



**COCONINO COUNTY ARIZONA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

Jay Christelman, Director

## Site Investigation Information Sheet

May 7, 2020

The submittal of a Notice of Intent to Discharge under a type 4 General Permit, i.e., an application for an onsite wastewater system AKA septic system, requires a site investigation report. (ACC R18-9-A309(B)). This Site Investigation permit provides the designer with the information required to design the wastewater system in accordance with the requirement of the Arizona Administrative Code as delegated to Coconino County. A submittal without the report generated by this permit will not pass administrative completeness review.

The basic procedure is for the site investigation permit is:

1. The applicant applies for the permit through the online portal and pays the fee.
2. The permit is automatically issued since there is no review process.
3. The applicant schedules the inspection unless a schedule was provided already.
4. The applicant excavates test holes in advance of the scheduled inspection.
5. The site investigator completes a site investigation including subsurface characterization and some surface characterization.
6. The county site investigator will document the results in a report within 10 days.
7. The applicant refills the test holes.

The online portal may be accessed at:

<https://www.coconino.az.gov/2291/Applications>

The permit fee covers a total of 8 test holes on 2 site visits. Additional test holes or site visits will be completed for an additional fee. It is up to the applicant to select the locations and timing.

The test holes shall be excavated by a backhoe per the attached “Test Hole Requirements”.

Safety is the responsibility of the applicant per the attached “Test Hole Safety”.

The EQ Inspection Area Schedule is attached to provide site investigator contact information and procedure. Any requested time must be specifically confirmed by the site investigator.

CCCD EQ has produced a brochure for the entire “Onsite Wastewater System Process” that can be accessed at

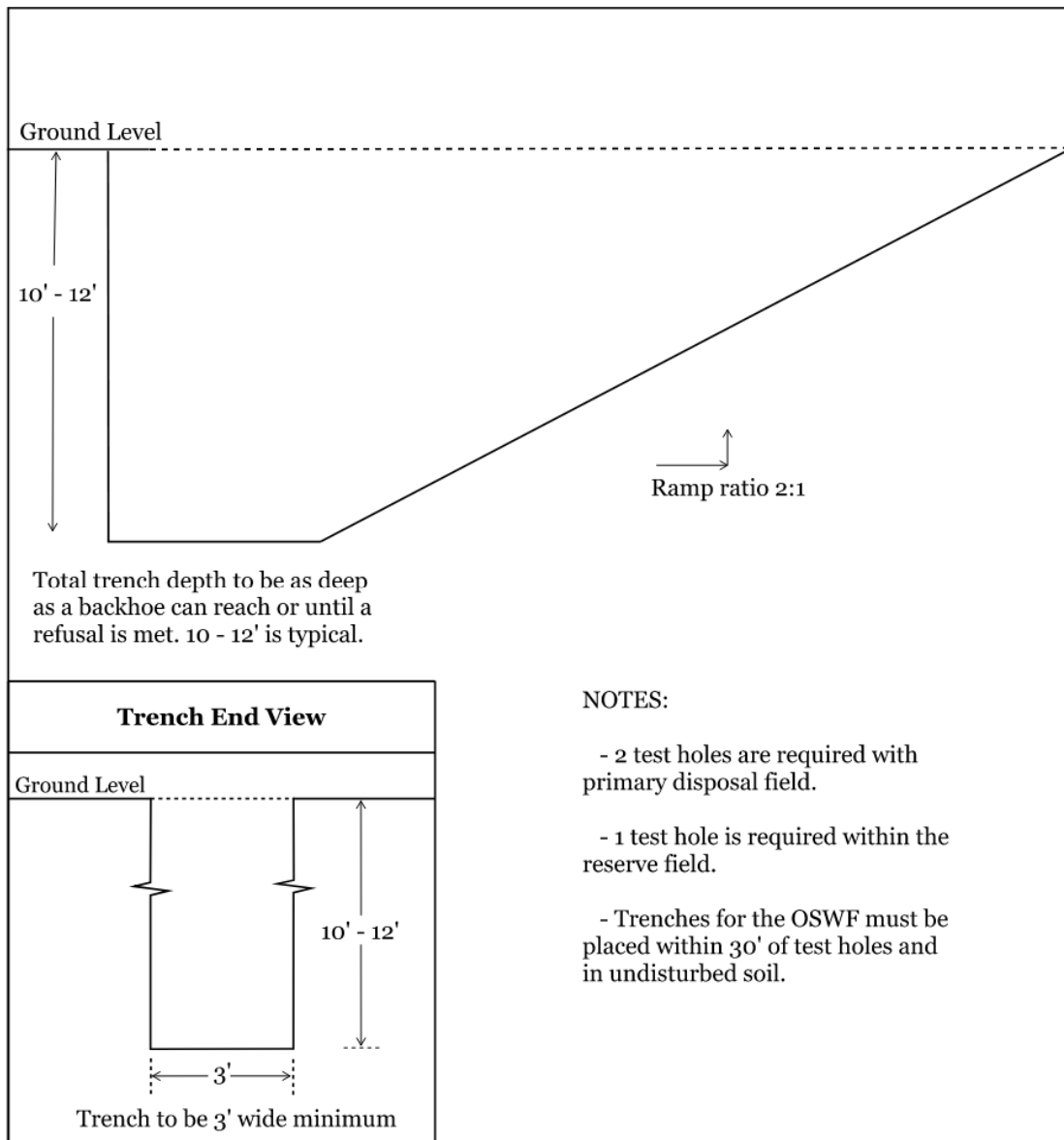
<https://www.coconino.az.gov/DocumentCenter/View/33223/Onsite-Wastewater-Process-Overview-2020>



