

**PROCEDURES FOR OBTAINING A PERMIT FOR A
CONVENTIONAL (STANDARD) WASTEWATER SYSTEM
NOTICE OF INTENT TO DISCHARGE (NOI)**

Instructions: Please fill out and submit this Notice of Intent to Discharge (NOI) to obtain permission to construct and discharge from a new conventional wastewater system. Any required **NOI Supplemental Forms** need to be completed and submitted.

List Supplemental Forms:

- 1) Construction plans: a total of three plans, (the county retains on set, and one is sent to the applicant, designer and contractor).
- 2) Two sets of floor plans: initial and future showing all possible water using devices.
- 3) Two sets of design reports if separate from the construction plans.
- 4) Two sets of soils report: including percolation tests and ASTM Soils Characterization.
- 5) Two sets of Waiver for Setback/well if needed: recorded to property deed.
- 6) Two sets of R18-9-A312 (G) Justification if requested.
- 7) Additions to Notice of Intent to Discharge as required by rule (General Permit).
- 8) Owner Authorization form if needed.

Constructing and Operating an On-site Wastewater Treatment Facility Under a Type 4 General Aquifer Protection Permit: Arizona Administrative Code (AAC) R18-9-A301 prescribes the following process for a person to obtain permission to construct and operate an on-site wastewater treatment facility:

- 1) Submit this NOI and appropriate supplemental information and forms;
- 2) Submit applicable general permit fees;
- 3) Satisfy any deficiency requests arising from the agency's pre-construction review of the submitted information.
- 4) If submittal is denied, re-submittal will require a fee.
- 5) Must notify county when changes occur with plans.
- 6) Obtain a **Construction Authorization** (this is your permit to construct the system) from Coconino County Environmental Quality-Community Development (CCEQ-CD)
- 7) Construct the facility within two years;
- 8) Upon completion of construction, submit required information (see inspection schedule) to the CCEQ-CD to initiate the agency's post-construction review and inspection;
- 9) Satisfy any deficiency request arising from the agency's post-construction review of the facility;
- 10) Receive a **Discharge Authorization** (authorization to operate your system) from CCEQ-CD the agency authorizing operation and discharge from the facility in accordance with terms of the general permit and applicable requirements of statute and rule.



COCONINO
COUNTY ARIZONA

COMMUNITY DEVELOPMENT
ENVIRONMENTAL QUALITY

Permit# EQ- -

SITE INFORMATION			
SUBDIVISION: _____	UNIT # _____	LOT # _____	
ASSESSOR'S PARCEL # _____	SIZE IN ACRES: _____		
PROPERTY ADDRESS: _____			
TOWNSHIP: _____	RANGE: _____	SECTION: _____	, _____ 1/4 _____ 1/4 _____ 1/4
LATITUDE: _____ ° _____ ' _____ " N LONGITUDE: _____ ° _____ ' _____ " W			

APPLICANT (person responsible for operation and overall compliance):	
NAME/COMPANY: _____	PHONE/FAX # _____
ADDRESS: _____	CITY/STATE/ZIP: _____
E-MAIL: _____	

DESIGNER/ENGINEER:	
NAME/COMPANY: _____	PHONE/FAX # _____
ADDRESS: _____	CITY/STATE/ZIP: _____
E-MAIL: _____	

CONTRACTOR INFORMATION:	
NAME/COMPANY: _____	PHONE/FAX # _____
ADDRESS: _____	CITY/STATE/ZIP: _____
LICENSE # _____	LICENSE CLASSIFICATION: _____
E-MAIL: _____	

DISPOSAL SYSTEM INTENDED TO SERVE (check category & give requested figures)		
<input type="checkbox"/> NEW RESIDENCE	<input type="checkbox"/> EXISTING RESIDENCE	
_____ # OF BEDROOMS	_____ # OF EXISTING BEDROOMS	_____ # OF DENS/OFFICES
_____ # OF DENS/OFFICES	_____ # OF PROPOSED BEDROOMS	
TOTAL # OF PLUMBING FIXTURE _____	DESIGN FLOW: _____	

Available General Permits for On-site Wastewater Treatment Facilities and Information Submission

Requirements: Please indicate which general permits are being applied for and check appropriate boxes to indicate that the required information has been submitted with this NOI.

