



**A.R.S. §11-1606 Application Process Notice  
Regional Wastewater Reclamation Department  
Sewer Improvement Plan Acceptance**

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 acceptance of public sanitary sewer construction plans, also known as **Sewer Improvement Plans**, is entitled to receive the information in this notice regarding the steps, time frames and contact information associated with the application process.

Sewer Improvement Plan Acceptance is required for new public sewer that will be constructed by a private party to serve any development and will be turned over to RWRD for ownership upon completion and acceptance by RWRD. Sewer Improvement Plans are accepted by RWRD as authorized by Pima County Code Section 13.20.030 and Chapter 13.16.

Sewer Improvement Plan Acceptance 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), Final Plat Acceptance (RWRD), Construction Authorization (PDEQ) and Public Sewer Construction Permit (RWRD).

**A. Applicant Steps to Sewer Improvement Plan (SIP) Acceptance**

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

- a. The applicant shall have an accepted **Preliminary Sewer Layout (PSL)** or have received comprehensive substantive PSL review comments (see PSL application process notice) prior to SIP submittal. Applicant must submit either PSL substantive review comments or an acceptance letter with the SIP submittal. SIP acceptance is dependent upon PSL acceptance.
- b. A pre-submittal meeting is recommended prior to starting this process. Please contact RWRD at (520) 724-6733. A pre-submittal review may expedite the acceptance process.

**Step 2. Submittal Elements:**

The applicant shall submit to RWRD one **Sewer Improvement Plan (SIP)** (rolled if hard copy). The SIP shall be prepared and sealed by an Arizona registered professional engineer in conformance with the Sewer Improvement Plan Substantive Review Checklist, found at:

<https://webcms.pima.gov/government/wastewaterreclamation/sewerimprovement/>.

- a. The applicant shall submit the Sewer Improvement Plan Substantive Review **Checklist**, which shall be completed and signed by the engineer who prepared the SIP.
- b. The applicant shall submit a completed **Type III- Sewerage Capacity Allocation Request** (or allocation letter if previously issued) before or at the same time that the SIP submittal is made (See Sewerage Capacity Allocation application process notice). SIP acceptance is required prior to Type III- Sewerage Capacity Allocation. The Type III- Sewerage Capacity Allocation Request and the SIP application may be reviewed concurrently.

**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:**

The applicant shall pay review fees made payable to the Pima County Treasurer as follows:

- 1<sup>st</sup> Submittal.....\$166.00 plus \$50.00 per sheet
- 2<sup>nd</sup> Submittal.....\$50.00 per sheet
- Subsequent Submittals.....\$39.00 per sheet

**Step 5. Additional Prior-to-Acceptance Requirements:**

- a. Applicant shall submit additional information as requested.
- b. Applicant shall submit Preliminary Sewer Layout Acceptance Letter.
- c. Applicant shall submit, as required (i) RWRD-approved legal descriptions and RWRD-prepared owner-signed easement documents for sewer easements dedicated by separate instrument and (ii) the recorded final plat for sewer easements dedicated by final plat.
- d. Applicant shall submit RWRD-prepared Sewer Service Agreement executed by property owner.

**B. RWRD Sewer Improvement Plan Review Process**

Upon receipt of the SIP submittal package, an administrative completeness review will be performed by RWRD, based upon the submittal requirements identified above in Steps 1-4. 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 SIP 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 SIP review checklist, which can be found online at:

<https://webcms.pima.gov/government/wastewaterreclamation/sewerimprovement/>.

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 along with the 2<sup>nd</sup> Submittal Review Fee as specified in Step 4.** The applicant will receive a written or electronic notice of acceptance 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. Additional submittals, if allowed, are subject to the **Step 4** Subsequent Submittal Fee.

**C. Process Time Frames for Sewer Improvement Plan Acceptance**

- 1. Administrative Completeness Review..... 5 business days
- 2. Substantive Review..... 20 business days
- 3. Overall Time Frame..... 25 business days
- 4. For exemptions, extensions, or significant changes..... See A.R.S. 11-1601-1610

**D. Process Contact Information**

- 1. Submittals, Fees and Payments..... Sylvia Quinlan (520) 724-6649
- 2. Plan Review..... Francisco Galindo (520) 724-6733
- 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 Sewer Improvement Plan Acceptance 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.