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## TEST HOLE REQUIREMENTS

It is the applicant's responsibility to locate the test holes such that the proposed onsite wastewater system will meet all required setbacks per R18-9-A312(C). It is the applicant's responsibility to locate the test holes such that 2 are applicable to the primary area and 1 is applicable to the reserve area. In general, that means that the test hole is within 30 feet of the disposal area. (This assumes the soil is reasonably consistent. If not, then they may need to be located closer.)





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## TEST HOLE SAFETY

**It is the applicant's and their contractor's responsibility to provide adequate safety precautions for the open excavations.**

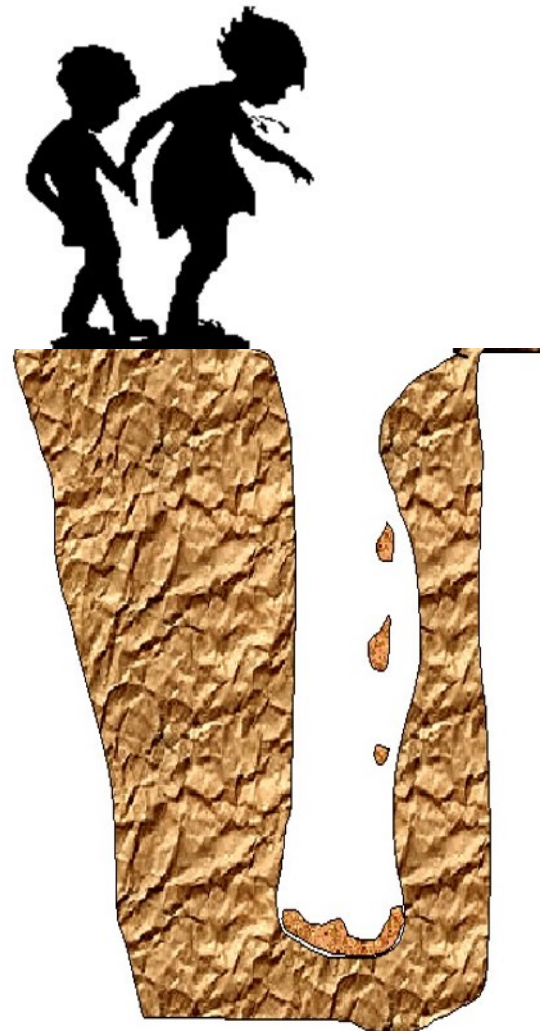
The applicant should consider the potential for humans, domesticated animals, and wild animals to fall into the excavations. The applicant shall provide for site safety which might include berms, flagging, fencing and / or trench covers.

CCCD Environmental Quality Division recommends that all test holes are filled immediately following completion of the site investigation.

Exposed test holes that are neglected pose serious or fatal injuries to humans and animals.

Please contact your inspector in advance to schedule your site investigation to minimize the time test holes are open.

It is recommended that all open test holes be fenced, flagged, or have other precautionary methods.





