. Estimate the lengths of sewer main to be constructed.

Schedule: Entries for estimated start date and estimated completion date are restricted by State code. Complete construction within two years after the date construction begins, or this document shall be void and a new Notice of Intent to Discharge must be submitted for review and approval.

Required Attachments: Instructions are provided in that section of form.

Certification of Compliance: This certification must be signed by the project applicant who is the person responsible for compliance. The person named on the form must be **the owner of the project or a person with fiduciary responsibility with an established legal entity** (e.g. corporation, LLC, partnership). This person's name will be on the approval certificate (or issued the permit).



**FOR A PRIVATELY-OWNED SEWAGE COLLECTION SYSTEM CONSTRUCTED UNDER A TYPE 4.01
GENERAL PERMIT**

The proposed sewage collection system falls under the requirements of Arizona's Aquifer Protection Permit (APP) General Permit 4.01 (AAC R18-9-E301) but will be privately owned and operated. A new Construction Authorization will be required for any changes in the approved construction-ready plans that require additional plan review.

PROJECT NAME	PROJECT INFORMATION
_____	COP Project No. _____
_____	LPR _____ No. _____
_____	SDEV No. _____
PROJECT APPLICANT	PROFESSIONAL ENGINEER INFORMATION
Name: _____	Name: _____
Firm: _____	Firm: _____
Address: _____	Address: _____
_____	_____

Project Description including title of plat and legal description with Section, Township and Range:

Checklist for Construction Authorization (verify all items are completed at time of submittal)

- Application for Construction Authorization submitted and completed.
- Professional Engineer's Design Report submitted and completed.
- PDD has confirmed with WSD that there is capacity in existing treatment plants and collection system to receive flows from the proposed sewage collection system _____
WSD Representative _____ Date _____
- Approved design plans and specifications submitted, signed and sealed by an Arizona Registered Professional Engineer.
- O&M Plan submitted to owner/operator of sewage collection system.
- Draft CC&R's or letter submitted for private owned sewer systems providing evidence of financial provisions.
- Other _____

The Construction Authorization is issued in accordance with Arizona Administrative Code, AAC Title 18 Chapter 9, Article 3, Part A, Section A301. The applicant is authorized to construct the above described facilities in accordance with the approved plans and specifications, the requirements of 4.01 General Permit (for sewage collection systems), and applicable requirements of AAC Title 18, Chapter 9, Article 3. Complete construction within two years after the date construction begins, or this document shall be void and a new Notice of Intent to Discharge must be submitted for review and approval.

City of Phoenix Health Delegate _____ Date _____

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**FOR A PRIVATELY-OWNED SEWAGE COLLECTION SYSTEM CONSTRUCTED UNDER A
TYPE 4.01 GENERAL PERMIT**

PROJECT NAME	PROJECT INFORMATION
_____	COP Project No. _____
_____	LPR _____ No. _____
Address: _____	SDEV No. _____
_____	Permit No. _____
PROJECT APPLICANT	PROFESSIONAL ENGINEER INFORMATION
Name: _____	Name: _____
Firm: _____	Firm: _____
Address: _____	Address: _____
_____	_____

Construction authorization for this project was issued on: _____

Project description including title of plat and legal description with section, township and range:

Operation and Maintenance (O & M) Plan

- a. An O & M Manual exists for the sewage collection system Yes No
- b. The O & M Manual addresses components of operation and maintenance listed in the attached Professional Engineer's Certificate of Completion Yes No
- c. The emergency number of the owner/operator of the sewage collection system is:

- d. The address where the O & M Manual is maintained and confirms that the manual is available for inspection at that address by this Department upon request is:

Certification (To be completed by the applicant)

I, _____, certify that this Request for Discharge Authorization and all attachments were prepared under my direction or authorization and all information is, to the best of my knowledge, true, accurate and complete. I also certify that the sewage collection system described in this form is or will be constructed, designed and operated in accordance with the terms and conditions of the Type 4.01 General Aquifer Protection Permit (A.A.C.R18-9-E301) and applicable requirements of Arizona Revised Statutes Title 49, Chapter 2, and Arizona Administrative Code, Title 18, Chapter 9 regarding aquifer protection permits. I am aware that there are significant penalties for submitting false information including permit revocation as well as the possibility of fine and imprisonment for knowing violations.

