



PIMA COUNTY

WASTEWATER RECLAMATION
201 NORTH STONE AVENUE
TUCSON, ARIZONA 85701-1207

JACKSON JENKINS
DIRECTOR

PH: (520) 724-6500
FAX: (520) 724-9635

March 2, 2020

To: Owners of Private Sewerage Systems and Interested Parties

Guidance Letter GL-0076: Transfer of Private Residential Sewerage Systems to County Ownership

This letter provides owners of private residential sewerage systems (private system) with information on applying for the transfer of their private system to the ownership of Pima County, an application and requirements of the private system, and an explanation of the process. Prior to transfer, private systems are required to be in good condition and in full compliance with all current design standards.

What makes a sewerage system private?

Private entities, such as a Home Owner's Associations (HOA), own, maintain, and operate private systems. The developer and the County, before the original construction begins, are involved in discussion on whether to build a private sewerage system to collect sewage for a subdivision. A variety of site-specific reasons effects this decision.

What are the steps in the transfer of a private system?

Phase I – Initial Assessment

The owner, or their appointed agent, completes and submits the attached [Application for Transfer](#) with the required documentation to the Regional Wastewater Reclamation Department (RWRD) electronically, by mail, or hand delivery. Signing the application provides authority for RWRD to access the property and the private sewage system to perform an initial visual inspection. Next, RWRD reviews the application, coordinates, and performs a cursory visual inspection of the private sewerage system, at no cost to the owner. After RWRD evaluates all available information, a written notification provides the owner with the following:

- observations from the initial visual inspection,
- an opinion of the level of effort required to bring the private system up to current public sewerage system standards,
- a general list of actions required to proceed with the transfer evaluation process, or
- if there are unresolvable conditions, notification that the transfer cannot proceed.

Based on results of the inspection and the opinion of the level of effort, the owner must decide whether to proceed to Phase II. All work in the following phases will be solely at the owner's expense.

Phase II – Detailed System Assessment

With the owner's agreement to proceed, RWRD staff from the Conveyance and Engineering Divisions work directly with the owner to outline a detailed system and condition assessment of the private system. The owner uses this outline to privately contract for necessary professional services such as engineering and surveying, and to acquire the services of a specialized inspection company that conducts video inspections inside the sewer pipes. The owner sends the findings of the assessments to RWRD where a detailed list of actions is developed, shared with the owner, and documented in a letter to the owner. If the owner desires to proceed, the letter will become a formal agreement in the next phase. All items must be complete for the transfer to occur.

At this time, the owner may want to seek estimates for the cost of work before proceeding. If necessary, the approval of the legal or governing body, which pays for the improvements, may be required. When the owner is ready, they will contact RWRD to proceed with addressing the action items.

Phase III – Required Private System Improvements

At the owner’s request, the County Board of Supervisors will enter into a contract with the owner for the improvements. Then, the owner works with their professionals/contractors to complete the improvements, solely at their own cost, that enable transfer of the private system. Based on the nature of the improvements, the owner and their professionals/contractors may be required to obtain a construction permit from the Pima County Development Services Department to proceed. During this phase, if necessary, RWRD’s Field Engineering inspectors will coordinate with the contractor for inspections and documentation of the action items. Once the private system action items are completed (e.g. repairs approved, as-builts created, easements recorded) the transfer paperwork can begin in the next phase.

Phase IV – Private System Transfer

The RWRD Field Engineering Section’s contact works with the owner to ensure required transfer paperwork submittals are complete. Once the assets approval and transfer to County ownership is complete, RWRD notifies the owner. Once the sewerage system assets are approved and transferred into County ownership.

Once the County has ownership, where will the public system start?

Each homeowner is still responsible for their individual connection, Sewer Lateral, up to the point in the roadway where the Sewer Lateral discharges into the public sewer pipe.

How much will this cost the owner/HOA?

Depending on the improvements required, the cost of bringing a private system up to public standards can be expensive. The major costs are for professional services and contractors who perform the improvements and documentation.

How long will the process take?

The timeframe for completion of the improvements and transfer can vary based on the owner’s ability to finance the detailed list of actions agreed upon in the contract at the beginning of Phase III.

Whom can I contact at RWRD to answer questions I may have about this application and process?

The Conveyance Division of RWRD is the primary and first contact. You can contact Jaime Rivera, Deputy Director, by calling (520)724-3400.

How will RWRD access the system for operation and maintenance once transfer to the County is complete?

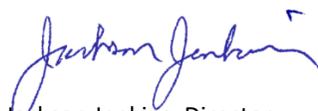
Once transferred to County ownership, RWRD will be responsible for the operation and maintenance of the sewerage system. You may occasionally see large vehicles that enter the development to visually inspect, clean, and treat for vectors, if needed. RWRD does not maintain and operate HCSs.

How and where can I submit my Application for Transfer?

Please send your submittals by email or directly to Jaime.Rivera@pima.gov

Submittals by mail or hand delivery can be sent or taken to 3355 N. Dodge Blvd., Tucson, AZ 85716.

Sincerely,



Jackson Jenkins, Director



Applicant Information
Owner/Home Owner's Association (HOA) Name:
Owner/HOA Address:
Owner/HOA Phone Number:
Primary Contact's Name and Phone Number:
Compelling Justifications for Transfer of the Privately Owner Sewerage System to County Ownership: (attach separate page if more room is needed.)
System Information
Location of Private Sewerage System (include gate code or other access issues):
Gravity System Description (age, length, number of manholes, number of cleanouts, etc.):
Pump Station/Force Main Description (number of pumps and wet wells, length of force main, etc.):
Additional Appurtenances (such as odor control):

Additional Information, if Available:
<input type="checkbox"/> As-Built Plans or Drawings of the Private Sewerage System
<input type="checkbox"/> Initial Construction Inspection Results and Records
<input type="checkbox"/> Previous Maintenance and Operations Documentation, Including Dates and Types
<input type="checkbox"/> Repairs Made to the Private System
<input type="checkbox"/> Odor Complaints
<input type="checkbox"/> Notifications or Violations for the Private Sewerage System (include any sanitary sewer overflows or emergencies)
<input type="checkbox"/> Pump Station Manuals, if Applicable

I certify that I am (Check one) **the Owner**, **the Authorized Representative**, or **Other person** and have authority to grant Pima County Regional Wastewater Reclamation Department the inspection access to the property for this site assessment.

Name (Printed)

Date

Address (Printed)

Signature