



Jay Christelman, Director

Transfer of Ownership for On-site Wastewater Treatment Facility

November 7, 2018

Any person selling or otherwise transferring ownership of a property (Seller) served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, must have the facility inspected prior to transferring ownership of the property (Arizona Administrative Code R18-9-A316).

Once the property is transferred, the new property owner (Buyer) must file the attached *Notice of Transfer* form to Coconino County along with the required fee. (Currently \$60.)

WHAT ARE THE REQUIREMENTS TO TRANSFER OWNERSHIP?

Within six months before the date of property transfer, the Seller of a property served by an on-site wastewater treatment facility shall retain a qualified Inspector to perform a transfer of ownership inspection.

The Inspector shall complete the CCCD form entitled *Report of Inspection* and provide it to the Seller.

Before the property is transferred, the Seller shall provide the Buyer with the completed *Report of Inspection* form and any documents in the possession of the Seller relating to permitting, operation, and maintenance of the on-site wastewater treatment facility.

The Buyer shall complete and submit the attached *Notice of Transfer* form, with the required transfer of ownership fee, to the address indicated below within 15 calendar days after the date of property transfer.

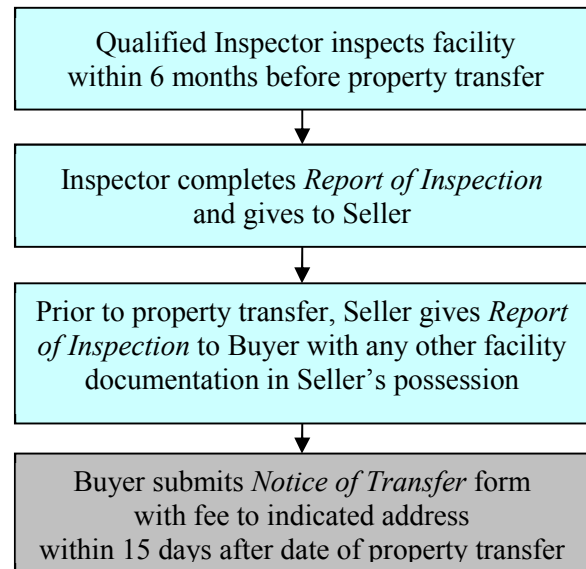


Figure 1. Flowchart of Notice of Transfer

WHO MAY DO THE INSPECTIONS?

Only qualified Inspectors may do the inspection. An inspector must meet all qualifications in R18-9-A316(B)

HOW MUST I OPERATE AND MAINTAIN MY FACILITY?

As the owner of a property served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, you must operate and maintain the facility according to the requirements of ADEQ's Aquifer Protection Permit (APP) program. In fact, you are a permittee under the APP program. The general requirements can be found in R18-9-A314(B). If your system employs alternative technologies additional operation and maintenance requirements are R18-9-E303 through E323 as applicable.



COCONINO COUNTY ARIZONA

COMMUNITY DEVELOPMENT DEPARTMENT

Environmental Quality

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1 PROPERTY INFORMATION

Address _____ County Coconino
 Assessor Parcel No. _____
 City _____ Zip _____ Residential Non-residential

2 TRANSFEROR/SELLER/FORMER OWNER OF PROPERTY

Name _____
 Mailing Address _____

3 TRANSFEREE /BUYER/NEW OWNER OF PROPERTY

Name _____
 Mailing Address _____

 Email Address _____ Phone _____

4 REPORT OF INSPECTION

Report of Inspection attached to this form

8 BUYER ACKNOWLEDGMENT OF TRANSFER OF OWNERSHIP OF PROPERTY AND OPERATION AND MAINTENANCE REQUIREMENTS TO COMPLY WITH AQUIFER PROTECTION PERMIT

As of the date of property transfer indicated below, I, as buyer/transferee of the property, acknowledge that I am a permittee under ADEQ's Aquifer Protection Permit program pursuant to Arizona Administrative Code (A.A.C.) Title 18, Chapter 9, Article 3, and therefore am responsible for the proper operation and maintenance of the on-site wastewater treatment facility on my property to prevent environmental, water quality, and public health problems. I am aware that the general operation and maintenance requirements for on-site wastewater treatment facilities are contained in A.A.C. R18-9-A313(B). If my on-site system employs an alternative technology or has a design flow of from 3000 gallons per day to less than 24,000 gallons per day, I am aware that additional requirements in A.A.C. R18-9-E303 through E323 may be applicable.

Date of property transfer _____

Buyer/Transferee Signature: _____

Date of property transfer _____