A. Information submission requirements with all NOIs:

- Site Investigation Report [AAC R18-9-A309 (B) (1)].
- Site Plan [AAC R18-9-A309 (B) (2)].

B. Information submission requirements with NOIs for General Permits 4.03 through 4.23.

- Construction quality drawings [AAC R18-9-A309 (B) (4)].
- List of materials, components, and equipment for constructing the on-site wastewater treatment facility [AAC R18-9-A309 (B) (5)].
- Operation and maintenance plan [AAC R18-9-A309 (B) (6)].

C. General permits, corresponding information submission requirements, and Coconino County Environmental Quality fees*:

- 4.02** Septic Tank with Disposal by Trench, Bed, Chamber Technology or Seepage Pit, Less than 3,000 Gallons Per Day Daily Flow [AAC R18-9-E302].

DESCRIBE PROPOSED TREATMENT AND DISPOSAL TRAIN AND INDICATE ALL APPLICABLE GENERAL PERMIT NUMBERS; INDICATE DESIGN FLOW AND EXPECTED DATE OF OPERATION; DESCRIBE SEWAGE SOURCES AND CHARACTERISTICS:
TREATMENT & DISPOSAL:
Permit Numbers:
Design Flow:
Expected date of operation:
Sewage source/characteristics:

ALTERNATIVE DESIGN, INSTALLATION, OR OPERATION FEATURES (A312G); INCLUDE RULE REFERNECE FOR WHICH RULE CHANGE IS REQUESTED AND A SHORT DESCRIPTION. IF THERE ARE NONE PROPOSED WRITE "NONE" IN THE FIRST ROW:		
No	Rule Reference:	Description:
1		
2		
3		
4		

EXISTING ENVIRONMENTAL PERMITS:
List any state or federal environmental permits already held by the applicant or owner at this location or that are
<input type="checkbox"/> New installation of an on-site wastewater treatment facility. No other environmental permits exist or are needed.
<input type="checkbox"/> Other environmental permits exist or are needed (describe):

CERTIFICATION OF COMPLIANCE: To be completed by the homeowner or authorized agent.

I _____, on this date of _____, certify that this **Notice of Intent To Discharge** and 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 treatment and disposal system described in this form is or will be designed, constructed, and operated in accordance with the terms and conditions of Arizona Administrative Code, Title 18, Chapter 9, Article 3 regarding aquifer protection permits and applicable requirements of Arizona Revised Statutes Title 45, Chapter 2.

I am aware that there are significant penalties for submitting false information including permit revocation as well the possibility of fine and imprisonment for knowing violations.

SIGNATURE

DATE

PLOT PLAN CHECK LIST

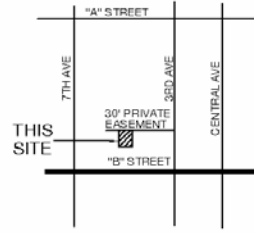
DIRECTIONS: The following checklist includes all the items necessary for properly completing the plot plan. Please include all of the items to your plot plan that apply. If your plot plan submittal does not comply with the requirements of the general permit or other applicable requirements of Article 3 (Aquifer Protection Permits), you will receive a written request for additional information. If your plot plan is on paper larger than 8 ½" X 11" you must provide one reduced copy (does not have to be to scale) on 8 ½" X 11" paper for scanning purposes. See the Plot Plan Example for guidance

