PIMA COUNTY REGIONAL FLOOD CONTROL DISTRICT
PLANNING AND DEVELOPMENT DIVISION
ADMINISTRATIVE PROCEDURE

POLICY NO: Administrative Procedure, PDD-ADM-207 EFFECTIVE: October 1, 2009

POLICY: A procedure for processing Detention/Retention Waiver Requests and In-Lieu Fees.

PURPOSE: To provide consistent procedures for reviewing and tracking waiver requests and for calculating and tracking in-lieu fees.

PROCEDURE:

1. **Detention/Retention Waiver Review and Fee Calculation:**

   The Reviewer receives the Detention/Retention Waiver Submittal Package from the staging area (the plastic bin on the metal cart kept in the Administrative Staff office). The Project Reviewer reviews the Detention/Retention Waiver Request Form (Exhibit A) and attached documentation. The following documentation must be included in the submittal package;

   a. Exhibit showing parcel boundaries, major streets, water courses, existing and developed conditions concentration points with peak discharges, (Refer to Exhibit B).
   b. Solution to applicable Equation 3.4 or 3.5 (Stormwater Detention/Retention Manual), defining all terms and showing all work.
   c. Aerial photo with project area outlined, showing surrounding adjacent properties.
   d. Hydrologic data sheets for the existing and developed concentration points.
   e. Electronic copy of the Waiver Submittal.

   If the review submittal is incomplete, the Reviewer sends a Detention/Retention Waiver Response Letter (Exhibit C) to notify the applicant. The template for the response letter is available at I:\Data\PD-Division\DevelopmentReviewSection\ReviewersTools\Forms.

   The Reviewer should utilize institutional knowledge about drainage complaints, inadequate infrastructure and neighborhood awareness in the general area of the project for which a waiver is being requested. Sources are other District staff, drainage reports for other projects, drainage reports for Department of Transportation projects, in-house reports (for example, Green Valley Drainageway analyses), Drainage Complaints database, Critical Basin Map, Special Studies and field inspection.

   The Reviewer uses the documentation and institutional knowledge to assess the suitability of the project for a waiver.

   An essential part of the review is to analyze whether the proposal approximates pre-developed drainage patterns. If peak discharges increase at one or more pre-developed concentration points, the Reviewer should assess the suitability of downstream

infrastructure or natural channels to accept the increased flow. Any potential impacts to adjacent properties must be studied carefully.

The Reviewer should check all calculations for accuracy and completeness.

Once the Reviewer has assessed regional and perimeter effects of the proposal and has determined that the calculations are complete and correct, the Reviewer marks his or her recommendation for Approval or Denial at the bottom of the request form, with brief notes indicating the reasoning for the recommendation.

The Reviewer schedules a meeting with the Division Manager to discuss the recommendation and receives an Approval or Denial from the Division Manager. The Division Manager signs the form.

If the request is Approved, the Reviewer calculates the fee, based on the volume data for the site area provided by the engineer of record. The fee is calculated as follows:

a. Assign a cost of $10,000 per acre needed to construct a basin with an assumed depth of 3 feet, _____ ac-ft / 3 ft = _____ acre basin => _____ ac x $10,000/ac = $_____.
b. Assign a cost of $10,000 per acre for landscaping => _____ ac x $10,000/ac = $
c. Assign a cost of $3.00 per cubic yard for the excavation required for the basin assuming the excavation volume = storage volume => $3.00/cy x (_____ cf / 27 cf/cy) = $ _____.
d. Assign a cost of $375 x $(Q_o)^{1/2}$ for the basin inlet and outlet works, where Q_o = basin regulatory outflow rate (total pre-development on-site 100-year discharge). $375 (_____ cfs)$^{1/2}$ = $375 x _____ = $_____.
e. Summation of Items a through d = **$_____ in-lieu fee.**

The In-Lieu Fee Calculation Sheet (Exhibit D) is located at I:\Data\PD-Division\DevelopmentReview Section\Reviewer'sTools\Forms\Detention Retention Waiver .

Once the fee calculation is complete the Reviewer sends a Waiver Response Letter, the approved request form and the Detention In-Lieu Fee Calculation to Administrative Staff for electronic filing and distribution to the applicant. The submittal package, approved request form, Waiver Response Letter and calculation sheet are to be filed on the right hand side within the project file.

