



**Pima County
Regional Wastewater Reclamation Department
Sewer Improvement Plan Acceptance
Administrative Review Checklist**

Project Name _____

Jurisdiction Reference # _____ Date Received _____

Contact Person _____

Phone _____ Email _____

Intake Date _____ Return Date _____

The following items are required at submittal in order for RWRD to accept the submittal for review:

- Staff verification of approved Preliminary Sewer Layout (may not be needed for public sewer < 200 ft.)
- Staff verification Type III Sewerage Capacity Allocation submittal (applicant must have completed on-line application and received letter response)
- Sewer Improvement Plan, 1 copy: If paper submittal - rolled; if electronic submittal – CD with Vector PDF format
- Review Fee Payment - (to be made prior to approval for electronic submittal)
Make checks payable to Pima County Treasurer.
Fee for First Submittal is \$166 base fee plus \$50 per sheet.
Fee for Second Submittal is \$50 per revised sheet.

_____ # of Pages

_____ \$ Amount Paid

THE FOLLOWING SECTION IS FOR DEPARTMENT TO COMPLETE

Your application for Sewer Improvement Plan Acceptance has been received by RWRD and has been determined to be:

- COMPLETE** - the substantive review process and timeframe will begin.
- INCOMPLETE** - please provide missing information and re-submit for administrative review.

Intake Specialist:
Chad Amateau
Robert Flynt
Erica Sanchez
Gerry Koziol

Date
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