Applicant Signature _____

Date _____

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PROFESSIONAL ENGINEER'S CERTIFICATE OF COMPLETION
FOR A PRIVATELY-OWNED SEWAGE COLLECTION SYSTEM CONSTRUCTED UNDER A TYPE 4.01 GENERAL PERMIT

CONSTRUCTION WORK PERFORMED (TO BY COMPLETED BY ENGINEER)

City of Phoenix Project No. _____ SDEV No. _____

The work on this project was completed on _____ (date) by the following:

<u>Contractor Name</u>	<u>Work Performed</u>	<u>License Type</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

List of additional contractors attached

TEST RESULTS

Pre-operational tests (sewer deflection/leakage/uniform slope, manhole leakage, lift station leakage, and/or force main leakage) were conducted and/or observed by the following persons, with the results satisfactorily meeting all pertinent requirements in A.A.C. R18-9-E301 (D) and (E) and all field test reports are attached to this certificate.

<u>Contractor/Agency/Tester</u>	<u>License Type</u>	<u>Test Performed/Observed by</u>	<u>Satisfactory Results</u>
_____	_____	_____	<input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> Yes

List of additional contractors attached

CONSTRUCTION PLANS (CHECK ONE)

- The original construction plans submitted with the application for Construction Authorization accurately reflect final location, configuration, and construction of components.
- Attached as-built drawings accurately reflect final location, configuration, and construction of components. Any changes made to the original design are clearly identified on the as-built drawings.

OPERATION AND MAINTENANCE (O&M) PLAN (CHECK ONE)

- The original O&M plan submitted with the application for Construction Authorization is unchanged and satisfies the final plan requirement per A.A.C. R18-9-E301(E)(3).
- A final O&M plan is attached.

CERTIFICATION STATEMENT

This is to certify that I, _____ (print name), a Professional Engineer registered in the State of Arizona, (Registration No. _____) provide the following as evidence that the construction of the above described project was completed, to the best of my knowledge, in compliance with the Construction Authorization and with the approved plans, except for the approved changes shown on the as-built plans prepared under my direction, dated _____, and submitted herewith.

PROFESSIONAL ENGINEER INFORMATION	AFFIX SEAL AND SIGNATURE PER AAC R4-30-304(E)
Name: _____	
Firm: _____	
Address: _____	

Phone: _____ Email: _____	

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**FOR A PRIVATELY-OWNED SEWAGE COLLECTION SYSTEM CONSTRUCTED UNDER A
TYPE 4.01 GENERAL PERMIT**

PROJECT NAME	PROJECT INFORMATION
<input type="text"/> <input type="text"/> Address: <input type="text"/> <input type="text"/>	COP Project No. <input type="text"/> LPR <input type="text"/> No. <input type="text"/> SDEV No. <input type="text"/> Permit No. <input type="text"/>
PROJECT APPLICANT	PROFESSIONAL ENGINEER INFORMATION
Name: <input type="text"/> Firm: <input type="text"/> Address: <input type="text"/> <input type="text"/>	Name: <input type="text"/> Firm: <input type="text"/> Address: <input type="text"/> <input type="text"/>

Project Description including title of plat and legal description with Section, Township and Range:

Checklist for Discharge Authorization

- Request for Discharge Authorization and relevant attachments submitted.
- Professional Engineer's Certificate of Completion submitted.
- As-built plans submitted and accepted.
- All testing satisfactorily completed, and reports submitted.
- Final Operations and Maintenance Plan listing name and emergency contact number for certified operator provided to owner/operator.
- Recorded CC & R's providing evidence of financial provisions regarding the operation, maintenance and replacement responsibility of the sewage collection system by the homeowner's association or other ownership group submitted.
- Other:

This Discharge Authorization is issued in accordance with Arizona Administrative Code Title 18, Chapter 9, Article 3, Part A, Section A301. The permittee is authorized to discharge from the facility at the location specified herein under terms and conditions of the general permit and applicable requirements of Arizona Revised Statutes Title 49, Chapter 2, and Arizona Administrative Code Title 18, Chapter 9.

City of Phoenix Health Delegate Date

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