The Reviewer is to place a "DO NOT APPROVE without In-lieu fee payment" sticker (Exhibit E) in the project file at the bottom left hand side. Please note PDD Administrative Staff can supply the Reviewer with stickers on an as needed basis.

2. Electronic Copy of the Waiver Request:

The Reviewer verifies that the electronic copy of the Waiver Request is the same as any paper submittal and files the electronic copy at I:\Data\PD-Division\Development Review Section\Development Review Drainage Reports and Project Files\P12XX-XXX SDRC Project Name. If the electronic copy is incomplete or incorrect, the Reviewer shall deny the waiver request until the correct electronic copy is provided.

3. PDD Administrative Staff Detention/Retention Waiver Processing:

Detention/Retention Waiver Request Submittals will be accepted and logged by the Administrative Staff on the spreadsheet at the following path address: I:\Data\PD-Division\Development Review Section\Detention-Retention Waivers & Fees\FCD In-Lieu Fees Tracking Spreadsheet. The following information shall be input into the spreadsheet; Project Number, Project Name, date received, reviewer assigned and review due date. Administrative Staff emails the Project Reviewer that Waiver Request is in the staging area and updates Development Review Access Database; this ensures the Waiver Request review is added to the weekly Active Review Spreadsheet. All Waiver Requests have a 15-day review period.

Once the Reviewer has completed a review the Administrative Staff will receive the response letter and if approved a copy of the signed approved request form.

For Approved Waiver Requests, the Administrative Staff saves the Waiver Response Letter, a copy of the approved request form and the In-Lieu Fee Calculation at following locations:

I:\Data\PD-Division\Development Review Section\Detention-Retention Waivers & Fees\Approvals\P12XX

And in the project folder named;

I:\Data\PD-Division\DevelopmentReviewSection\Development Review Drainage Reports and Project Files\P12XX-XXX SDRC Project Name.

Administrative Staff emails the applicant, parties in the cc: list and the Reviewer the Waiver Response Letter, a copy of the approved request and the in-lieu fee calculation sheet.

The Administrative Staff is to then place a “Notice” in ‘PERMITS’ Plus that a payment of an in-lieu fee is due to RFCD prior to approval of the Quality Assurance Routing. Note, if the project is a plat, the notice is to be placed when the final plat is being reviewed. To place a Notice in ‘PERMITS’ Plus, log into the ‘PERMITS’ Plus system and navigate to the following screen;

