



COMMUNITY DEVELOPMENT

2500 North Fort Valley Road, Building 1 Flagstaff, AZ 86001

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www.coconino.az.gov

ENVIRONMENTAL QUALITY RESIDENTIAL RAR APPLICATION

Permit Application #: EQ- _____ - _____ Date: _____ BY: _____

Associated Building #: BD- _____ - _____ Existing Permit #: _____ - _____

Permit Technician: _____ Plan Examiner: _____

Project Location:

Assessor's Parcel #
Street Address: _____ City: _____ State: _____ Zip: _____
Subdivision: _____ Lot: _____ Unit: _____
Room Addition/Replacement or Remodel: _____ Resize System: _____

Applicant's Information

Applicant's Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Cell Phone: _____
Email: _____

Owner's Information

Applicant's Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Cell Phone: _____
Email: _____

Proposed Attached or Detached Addition:

Bedroom: _____ Living Room: _____ Bathroom: _____ Garage: _____ Workshop: _____ Barn: _____
Den/Office: _____ Other: (Describe): _____

Replacement of a _____ Bedroom Manufactured Home with a _____ Bedroom Manufactured Home

Describe Addition (s): _____

List Plumbing Fixtures Proposed: _____

List Size of Each Proposed Addition (s): _____

PRINT NAME SIGNATURE DATE

ROOM ADDITION/REMODEL/REPLACEMENT/RESIZE PROCEDURES FOR ADDITIONAL FLOWS

Approval must be obtained from Environmental Services for any proposed building addition, remodel or home replacement project that results in an increased daily flow for the onsite wastewater system. Staff will review the proposed addition to determine if the existing system is adequate to handle the increased flow or if modifications will be necessary.

A ROOM ADDITION, REMODEL OR HOME REPLACEMENT PROJECT includes the following:

1. Adding a structure to the existing home.
2. Remodeling the interior of the home.
3. Building or replacing a new structure or residence and utilizing the existing septic system.

ROOM ADDITION/ REPLACEMENT/REMODEL REVIEW REQUIREMENTS:

1. A completed application with the required fee (includes a file search & review).
2. Two sets of floor plans of the existing home and proposed addition (s), (include all plumbing fixtures).
3. Two sets of the site plan showing the location of all existing structures, layout of the existing wastewater system, and all set-back requirements displayed and the location of the proposed addition, (see attached Plot Plan Example).
4. A completed Plot Plan Checklist (page 3).

IF COUNTY RECORDS ARE AVAILABLE:

1. The district inspector will pull the original paperwork.
2. Flows will be calculated to determine if the existing system is adequate.
3. If there are additional requirements needed for the system, a site investigation may be required. If limiting site conditions are discovered, the system may need to be modified and the applicant will need to apply for a new permit and follow the permitting process.

IF NO COUNTY RECORDS ARE AVAILABLE, THIS FORM DOES NOT APPLY. YOU WILL NEED TO COMPLETE A SITE INSPECTION. PLEASE SUBMIT AN APPLICATION FOR AN ONSITE INSPECTION.

1. Partial uncovering of the system will be required to verify size. There will be an inspection fee.
 - a. Septic tank top must be uncovered and pumped prior to inspection (receipts must be turned in to the Inspector).
 - b. The beginnings and ends of all leach lines must be uncovered prior to inspection.
 - c. A test hole must be dug immediately next to one leach line to determine the depth of the leach rock.
 - d. Two ramped test holes must be dug at least 10 feet away from the existing system in the area where the system addition will be added. The test holes must be dug as deep as the backhoe can excavate.
2. Flows will be calculated to determine if the existing system is adequate.
3. If there are additional requirements needed for the system, the applicant will need to apply for a new permit and follow the permit process.
4. Please consult with inspector prior to uncovering the system for applicable and specific requirements.

PLOT PLAN CHECKLIST FOR STANDARD SYSTEMS

Name: _____ Phone: _____

Parcel #: _____

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 and easements.	
		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: <input type="checkbox"/> Distribution Box (D-box), required for 3 lines or more or 2 lines or more where there is significant slope in primary disposal area. <input type="checkbox"/> 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.	
The location of these features must be shown if present, AND the minimum setbacks must be met and clearly indicated:		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)
Shaded areas are for CCHD use			

Comments:

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

NOTE: Items in **BOLD** are the most commonly used

SYSTEM SIZING WORKSHEET

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:	