



# COCONINO COUNTY ARIZONA

## COMMUNITY DEVELOPMENT DEPARTMENT

Jay Christelman, Director

### Notice of Transfer of Ownership for On-Site Wastewater Treatment Facility April 5, 2023

#### WHAT TO EXPECT

1. **Seller:** 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 perform a transfer of ownership inspection. (Per AZ Administrative Code R18-9-A316)
2. **Inspector:** The Inspector shall complete the ADEQ form entitled Report of Inspection and provide it to the Seller.
3. **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.
4. **Buyer (New Owner):** The Buyer shall submit the CCCD Notice of Transfer using the online portal and pay the transfer of ownership fee within 15 calendar days after the date of property transfer.

If you encounter problems along the way, please do not hesitate to contact Community Development at (928) 679-8864 to speak with our Administrative Specialist.

#### USING THE ONLINE PORTAL

##### First Time Users:

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Register** – You will need to register in the online portal [here](#) if you have not already done so.
- **Be Prepared** – Have the required submittal documents in the required PDF format ready to upload.

##### Instructions:

1. Visit: <https://co-coconino-az.smartgovcommunity.com/Public/Home>
2. Select "sign up or log in" in the upper right corner. Log in.
3. Select "Go" on "My Portal" button.
4. Select "Apply" on "Apply Online" button.
5. Select "Environmental Quality" on "Category" pull-down menu.
6. Select the "Notice of Transfer . . ." bubble.

What type of application do you need today?

Select a category to view your options

Environmental Quality

- Hauler Licensing (Water, Septage, Garbage)
- Only for Brand New Subdivisions - Environmental Quality ADEQ Approval of Sanitary Facilities for Subdivisions
- Remodel/Additions/Replacement Application (RAR) - Residential or Commercial
- Wastewater System Information Request (File Search)
- Notice of Transfer of Ownership for an On-site Wastewater Facility
- Onsite Wastewater System (Septic)
- Site Investigation

Where is your project located?

I want to enter a parcel # instead.

Address:

570

570 E CIMMARON STRIP WILLIAMS, AZ 86046

Parcel Number: 50317070 Owner: BALDOSKY ROBERT KODY  
Primary: Yes Begins: 1/1/1990

570 E CRESTLINE RD MUNDS PARK, AZ 86017

Parcel Number: 400410198 Owner: TRAIL FAMILY LIVING TRUST DTD 05-30-18  
Primary: Yes Begins: 1/1/1990

570 E HAVASUPAI RD MUNDS PARK, AZ 86017

Parcel Number: 40049005A Owner: SALAVERRIA JANINE LEE  
Primary: Yes Begins: 1/1/1990

570 E OAK DR MUNDS PARK, AZ 86017

Parcel Number: 40060219 Owner: SKINNER KEVIN  
Primary: Yes Begins: 1/1/1990

7. After clicking “Next” at the bottom, you will be able to select the address/ parcel number from a drop-down list by **typing**. (Do not use “auto-complete” or automatic form fields from your browser.)

Notice of Transfer of Ownership for an On-site Wastewater Facility



Environmental Quality

Application Number EQ-21-1979

Current Status Not Submitted

Estimated Fees

\$50<sup>00</sup>

Additional fees may be required

Please complete the following information to submit your permit application.

NEED HELP?

My Project

Done

Location

5776 VIENTO DR

Parcel

Created

11/15/2021

FLAGSTAFF, AZ 86001

30056031

Approved

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Issued

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Closed

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Application Expires

2/13/2022

Change Location

Give your project a name

Describe the purpose of the permit

View Applications

Estimated Fees \$50<sup>00</sup>

SUBMIT APPLICATION

8. After clicking “Next/Continue” at the bottom, you will be brought to your Project Page. It will look similar to this (left).

9. You can then expand/minimize each section of the application by clicking on it. When all sections are minimized, your Project Page will look like this:

Notice of Transfer of Ownership for an On-site Wastewater Facility

Environmental Quality  
Application Number EQ-21-1979  
Current Status Not Submitted

Estimated Fees **\$50<sup>00</sup>**  
Additional fees may be required

Please complete the following information to submit your permit application. [NEED HELP?](#)

- My Project Done
- Permit Contacts Done
- Permit Contractors Done
- Permit Details Not Complete
- Permit Submittals Not Complete  
At least 1 file must be uploaded for each submittal requirement
- Permit Fees Estimated Fees \$50.00

[View Applications](#) Estimated Fees **\$50<sup>00</sup>** [SUBMIT APPLICATION](#)

10. You can see where there is some information needed or documents to be uploaded by looking for the words “*Not Complete*” on the right. Fields or items with a red asterisk \* are *required*, and without it are optional and can be left blank.

Permit Contractors Done

Permit Details Done

Permit Submittals Not Complete  
At least 1 file must be uploaded for each submittal requirement

\* Required for Application  
⊖ Required before permit can be closed

Submittal Name	Received	Version	Status	
Report of Inspection - Environmental Quality *	--	1	Pending	<a href="#">Upload</a>

Permit Fees Estimated Fees \$50.00

11. Click on “Not Complete” sections to expand them and enter the requested information and/or upload a submittal document if required (ie: Report of Inspection for a Notice of Transfer).

12. To upload a submittal document, click on the “Permit Submittals” section and

look for the “Upload” button/link at the right (graphic above). Multiple documents can be uploaded for each item if necessary.

13. When each section says “Done” at the right, you will be able to review everything one last time before clicking the blue “Submit Application” button at the bottom of the page. You can then pay online or prepare another payment type. If changes are needed to your application, please contact our Administrative Specialist at 928-679-8864.

**If you mail a check, please ensure that:**

- The permit/request *number is included* on the check itself. The permit/request number will look something like “EQ-21-xxxx.”
- The check is made out to “*Coconino County Community Development.*”

## ONLINE SUBMITTAL REQUIREMENTS

Please be ready to upload your *ADEQ Report of Inspection Form* in PDF digital format as part of this application. A wastewater professional will assist you with completing the form.

- You may download the blank *ADEQ Report of Inspection Form* [here](#).
- Community Development has compiled a *Resource List* of wastewater professionals which can be viewed [here](#).

## 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.