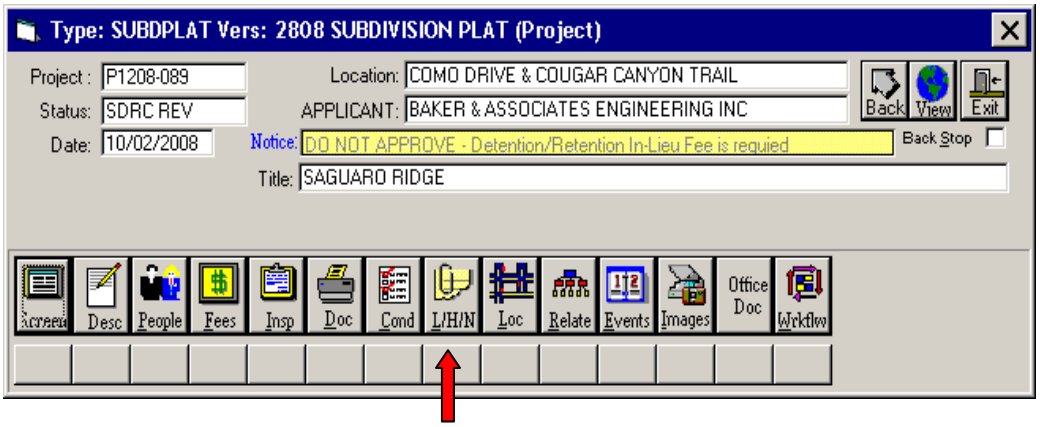

Figure 1 – Click the L/H/N button

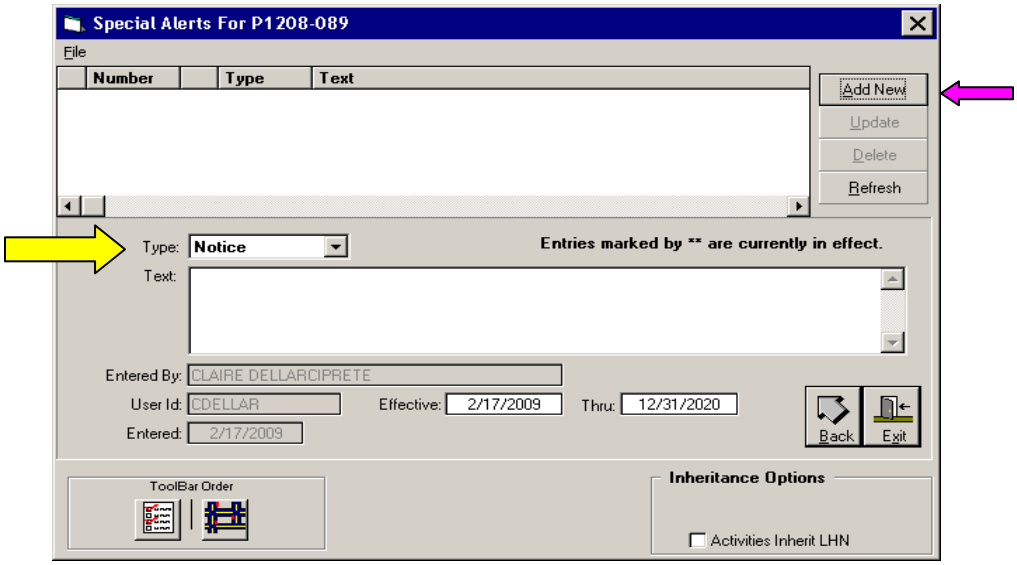

Figure 2 – Click Add New (pink arrow), then in the Type Box (yellow arrow), click the drop down menu and choose Notice. Proceed to the Text Box and write the following notice, "Do Not Approve - Detention/Retention In-Lieu Fee is Required Prior to Approval of the Quality Assurance Routing."

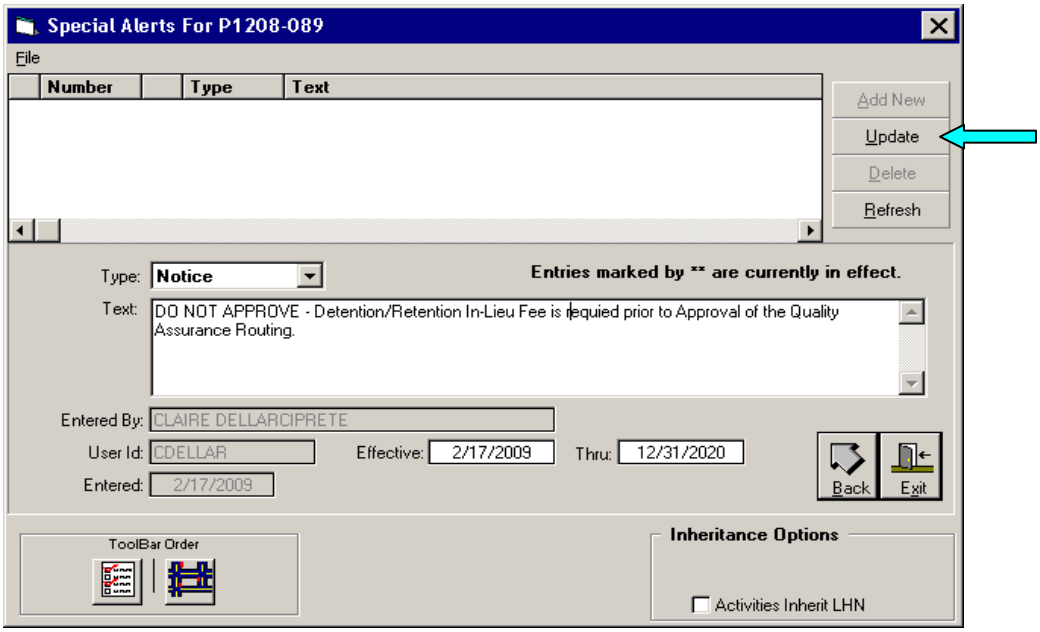

Figure 3 – Click Update (turquoise arrow) to activate the Notice in 'PERMITS' Plus.

