

**PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY**



**NOTICE OF INTENT TO DISCHARGE  
UNDER GENERAL AQUIFER PROTECTION PERMIT 4.01  
FOR A SEWAGE COLLECTION SYSTEM PER E301**

**Instructions:** Please fill out and submit this Notice of Intent to Discharge (NOI) to obtain authorization to construct and operate sewage collection system under General Aquifer Protection Permit 4.01 [Arizona Administrative Code (AAC) R18-9-E301]. Any required **NOI Supplemental Forms** also need to be completed and submitted.

**1. Constructing and Operating a Sewage Collection System Under General Aquifer Protection Permit 4.01:** AAC R18-9-A301 prescribes the following process for a person to obtain authorization to construct and operate a sewage collection system:

- a. Use the tab key to navigate the form. Email this pdf NOI and appropriate supplemental information and forms to
  - Un-incorporated Pima County: [site@pima.gov](mailto:site@pima.gov);
  - Incorporated Pima County: [Need PDEQ email box]
- b. Remit applicable general permit fees (non-refundable, see Notes);
- c. Satisfy any deficiency requests arising from the agency’s pre-construction review of the submitted information;
- d. Receive a **Construction Authorization** from the Pima County authorizing construction of the sewage collection system;
- e. Receive a construction permit from the owner or operator of the sewage treatment facility that treats or process the sewage as required.
- f. Construct the sewage collection system within two years of issuance of the **Construction Authorization**;
- g. Upon completion of construction, submit required information to Pima County to initiate the post-construction review (see notes);
- h. Satisfy any deficiency request arising from Pima County’s post-construction review of the facility;
- i. Receive a **Discharge Authorization** from Pima County authorizing operation of the sewage collection system in accordance with the terms of General Aquifer Protection Permit 4.01 and applicable requirements of statute and rule.

<p><b>2. Owner (person responsible for overall compliance):</b>                  Name: _____                  Title: _____                  Firm Name: _____                  Address: _____                  City, State, Zip: _____                  Email: _____                  Telephone No.: _____</p>	<p><b>3. Authorized Agent for Applicant, if any:</b>                  Name: _____                  Title: _____                  Firm Name: _____                  Address: _____                  City, State, Zip: _____                  Email: _____                  Telephone No.: _____</p>
<p><b>4. Project Engineer:</b>                  Name: _____                  Title: _____                  Firm Name: _____                  Address: _____                  City, State, Zip: _____                  Email: _____                  Telephone No.: _____</p>	<p><b>5. Site Information:</b> _____ County                  Location of downstream end of system proposed herein:                  Latitude : ____° ____’ ____.” N                  Longitude: - ____° ____’ ____.” W</p>

**6. Project Name/Description:** \_\_\_\_\_

**7. Project Size:** \_\_\_50 or fewer connections (\$500.00) \_\_\_51 to 300 connections (\$1000.00) \_\_\_301 or more connections (\$1500.00)

**8. Information Submission Requirements:**

- A. Capacity Assurance: Provide a Capacity Letter signed by the owner or operator of the sewage treatment facility that treats or processes the sewage from the proposed sewer collection system, as follows:
1. The owner or operator shall affirm that the additional volume of wastewater delivered to the facility by the proposed sewer collection system will not cause any flow or effluent quality limits of the individual aquifer protection permit for the sewage treatment facility to be exceeded.
  2. If the facility is classified as a groundwater protection permit facility under A.R.S. § 49-241.01(C), or if no flow or effluent limits are applicable, the owner or operator shall affirm that the design flow of the sewage treatment facility will not be exceeded.

**Name and system number of receiving sewage treatment facility:** \_\_\_\_\_

- B. A general site plan showing the boundaries and key aspects of the project.
- C. Construction quality drawings that provide overall details of the site and the engineered works comprising the project including:
1. Relevant plans and profiles of sewer lines, force mains, manholes, and lift stations with sufficient detail to allow agency verification of design and performance characteristics,
  2. Relevant cross sections showing construction details and elevations of key components of the sewer collection system to allow agency verification of design and performance characteristics, including the slope of each gravity sewer segment stated as a percentage, and
  3. Drainage features and controls, and erosion protection as applicable, for the components of the project.

Design summary:

Estimated population served by proposed system: _____.	Number of service connections: _____
Total length of gravity sewer lines: _____ feet.	Number of manholes: _____.
Total length of force mains: _____ feet.	Number of lift stations: _____.

- D. Documentation of design flows for significant components of the sewage collection system and the basis for calculating the design flows.
1. Design flow of system proposed herein at most downstream point: \_\_\_\_\_ gallons per day.
- E. Provide a signed [certification](#) confirming that an Operation and Maintenance plan exists which addresses components of operation and maintenance, provides the 24-hour emergency phone number of the owner or operator, and includes the address where the operation and maintenance plan is maintained and available for inspection by the department upon request.
- F. Design documents, including plans, specifications, drawings, reports, and calculations signed and sealed by an Arizona-registered professional engineer unless prohibited by law.

**9. Existing Environmental Permits:** List any state or federal environmental permits already held by the applicant or owner at this location or that are needed:

- New installation of a sewage collection system. No other environmental permits exist or are needed.
- Other sewer discharge permits exist or are needed:

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**10. Certification of Compliance:** To be completed by Applicant or Authorized Agent identified in Item 2 or 3 above.

**\*Required field**

I certify that this **Notice of Intent to Discharge** 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 terms and conditions of General Aquifer Protection Permit 4.01 (AAC 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.

**\*(Please type your full name)**

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Signature By:	Owner	Authorized Agent	Date
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**Notes:**  
 Review fees for sewage collection systems are specified by the Pima County Code Title 7, Chapter 7.03.120.  
 Fees for plan reviews and final inspections are due when the **Notice of Intent to Discharge** is submitted to the department, and are not refundable. If a **Construction Authorization** expires, a new fee and a Capacity Assurance letter (identified in item 8 above) shall be required.  
 Completion of construction: If the applicant has not completed the entire project as stated in the **Construction Authorization** and is submitting an **Engineer's Certificate of Completion** for as-built plans and testing results for the portion completed, the applicant will need to resubmit a **Notice of Intent to Discharge** for the remaining portion of the project.