GENERAL INFORMATION	
All property dimensions, names of streets, roadways, easements and setback lines for appropriate zoning.	
Scale needs to be either 1" = 10' for 1 acre or less, 1" = 20' or 1"=30' for more than 1 acre to 2 ½ acres, 1"=40' or 1"=50' for parcels 10 acres or more. For parcels that exceed 10 acres or of irregular shape a scale of 1"=100' is required along with an inset plan of the structures and wastewater system at one of the scales identified above.	
Direction of North, property size in acres, owners name, designer's name, assessor's parcel #, subdivision, and lot #.	
Location & dimensions of all proposed & existing structures (including decks, patios, & driveways).	
Distance to cut banks, slopes, dry washes & drainage easements on the property.	
Topography, showing elevation in contour intervals, with original and post installation grades.	
SYSTEM DIMENSIONS:	
Building sewer line type, length & slope (3-4" ABS, min. length is 10' & max. length is 100', installed per upc).	
Two-way clean-out (s) location in the building sewer line. (1 @ dwelling, 1 every 50', 1 @ any bend greater than 45 degrees).	
Septic tank size, material, and tank manufacturer (must be ADEQ approved).	
Septic tank effluent filter (assure that it prevents passage of solids > 1/8", corrosion & erosion resistant)	
Outlet line type, length, & slope, (3-4" PVC, min. length 6', minimum slope is 4" in first 10', then ¼" per ft. from then on).	
Distribution method: Distribution Box (D-box), required for 3 lines or more or 2 lines or more where there is significant slope in primary disposal area. Level Manifold Line, two lines required. Indicate stabilization method.	
Leach field must be located in area of at least three of the test holes performed at the site. All test holes must be identified and numbered.	
Leach pipe/chamber lengths and number of lines.	
Distance between distribution pipes. (2x the sidewall depth, or 5 feet, whichever is greater).	
Location of reserve area. Reserve area must be equal in size to the disposal field in area of one test hole.	
Provide a cross-section of your proposed leach trench, or chamber showing the inspection pipe, sidewall depth, trench width, and total-trench depth.	
Identify any feature less than 200 feet from the on-site wastewater treatment facility excavation and reserve area that constrains the location of the on-site wastewater treatment facility because of setback limitation specified in R-18-9-A312 (c).	
Other utilities (not to cross over septic tank or disposal area)	Structures (10 feet)
Waterways (100-200 feet)	Property lines with community water (5 feet)
Wells (including those on adjoining properties) (100 feet)	Water service lines (5 feet)
Washes and drainage easements greater than 20 acres (50 feet)	Easements (5 feet)
Property lines with well (50 feet)	Driveways (5 feet)
Road cuts, ditches, and culverts (15 feet)	Other paved areas (5 feet)
Water mains (10 feet)	Swimming pools (5 feet)

