

Submittal Requirements Checklist
To Obtain **Approval of Sanitary Facilities for Subdivisions**

NOTE: PDEQ will now *only accept electronic submittals* for water, sewer and Approval of Sanitary Facility projects. Applications must be submitted electronically in PDF format by either emailing all forms and plans to sewer@pima.gov, providing an FTP download link in the application email, or by having a USB flash drive or CD delivered to Development Services' office (201 N. Stone Ave.). Please note that the PDEQER inbox will only accept files less than 20 MB in size, so anything larger must be submitted using one of the alternate methods.

NOTE: Subdivisions shall be submitted in phases of 150 lots or less.

1) Subdivisions being served by sewer:

1. Submit a payment for \$300.00 for each phase of 150 lots or less.
2. Submit PDF of Approved Final Plat as recorded or as will be recorded.
3. Submit Application for Approval of Sanitary Facilities for Subdivision.
4. Submit Garbage Service & Disposal Agreement.
5. Submit copy of Construction Authorization issued for sewer infrastructure serving subdivision.
6. Submit copy of the Approval to Construct for water infrastructure serving the subdivision.

2) Subdivisions with Individual Septic Systems:

1. Submit a payment for \$500.00 if subdivision is 40 lots or less, OR Payment for \$1000.00 for lots between 41 to 150.
2. Submit Approved Final Plats as recorded or as will be recorded.
3. Submit PDF of Approved Tentative Plat.
4. Submit Application for Approval of Sanitary Facilities for Subdivision.
5. Submit Septic Concept Approval Letter.
6. Submit Garbage Service & Disposal Agreements.
7. Submit copy of the Approval to Construct for water infrastructure serving the subdivision.

PAYMENTS: Fees are payable **online** (instructions below) or by hand-delivering or mailing a check (payable to PDEQ) to Development Services' office at 201 N. Stone Ave., Tucson, AZ 85701.

1. Click the [Project, Permits & Payments](#) link of DSD's website
2. Input the project's record/permit number into the search bar in the upper right corner of the page (where it reads "Search by Address, Record #, etc.") and search for it
3. Scroll down to the Fees tab, click on any unpaid fees, and pay by inputting your credit card information