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### Environmental Quality Inspection Schedule - Revised May 7, 2020

**INSPECTIONS MUST BE REQUESTED A DAY IN ADVANCE, NO LATER THEN 3:00 P.M.**

**TO REQUEST INSPECTIONS:**

- Supply the following information: the permit number; parcel number; subdivision, unit number and lot (if applicable); street address; and return phone number.
- Option 1: Call your Inspector's office line listed below and leave a message.
- Option 2: WEB PORTAL: <https://co-coconino-az.smartgovcommunity.com/Public/Account/Login>

INSPECTOR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>David Monihan, PE</b> Office (928) 679-8772 Cell (928) 607-4194					
<b>Brian Buzzell, RS</b> Office (928) 679-8753 Cell (928) 853-2586	3. Fort Valley 9. Peaks 12. I-17 13. Flagstaff South	7. Parks	3. Fort Valley 12. I-17 13. Flagstaff South 14. Sedona	2. Clear Creek Pines 6. Mormon Lake 4. I-40 East	
<b>Layne Tucker</b> Office (928) 679-8893 Cell: (928) 890-4169	11. West 66 15. Flagstaff NW 16. Flagstaff NE	1. Ash Fork 8. Williams 10. Valle Junction	11. West 66 15. Flagstaff NW 16. Flagstaff NE		
<b>Rotating Areas</b>					5. North (Fredonia) 17. South (Forest Lakes)

**NOTES:**

1. Inspector Office Hours 8:00 to 8:30 AM and 3:30 to 4:30 PM. Call in the morning regarding a scheduled inspection.
2. Permitting and inspection question calls will be taken on normal business hours, 8:00 am to 5:00 pm, Monday through Friday, except holidays.
3. Check the web portal to verify that your inspection has been scheduled and later for inspection results.
4. Any request for a specific time of day must be confirmed by inspector.
5. Rotating areas are covered by all three inspectors per availability.
6. Site Investigation application must be submitted before calling for inspection.
7. Request for Discharge Authorization and as-built plans must be submitted before calling for a final inspection.

2500 North Fort Valley Road, Building 1, Flagstaff, AZ 86001-1287  
 (928) 679-8850 Fax (928) 679-8851  
[www.coconino.az.gov](http://www.coconino.az.gov)

## Numbered Area Descriptions

### 1. Ash Fork:

Kaibab Estates West, Seligman, Westwood Ranches, Juniper Woods

### 2. Clear Creek Pines:

Starlight Pines, Ponderosa Pines, Blue Ridge, Mogollon Ranch, Tamarron Pines, Happy Jack

### 3. Fort Valley:

Fort Valley Trails & Estates, Baderville, Wing Mountain, Mt. Elden Lookout Rd.

### 4. I-40 East:

Winslow, Meteor Crater, Twin Arrows, Hopi Hills

### 5. North:

Page, Fredonia, Marble Canyon, Cliff Dwellers, Vermillion Cliffs

### 6. Mormon Lake

Lake Mary Road, Double Cabin, Elk Park Meadows Heckethorn Acres, Lake Mary Meadows, Lakeside Park, Mountain. Meadows, Stoneman Lake, Tall Pine Estates.

### 7. Parks:

Sherwood Forest Park, Peaceful Valley, Kaibab Park, Brannigan Park, Crispaire Estates, Mountain View Acres, Garland Prairie, Government Prairie, Main Townsite, Ski Village Estates, Spring Valley Road.

### 8. Williams

Sherwood Forest Estates, Junipine Estates, Lake Kaibab Park, Red Lake, Chaparral Heights, The Woods, Sunset Strip, Clear Air Estates, Deer Park, White Horse Lake, Woodland Ranches, Howard Mesa, South Rim Ranch, Valle Air Park & MHP.

### 9. Peaks

Snowbowl, White Horse Park, Kendrick Park

### 10. Valle Junction

Grand Canyon Subdivision, Sage Valley MHP

### 11. West 66

Hidden Hollow MHP, Westwood Estates, West Peak, Ponderosa Park

### 12. I-17

Mountaineer, Highland Meadows, Pinewood, Foxboro Ranch

### 13. Flagstaff South

Pine Dell, Mountain. Dell, Forest Dale

### 14. Sedona

Sedona, Oak Creek Canyon

### 15. Flagstaff NW

Lockett Ranches

### 16. Flagstaff NE

Doney Park, Townsend, Winona

### 17. South

Forest Lakes, with stops along the route if appropriate.