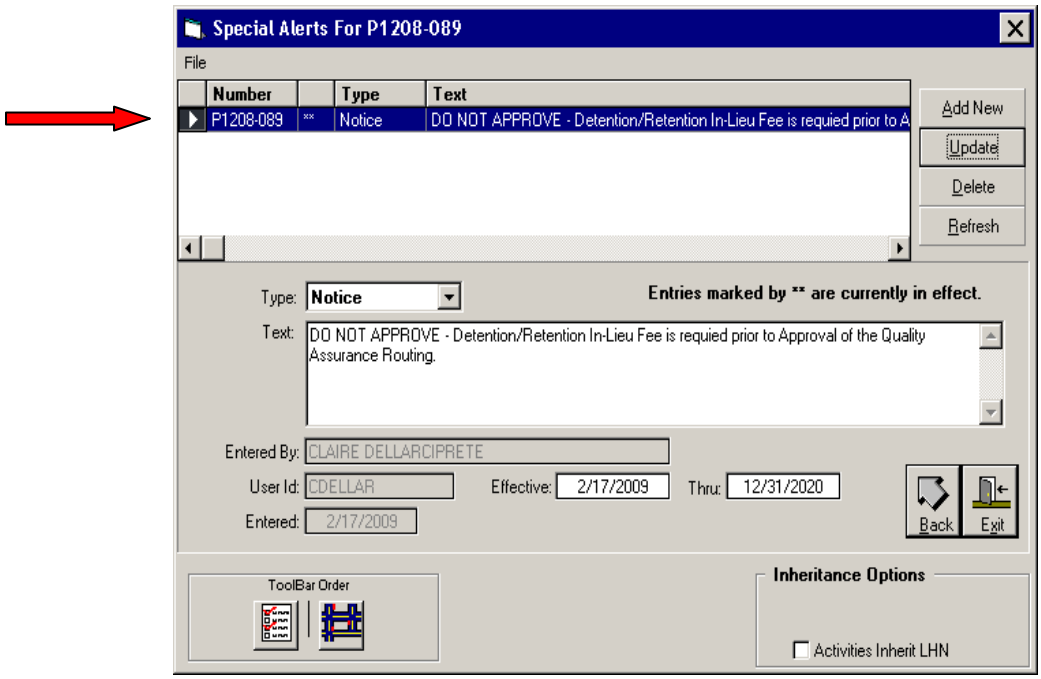

Figure 4- Once active the Notice will show in the File area (red arrow).

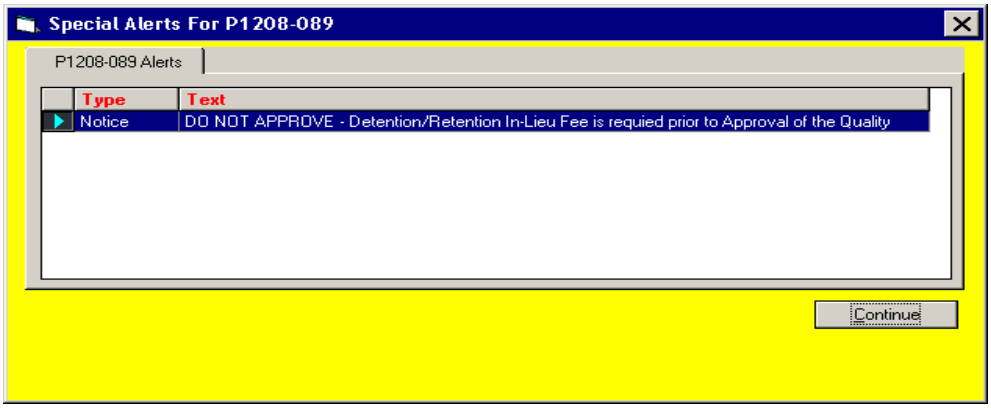

Figure 5 – The above Notice will be active in 'PERMITS' Plus until the Notice is deleted by the author of the Notice.

If the waiver is denied, the Administrative Staff saves a copy of the Waiver Response Letter at I:\Data\PD-Division\Development Review Section\Detention-Retention Waivers & Fees\Denials\P12XX-XXX-SDRCProject Name and at I:\Data\PD-Division\DevelopmentReviewSection\Development Review Drainage Reports and Project Files\P12XX-XXX SDRC Project Name.

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4. PDD Administrative Staff Detention/Retention In-Lieu Fee Payment Tracking:

Payments shall be delivered to the Planning and Development Division Administrative Staff. The Administrative Staff verifies that the following information is provided on the check; Payable to Pima County Treasurer, correct payment amount, Center Number 5010101, Account Number 45100 and Development Review Project Number and Name.

