



**A.R.S. §11-1606 Application Process Notice  
Regional Wastewater Reclamation Department  
Final Plat 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 **Final Plat** is entitled to receive the information in this notice regarding the steps, time frames and contact information associated with the application process.

Final Plat Acceptance by RWRD is required for each new subdivision that contains within its boundaries sewer easements or sewer tributary to the RWRD Public Sewer System. Final Plats are approved by RWRD as authorized by Pima County Code Section 13.20.030 and is one of several infrastructure permissions needed to proceed with a development.

Final Plat 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 include Sewerage Capacity Allocation (RWRD), Preliminary Sewer Layout Acceptance (RWRD), Sewer Improvement Plan Acceptance (RWRD), Construction Authorization (PDEQ) and Public Sewer Construction Permit (RWRD).

**A. Applicant Steps to RWRD Final Plat (FP) Acceptance**

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

- a. Either the applicant shall have an accepted **Preliminary Sewer Layout (PSL)** (see PSL application process notice) **OR** written permission to submit the Final Plat shall have been granted by the RWRD PSL reviewer within the PSL substantive review comment letter.
- b. Please contact RWRD at (520) 724-6305 for large scale or comprehensive projects. A pre-submittal review may expedite the process.

**Step 2. Submittal Elements:**

- a. The applicant or the jurisdiction through which the subdivision is being platted shall submit to RWRD one **Final Plat (FP)**. The FP shall be prepared and sealed by an Arizona registered professional engineer or Arizona registered land surveyor.
- b. The applicant shall provide or RWRD 1<sup>st</sup> Floor staff shall verify that either the PSL has been accepted **OR** written permission to submit the Final Plat has been granted by the RWRD PSL reviewer within the PSL substantive review comment letter.

**Step 3. Where and How to Submit:**

The applicant or the jurisdiction through which the subdivision is being platted shall 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. Prior to FP Acceptance, applicant shall obtain Preliminary Sewer Layout Approval.

**B. RWRD Final Plat Review Process**

Upon receipt of the FP 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 FP 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 that RWRD (for public sewer) or the applicable property owner’s association (for private sewer) is granted sufficient legal access to maintain and operate the sanitary sewer collection system as shown on the accepted PSL.

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 Final Plat 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.....Gerry Koziol (520) 724-6502
2. Final Plat Review.....Debbie Ketchem (520) 724-6481
3. Escalation and Problem Resolution .....Francisco Galindo (520) 724-6733

**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 Final Plat 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.