ALL WORK IN RAV
REQUIRES ENCROACHMENT
PERMIT FROM M&DOT.
CALL 506-8792

PARCEL NO. 31245-013F
OWNER: TOMSMITH

TYPICAL
VICINITY MAP

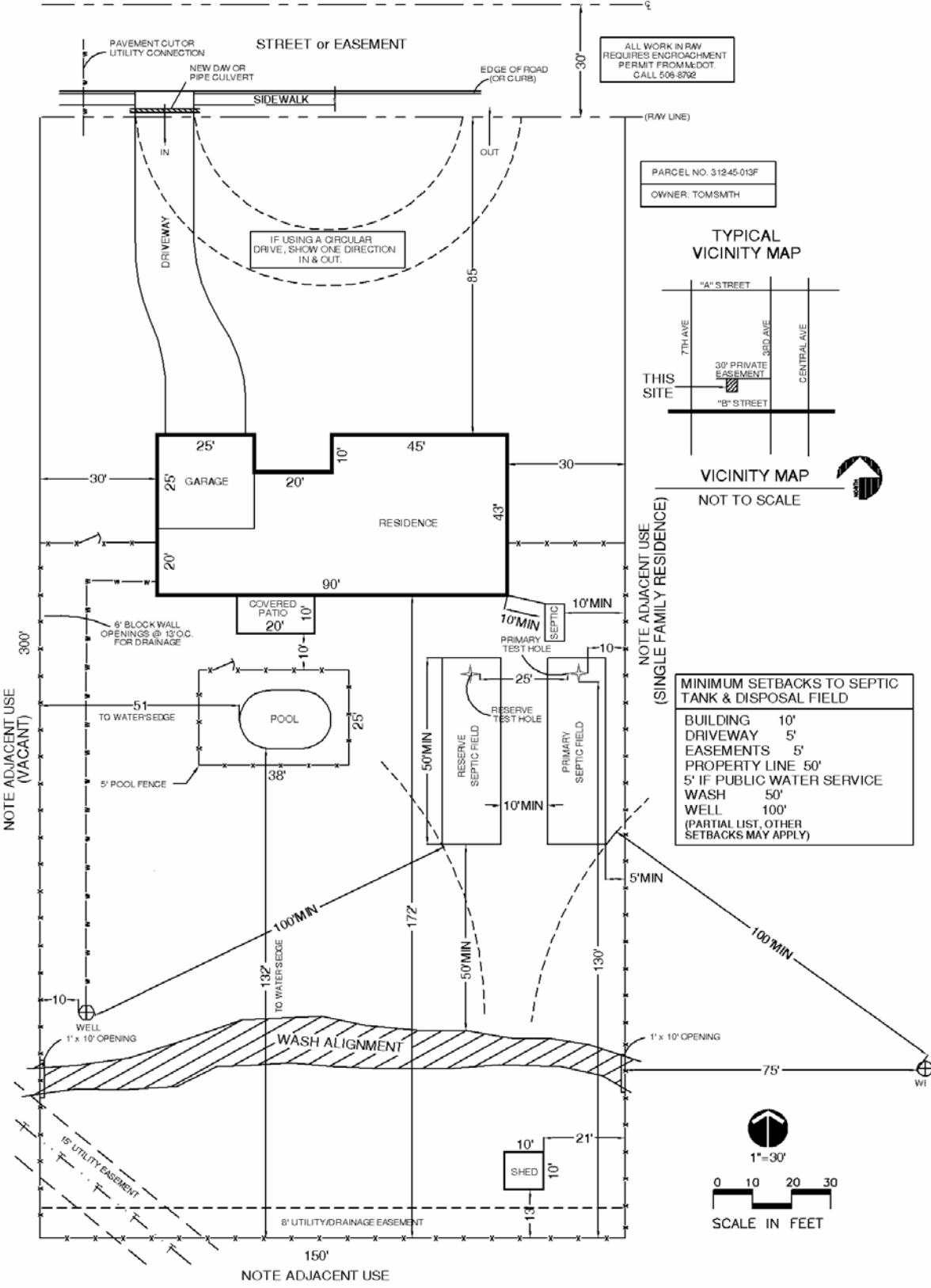
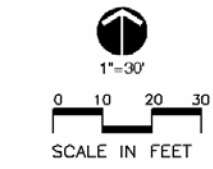


VICINITY MAP

NOT TO SCALE

NOTE ADJACENT USE
(SINGLE FAMILY RESIDENCE)

MINIMUM SETBACKS TO SEPTIC TANK & DISPOSAL FIELD	
BUILDING	10'
DRIVEWAY	5'
EASEMENTS	5'
PROPERTY LINE	50'
5' IF PUBLIC WATER SERVICE	
WASH	50'
WELL	100'
(PARTIAL LIST, OTHER SETBACKS MAY APPLY)	



NOTE ADJACENT USE
(VACANT)

NOTE ADJACENT USE

SYSTEM SIZING WORKSHEET

FIXTURE COUNT CALCULATION CHART					
FIXTURE TYPE	FIXTURE UNIT	X	# OF FIXTURES		TOTAL UNITS
Bath tub	2	X		=	
Bidet	2	X		=	
Clothes Washer	2	X		=	
Dishwasher (additional)	2	X		=	
Lavatory, single	1	X		=	
Lavatory, double in master bedroom	1	X		=	
Shower, single stall	2	X		=	
Sink, bar	1	X		=	
Sink, kitchen inc. dishwasher	2	X		=	
Sink, service	3	X		=	
Utility tub or sink	2	X		=	
Toilet 1.6 gpf	3	X		=	
Toilet >1.6 to 3.2 gpf	4	X		=	
Toilet >3.2 gpf	6	X		=	
TOTAL FIXTURE UNITS					

SYSTEM DESIGN FLOW CHART (circle bedrooms & appropriate design flow)			
# OF BED-ROOMS	FIXTURE COUNT	MINIMUM TANK SIZE (gal)	SYSTEM DESIGN FLOW (gpd)
1	7 or less	1000	150
	more than 7	1000	300
2	14 or less	1000	300
	More than 14	1000	450
3	21 or less	1000	450
	More than 21	1250	600
4	28 or less	1250	600
	More than 28	1500	750
5	35 or less	1500	750
	More than 35	2000	900
6	42 or less	2000	900
	More than 42	2500	1050
7	49 or less	2500	1050
	More than 49	3000	1200
8	56 or less	3000	1200
	More than 56	3000	1350