The Administrative Staff writes a receipt for the check (Exhibit F). The receipt book is kept at the front desk with Phone Support Staff. Enter the Developer (Payer) information on the receipt. The information can be found in 'PERMITS' Plus under the **People** icon (Figure 6) or in the Project File on the SDRC Project Application. The original copy (white) is given to the person who delivered the check. If the check was delivered by a Commercial Courier, the original receipt shall be sent to the Payer. The pink copy of the receipt stays in the receipt book for record keeping purposes. The yellow copy of the receipt with the check and a completed "Funds Transmittal Form," (Exhibit G) is hand delivered by Support Staff to the Accounts Receivable Section of Transportation Administrative Services, 201 N. Stone Ave., 7th Floor. The "Funds Transmittal Form," can be found at I:\Data\PD-Division\Development Review Section\Detention-Retention Waivers & Fees\Forms.

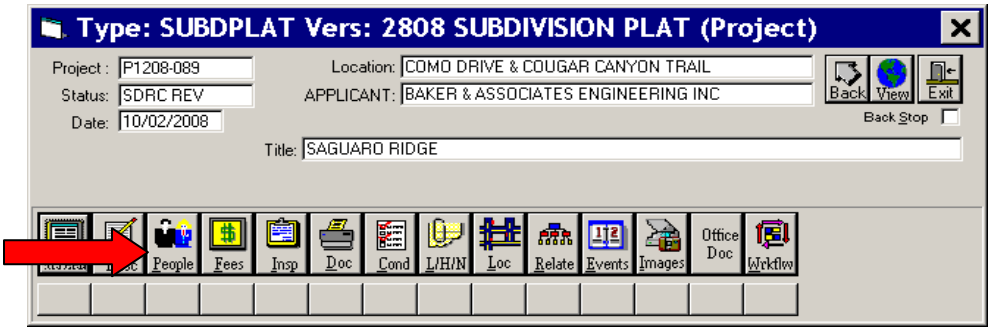


Figure 6 – Location of Developer's Contact Information

Prior to hand delivering the check, the check and receipt shall be scanned and saved (as a .pdf) under the applicable project folder (e.g. P1208-020 Arcadia Manufacturing & Storage) at the following locations:

I:\Data\PD-Division\Development Review Section\Detention-Retention Waivers & Fees\Approvals

I:\Data\PD-Division\Development Review Section\Development Review Drainage Reports and Project Files\P12XX-XXX SDRC Project Name.

The "Funds Transmittal Form," must be signed by the Accounts Receivable Administrative Support Staff and returned to the PDD Administrative Staff who will file a copy of the "Funds Transmittal Form" in the Project File. The signed original Funds Transmittal Form is filed with the PDD Administrative Assistant.

The Administrative Staff completes the blanks on the "DO NOT APPROVE without In-lieu fee payment" sticker in the project file located at the bottom left hand side.

The Administrative Staff at this time updates PermitsPlus by deleting the "Notice" stating a payment of In-lieu fee is due to RFCD prior to approval of the Quality Assurance Routing.

