



**A.R.S. §11-1606 Application Process Notice  
Regional Wastewater Reclamation Department  
Connection to Existing Sewer Approval**

According to A.R.S. 11-1602, also known as the “Regulatory Bill of Rights” and A.R.S. 11-1606, any applicant who obtains from Pima County Regional Wastewater Reclamation Department (RWRD) an application for the license of connection to and discharge of sewage to the sanitary sewage system through a commercial building or residential structure, also known as **Connection to Existing Sewer Approval**, is entitled to receive the information in this notice regarding the steps, time frames and contact information associated with the application process.

**Connection to Existing Sewer Approval** is required when an applicant is modifying or initiating discharge into the existing sewer system by a private sewer lateral as authorized by the Pima County Code Section 13.20.40.

After the Sewer **Connection to Existing Sewer Approval** process is complete, sewer connection fees will be assessed and collected based on the current ordinance Pima County Code Section 13.20.045.

<b>Residential Water Meters</b>	<b>Commercial/ Industrial/ Multi-Family Water Meters</b>
5/8 – inch = \$4,066	5/8 – inch = \$4,066
¾ - inch = \$4,066	¾ - inch = \$4,066
1 – inch = \$4,066	1 – inch = \$8,480
	1 1/2 – inch = \$27,030
	2 – inch = \$69,790
	3 – inch = \$162,510
	4 – inch = \$363,690

Fees for greater than 4 – inch meters will be determined on a case-by-case basis.

Connection to Existing Sewer Approval is one of a series of licenses that may be required prior to connecting to the RWRD Public Sewer System. Other licenses that may also be required prior to connecting to the RWRD Public Sewer System may include Sewerage Capacity Allocation (RWRD), Preliminary Sewer Layout Acceptance (RWRD), Sewer Improvement Plan Acceptance (RWRD), Final Plat Acceptance (RWRD), Construction Authorization (PDEQ) and Public Sewer Construction Permit (RWRD).

**A. Applicant Steps to Connection to Existing Sewer Approval**

**Step 1. Pre-Submittal Actions:**

- a. The applicant shall obtain necessary approvals for construction of the building concurrent with, but independent of this approval process.
- b. The applicant shall have a valid Type III – Sewer Capacity Allocation Request (see the Sewerage Capacity Allocation application process notice) or waiver.
- c. For residential subdivision Model Home connections, applicant shall submit a jurisdiction approved Model Home building plan set.
- d. For residential subdivision connections, an RWRD Release of Assurance Letter must be on file with RWRD Permits, excluding model home connections.
- e. For connection to new public sewer, an RWRD HCS Release Letter must be on file with RWRD Permits.
- f. If applicable, Industrial Wastewater Compliance (IWC) Design Acceptance (See IWC requirements).
- g. A pre-submittal meeting is recommended prior to starting this process. Please contact RWRD at (520) 724-6503. A pre-submittal review may expedite the approval process.

## Step 2. Submittal Elements:

- a. The applicant shall submit to RWRD a Site Plan showing the point and method of connection of the structure to the existing sewer, showing the sewer lateral, existing Pima County manholes with County manhole numbers, County sewer lines with applicable easements, and existing water meter sizes, locations, Water Meter Identification Numbers, and Water Company provider, or new water meter sizes and locations. - <https://webcms.pima.gov/government/wastewaterreclamation/existingsewer/>.
- b. The applicant shall submit a completed **Connection to the Existing Sewer** checklist signed and sealed by a professional registrant.  
<https://webcms.pima.gov/government/wastewaterreclamation/existingsewer/>.
- c. The applicant shall submit a completed Type III- Sewerage Capacity Allocation Request (see the Sewerage Capacity Allocation, application process notice). A connection to Existing Sewer Approval is required prior to Type III- Sewerage Capacity Allocation. The Type III- Sewerage Capacity Allocation Request and Connection to Existing Sewer Approval may be reviewed concurrently.
- d. The applicant shall submit written acceptance from IWC, if applicable.

## Step 3. Where and How to Submit:

By MAIL or PHYSICAL DELIVERY to:

**Pima County RWRD – Public Works Building  
201 N. Stone Ave. 1st Floor  
Tucson, AZ 85701**

## Step 4. Review Fee Payment

There are no review fees for this approval

## Step 5. Additional Prior-to-Approval Requirements

- a. Applicant shall submit additional information as requested.
- b. Prior to Connection to Existing Sewer Approval, the applicant shall submit an approved Type III- Sewerage Capacity Allocation Letter (see Sewerage Capacity Allocation application process notice).

## B. RWRD Connection to Existing Sewer Approval Process

Upon receipt of the **Connection to Existing Sewer Approval** submittal package, an administrative completeness review will be performed by RWRD, based upon the submittal requirements identified above in Steps 1-3. If the submittal package is deemed complete, the applicant will receive written or electronic notice within the administrative completeness time frame specified in Section C. The package will be considered complete if no notification is given at the end of the administrative completeness review time frame.

If the submittal package is deemed incomplete, the applicant will receive written or electronic notice within the administrative completeness time frame specified in Section C, identifying the missing items. The administrative completeness review time frame and overall time frame are suspended until the **Applicant submits all missing items to RWRD in order to complete the submittal package.**

Once the **Connection to Existing Sewer Approval** submittal package is determined by RWRD to be administratively complete, RWRD will perform a substantive review of the submittal. The purpose of this review is to ensure the proposed sewer design meets all applicable design standards, which are summarized in the **Connection to Existing Sewer Approval** checklist, found online at <https://webcms.pima.gov/government/wastewaterreclamation/existingsewer/>.

RWRD may make one comprehensive written or electronic request for corrections, at which point the substantive review time frame and overall time frame will be suspended until RWRD receives the corrections from the applicant. **The Applicant shall re-submit the corrected plans reflecting the additional requested information.** The applicant will receive a written or electronic notice of approval or denial, along with the basis for denial, within the overall time frame specified below in Section C, unless other time frames are established between RWRD and the applicant in accordance with A.R.S. 11-1605.

**C. Process Time Frames for Connection to Existing Sewer Approval**

1. Administrative Completeness Review.....5 business days
2. Substantive Review.....10 business days
3. Overall Time Frame..... 15 business days
4. For exemptions, extensions, or significant changes.....See A.R.S. 11-1601-1610

**D. Process Contact Information**

1. Submittals and Fees and Payments.....Gerry Koziol (520) 724-6503
2. Plan Review..... Lorenzo Hernandez (520) 724-6645
3. Escalation and Problem Resolution.....Lorenzo Hernandez (520) 724-6645

**E. Applicant’s Regulatory Rights**

Under A.R.S. § 11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your **Connection to Existing Sewer Approval** by providing the County with a written request that states:

- Your name and address;
- The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part thereof that requires clarification;
- Any facts relevant to the requested ruling;
- Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part thereof, that requires clarification; and,
- Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.



## NOTICE:

Per HB2212, the following will take in effect on July 03, 2015

### County License Application Forms

A.R.S. §11-1604 (Prohibited acts by county and employees; enforcement; notice) provides:

A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement.

A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.

D. A county shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.

F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.