SYSTEM SIZING WORKSHEET CONTINUED

Bedroom” means, for the purposes of determining design flow for an on-site wastewater treatment facility for a dwelling, any room has:

- A) A floor space of at least 70 square feet in area, excluding closets;
- B) A ceiling height of at least 7 feet;
- C) Electrical service and ventilation;
- D) A closet or area where a closet could be constructed;
- E) At least one window capable of being opened and used for emergency egress; and
- F) A method of entry and exit into the room which allows it to be considered distinct from other rooms in the dwelling to afford a level of privacy customarily expected for such a room.

Bedroom / Equivalent Worksheet	
Room Type	Number of Rooms
Bedroom	
Den	
Office	
Other:	
Other:	
Total:	

DISPOSAL FIELD WORKSHEET

TRENCHES

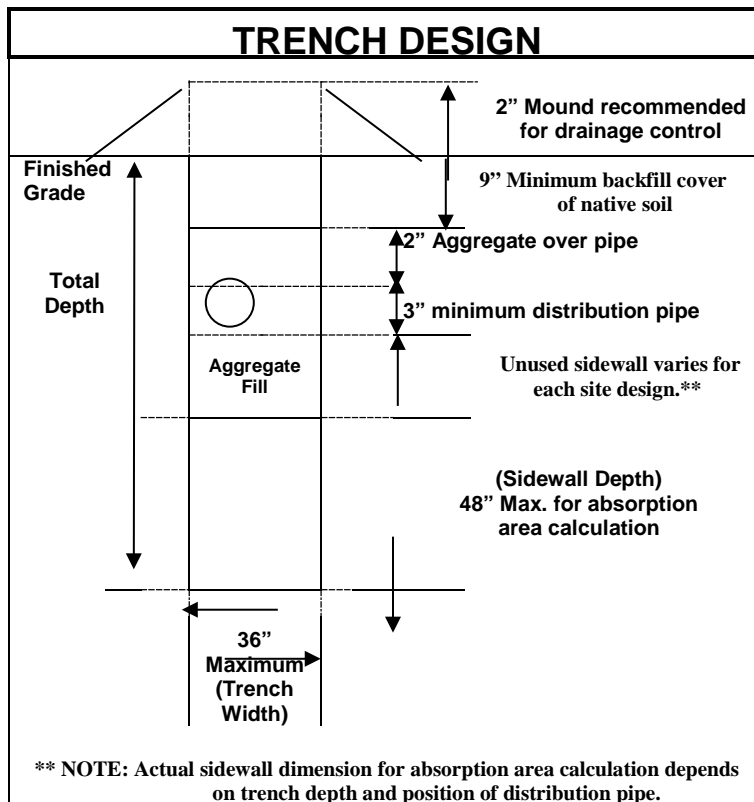
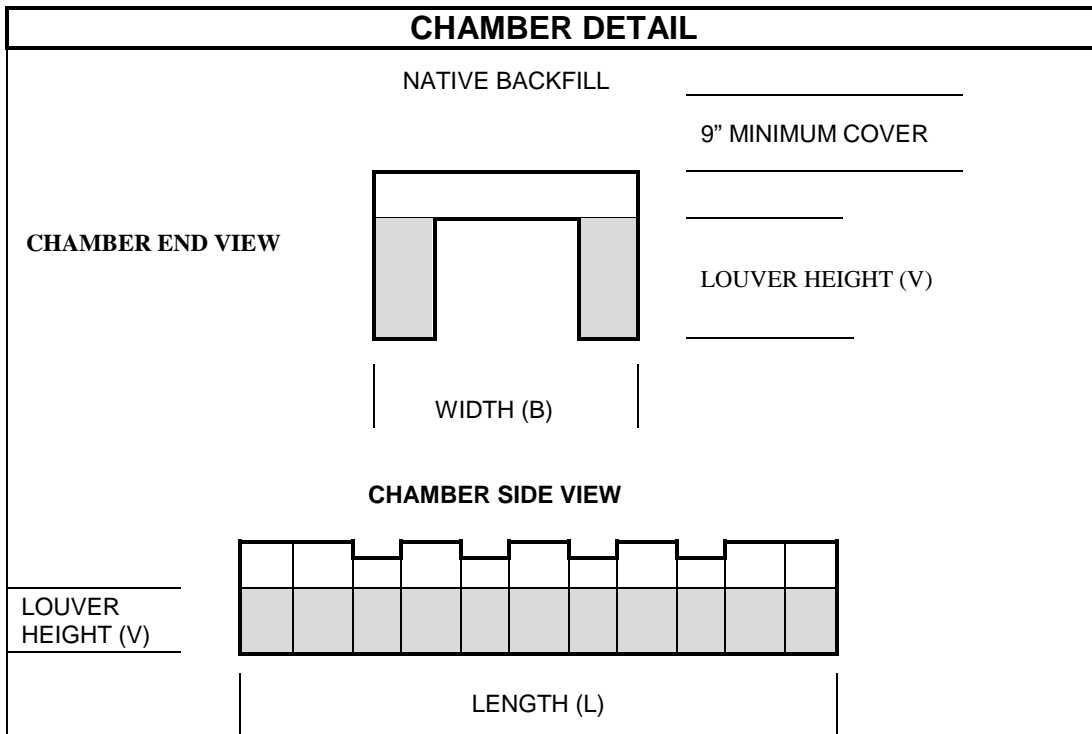
TRENCHES HAVE MAXIMUM OVERALL DEPTH OF 4 TO 5 FEET ABOVE DEPTH OF TEST HOLE	Proposed Number of Trenches	<input style="width: 40px; height: 25px;" type="text"/>
Fill in the TANK SIZE from the System Design Flow Chart TANK SIZE= _____	Proposed Length of each Trench	<input style="width: 40px; height: 25px;" type="text"/>
Fill in the DESIGN FLOW from the System Design Flow Chart DESIGN FLOW= _____	Proposed Width of each Trench	<input style="width: 40px; height: 25px;" type="text"/>
Divide DESIGN FLOW by the SAR from the soils report SAR= _____	Proposed Effective Depth of Trench	<input style="width: 40px; height: 25px;" type="text"/>
This equals the total square footage of disposal area required. TOTAL SQUARE FOOTAGE OF DISPOSAL AREA REQUIRED= _____	Proposed Overall Depth of Trench	<input style="width: 40px; height: 25px;" type="text"/>
For trench credit- (sidewall effective depth x2 + trench width) (Max effective depth = 4' ;max trench width = 3') (Max credit=11) TRENCH CREDIT= _____	Separation Between Trench Edges	<input style="width: 40px; height: 25px;" type="text"/>
Divide the total square footage by the trench credit, this will equal the total linear length of trench required. TOTAL LINEAR LENGTH OF TRENCH= _____		
The separation between the trench walls is 5' or twice the effective depth, whichever is greater. The maximum length for any disposal field is 100'.		