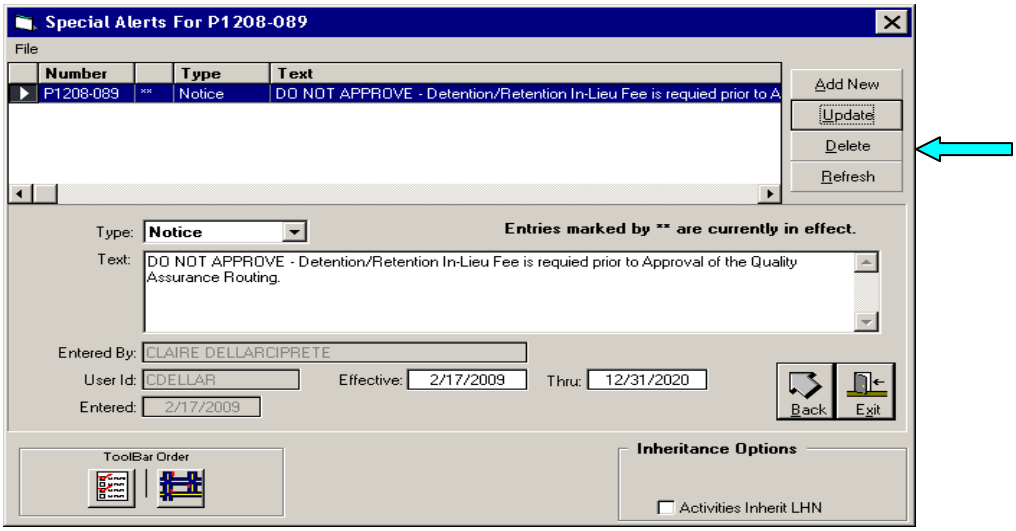


Figure 7 – Click the Delete button (turquoise arrow) to remove Notice

The Administrative Staff shall update the Detention-Retention Waivers and Fees spreadsheet and notify the Project Reviewer by e-mail of the payment.

Pima County Regional
FLOOD CONTROL
DISTRICT

PIMA COUNTY
REGIONAL FLOOD CONTROL DISTRICT

97 EAST CONGRESS STREET, 3RD FLOOR
TUCSON AZ 85701-1797

THE SEAL OF PIMA COUNTY ARIZONA

Detention/Retention Waiver Request

Applicant Information

Date:_____

Owner (or Representative):_____

Address:_____

Email:_____

Signature:_____

Project Information

Project Name:_____

Pima County Project Number: P12_____-_____

Address:_____

Tax Parcel Number:_____

Township _____ Range _____ Section _____

Critical Basin? O Yes O No Project Area:_____(acres)

All other basins are balanced per Floodplain Ordinance 2005-FC2

Waiver Justification (see Floodplain Ordinance, Section 16.48.040)

- O Parcel Size
- O Location within Drainage Basin (attach engineering documentation based on Section 2.3, Stormwater Detention/Retention Manual)
- O Residential Subdivision Less than 3 RAC which preserves natural drainage patterns
- O Other Justification (attach supporting documentation and engineering analysis)

Required Attachments

1. Exhibit showing parcel boundaries, major streets, water course, existing and developed conditions concentration points with peak discharges. (Example on reverse side. Include project characteristics as shown on the example,)
2. Aerial photo with project area outlined, showing surrounding adjacent properties.
3. Hydrologic data sheets for the existing and developed concentration points.
4. Solution to applicable Eq. 3.4 or 3.5 (Stormwater Detention/Retention Manual), defining all terms and showing all work.

Calculations and analyses must be signed and sealed by an Arizona registered professional engineer.

Submit this form with attachments and *electronic copy* of all materials to:
Planning and Development Division
Regional Flood Control District
Attention: Claire Dellarciprete
97 E. Congress St, 3rd Floor
Tucson, AZ 85701-1797
(520) 243-1800