CHAMBERS

TYPE OF CHAMBER: <input type="checkbox"/> QUICK 4 STANDARD <input type="checkbox"/> QUICK 4 HC <input type="checkbox"/> ACR 36 <input type="checkbox"/> ARC 36 HC	Proposed Number of Trenches	<input style="width: 40px; height: 25px;" type="text"/>
Fill in the TANK SIZE from the System Design Flow Chart TANK SIZE= _____	Proposed Length of each Trench	<input style="width: 40px; height: 25px;" type="text"/>
Fill in the DESIGN FLOW from the System Design Flow Chart DESIGN FLOW= _____	Proposed Width of each Trench	<input style="width: 40px; height: 25px;" type="text"/>
Divide DESIGN FLOW by the SAR from the soils report SAR= _____	Proposed Number of Chambers per Trench	<input style="width: 40px; height: 25px;" type="text"/>
This equals the total square footage of disposal area required. TOTAL SQUARE FOOTAGE OF DISPOSAL AREA REQUIRED= _____	Proposed Overall Depth of Trench	<input style="width: 40px; height: 25px;" type="text"/>
QUICK 4 STANDARD Divisor is 6.42 QUICK 4 HIGH CAPACITY Divisor is 7.10 BIODIFFUSER ARC 36 Divisor is 6.36 BIODIFFUSER ARC 36 HC Divisor is 6.97	Separation Between Trench Excavations	<input style="width: 40px; height: 25px;" type="text"/>
Divide the total square footage by the divisor, this will equal the total linear length of trench required. TOTAL LINEAR LENGTH OF TRENCH= _____		
The length of the Quick 4 (standard & High Capacity) is 4 feet . The length of the Biodiffuser chamber (ARC 36 & ARC 36HC) is 5 feet . Divide the total length of trench by the applicable chamber length to determine number of chambers. TOTAL NUMBER OF CHAMBERS= _____		