This portion to be completed by RFCD

Approved _____ **Denied** _____

Reviewer _____

Division Manager _____

Recommend O Approval O Denial

Notes:_____

Date _____

Exhibit A

DETENTION / RETENTION WAIVER EXHIBIT

PROJECT CHARACTERISTICS

BALANCED BASIN/CRITICAL BASIN

PARCEL SIZE: _____ ACRES

RESIDENTIAL DENSITY (FOR SUBDIVISION) _____

DISTANCE TO NEAREST MAJOR WATER COURSE: _____

NAME OF MAJOR WATER COURSE: _____

DESCRIPTION OF DOWNSTREAM CONDITIONS: _____

_____

_____

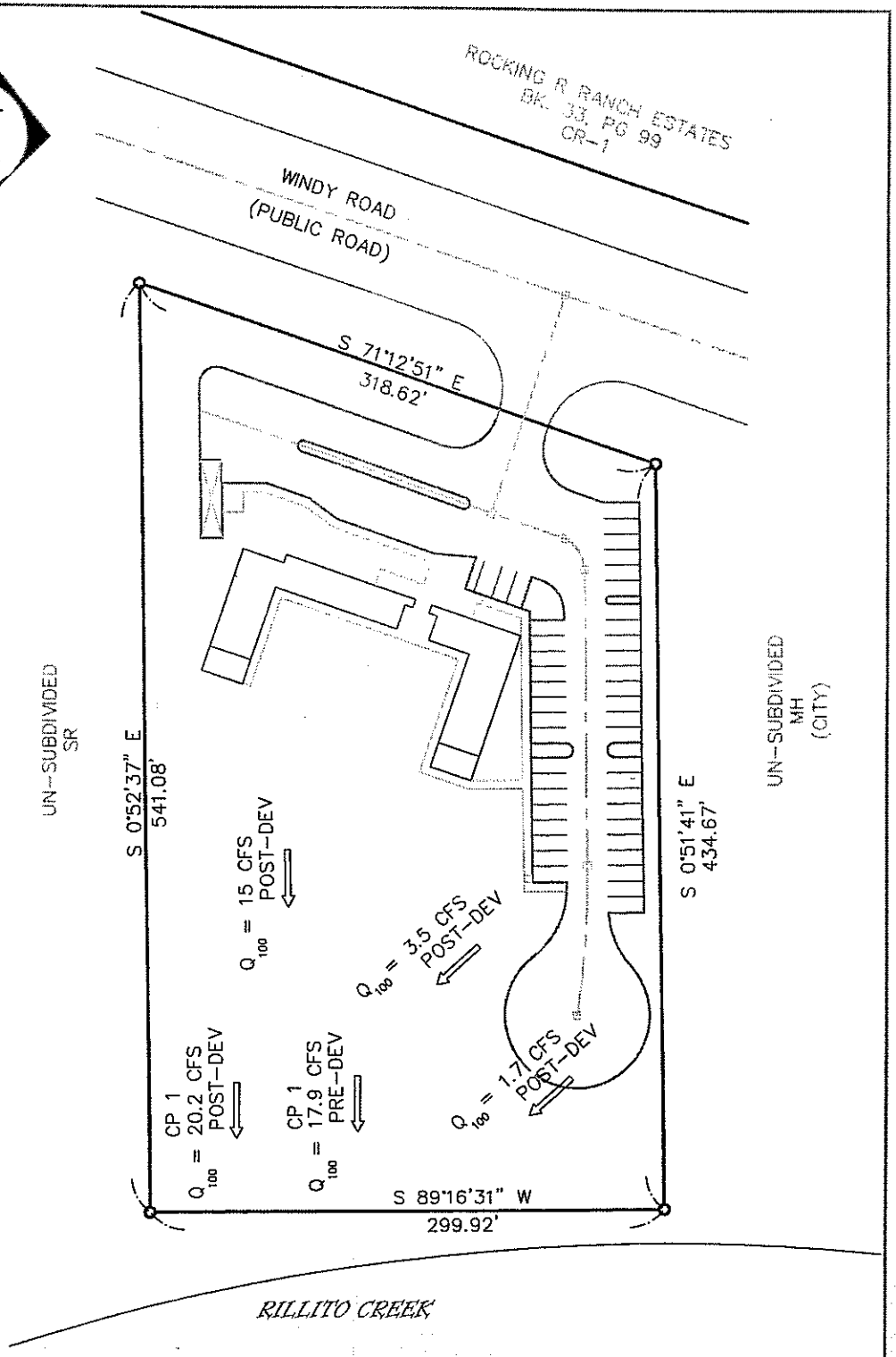
_____

Exhibit B

STORM	PRE-DEV	POST-DEV
	CP 1	CP 1
2-YR CFS	2.7	3.0
10-YR CFS	7.2	8.0
100-YR CFS	17.9	20.2

P1208-808
ABC TECHNICAL
327 W. WINDY ROAD
TUCSON, AZ 85733
TAX PARCEL NO. 999-72-1230
SECTON 7, T13S, R13E

P.E. SEAL



PIMA COUNTY REGIONAL FLOOD CONTROL DISTRICT

Pima County Regional
FLOOD CONTROL
DISTRICT

PIMA COUNTY
REGIONAL FLOOD CONTROL DISTRICT
97 EAST CONGRESS STREET, THIRD FLOOR
TUCSON, ARIZONA 85701-1797

SUZANNE SHIELDS, P.E.
DIRECTOR

(520) 243-1800
FAX (520) 243-1821

Month XX, XXXX

Applicant (from Detention/Retention Waiver Request Form)
Address
City, State, Zip

Re: Detention/Retention Waiver Request for Project Description or Address

Dear

The Detention/Retention Waiver Request for this project is denied. The project is not eligible for further consideration for a waiver.