LEACH BED

A LEACH BED HAS A MAXIMUM OVERALL DEPTH OF FIVE FEET.	Effective Length of Bed	<input style="width: 40px; height: 25px;" type="text"/>
Fill in the TANK SIZE from the System Design Flow Chart TANK SIZE= _____	Effective Bed Width	<input style="width: 40px; height: 25px;" type="text"/>
Fill in the DESIGN FLOW from the System Design Flow Chart DESIGN FLOW= _____	Number of Lines per Bed	<input style="width: 40px; height: 25px;" type="text"/>
Divide DESIGN FLOW by the SAR from the soils report SAR= _____	Proposed Overall Depth of Bed	<input style="width: 40px; height: 25px;" type="text"/>
This equals the total square footage of disposal area required. TOTAL SQUARE FOOTAGE OF DISPOSAL AREA REQUIRED= _____		
For trench credit- (sidewall effective depth x2 + bed width) (Max effective depth = 3' ;max bed width = 12') (Max credit=18) LEACH BED CREDIT= _____		



MATERIALS LIST FOR ON-SITE WASTEWATER TREATMENT FACILITY

OWNER: _____
PARCEL: _____

TANK MANUFACTURER: _____

TANK SIZE: _____ Gallons.

- CONCRETE
- FIBERGLASS
- POLYETHYLENE

D-BOX: 4 HOLE 6 HOLE OTHER: _____

MATERIAL: CONCRETE POLYETHYLENE

TYPE OF AGGREGATE TO BE USED: _____ . _____ tons

TYPE OF AGGREGATE TO BE USED: _____ . _____ tons

LENGTH OF PIPE:

SOLID: _____ ft.

PERFORATED: _____ ft.

SDR: YES NO

CHAMBERS:

TYPE: _____

NUMBER: _____

OTHER COMPONENTS:

GEOTEXTILE FABRIC: _____ ft.

INSPECTION PORTS: _____

**OWNER AUTHORIZATION FOR SUBMITTAL AND RELEASE OF
CONSTRUCTION DOCUMENTS**

BUILDING DIVISION

Owners, Licensed Contractors (State of Arizona R.O.C.), architects and engineers engaging in their professional practice are permitted to obtain permits from the Coconino County Building Division. All others are required to obtain authorization from property owners for the submittal and release of construction documents to obtain Building Permits. ARS 32-1121,

Please have this form completed by the owner of the property in question and return to the Coconino County Building Division prior to submittal or issuance of permits.

I (Owners name, address, parcel number and phone number) _____

as the legal owner of the property stated above do hereby authorize (name, address and phone number of representative),

to submit or receive Construction documents From the Coconino County Building Division in my place. All activities related to the proposed project will be under my supervision, and will meet all applicable State and Local laws.

32-1151: Engaging in contracting without license prohibited

It is unlawful for any person, firm, partnership, corporation, association or other organization, or a combination of any of them, to engage in the business of, submit a bid or respond to a request for qualification or a request for proposals for construction services as, act or offer to act in the capacity of or purport to have the capacity of a contractor without having a contractor's license in good standing in the name of the person, firm, partnership, corporation, association or other organization as provided in this chapter, unless the person, firm, partnership, corporation, association or other organization is exempt as provided in this chapter. Evidence of securing a permit from a governmental agency or the employment of a person on a construction project shall be accepted in any court as prima facie evidence of existence of a contract.

Signature of Owner _____ Date _____