The Detention/Retention Waiver Request for this project was found to be incomplete. Please re-submit the request with the following additional material:

The Detention/Retention Waiver Request for this project has been approved. Payment of an in-lieu fee per Floodplain Ordinance Section 16.48.040 is accepted. The in-lieu fee of $XXXX.XX has been calculated based on a detention/retention volume of cubic feet and a Pre-Development On-site 100-year Peak Discharge of cubic feet per second. Copies of the In-lieu Fee Calculation Sheet and the approved Detention/Retention Waiver Request are attached.

Payment of the in-lieu fee is required prior to approval of the Final Plat/Development Plan. A check should be made payable to the Pima County Treasurer and submitted to the Regional Flood Control District, 97 E. Congress, 3rd Floor, Tucson, AZ 85701-1797, attention: Claire Dellarciprete. Please note on the check that it is to be deposited into Center #5010101, Account 45100, for the Pima County Regional Flood Control District. Include the Project Number and Project Name.

Please contact me if you have questions.

Sincerely yours,

Reviewer

Reviewer's initials/Administrative Staff initials

Attachments: if appropriate

Cc: if appropriate

Exhibit C

Detention Retention In-Lieu Fee Calculation Sheet

User inputs are highlighted.

	Conversions and Multipliers	Inputs and Results
Volume (cubic feet)		43,560
Volume (acre feet)	1 acre foot = 43,560 cubic feet	1
Acres required for 3-foot deep basin	Acre feet/3 feet	0.33
Cost of Land	$10,000 per acre	$3,333.33
Cost of Landscaping	$10,000 per acre	$3,333.33
Cubic Yards of Excavation assuming the storage volume = the excavation volume	1 cubic yard = 27 cubic feet	1613.33
Excavation Cost	$3.00 per cubic yard	$4,840.00
Basin Regulatory Flow Rate, Qo = Total Pre-Development On-Site 100-year Discharge (cfs)		50
Cost of Inlet and Outlet Works	$375 * (Qo)**1/2	$2,651.65
In-Lieu Fee (Sum of Cost of Land, Cost of Landscaping, Excavation Cost, and Cost of Inlet and Outlet Works)		**$14,158**

Exhibit D

DO NOT APPROVE
without In-lieu fee payment

_____	_____
Amount Paid	Date

Exhibit E

Deposit only: Pima County Treasurer
Pay to TOPS
Pima County Treasurer

DATE 1-6-09 NO. 2460

RECEIVED FROM Cell Trees, Inc

ADDRESS 5401 S. Canada Pl, Tucson, AZ 85706

Two Thousand One Hundred Seventeen and 56/100 DOLLARS $ 2,117 56/100

FOR Arcadia Manufacturing P1208-020

Center # 5010101

Acct # 45100

ACCOUNT			NOW PAID		
AMT OF ACCOUNT			CASH		
AMT PAID	2,117	56	CHECK #	6057	
BALANCE DUE	0	0	MONEY ORDER		

BY Claire Dellanegrete

Cell Trees Inc.
5401 S. Canada Place
Tucson, AZ 85706
520-663-1330

BANK OF AMERICA, NA
9015 E. Tanque Verde Road
Tucson AZ 85749
91-170/1221

6057

12/29/2008

PAY TO THE ORDER OF Beth Ford, Pima County Treasurer $ **2,117.56

Two Thousand One Hundred Seventeen and 56/100********** DOLLARS

Beth Ford Pima County Treasurer
PIMA COUNTY TREASURER'S Ofc
PO Box 29011
Phoenix, AZ 85038-9011
US

MEMO Center #5010101, Account 45100, Arcadia Manufac P1208-020

⑈006057⑈ ⑆122101706⑆ 004657050535⑈

Exhibit F

Pima County Regional
FLOOD CONTROL
DISTRICT

Regional Flood Control District
97 E. Congress Street, 3rd Floor
Tucson, AZ 85701-1207

FUNDS TRANSMITTAL FORM

Date 8-19-09

To: **Tracey**
Admin Support Accounts Payable

From: **Claire Dellarciprete**
Regional Flood Control District

Copies	Manuals	Cash	Check	Receipt #	Description
☐	☐	☐	☒	**Check # 1034 for $3,57.00**	**In lieu Detention/Retenton waiver fee P1209-010 Chula Vista**
☐	☐	☐	☐		
☐	☐	☐	☐		
☐	☐	☐	☐		
☐	☐	☐	☐		
☐	☐	☐	☐		
☐	☐	☐	☐		
☐	☐	☐	☐		
☐	☐	☐	☐		

Received by: _____ Date: _____