



## TYPICAL APPROVAL PROCESS FOR A CONVENTIONAL ONSITE WASTEWATER TREATMENT FACILITY

1. **Submit Phase I application** Include all supporting documentation and applicable fees. The property owner or their agent can do this. A permit/tracking number will be issued. The permit/tracking number identifies the project. The number is used for rapid access to the file for: inquires, information, status, a voice mail message or when requesting inspections.
2. **Identify** the site by posting a sign at the entrance to the property. To make as easy to find the site the sign should be a minimum of 3' square with 4"-6" lettering. The lettering must state the owner's name, street address if available, and the permit/tracking number provided at Phase I application.
3. **Boldly** mark the property corners, proposed house corners and, if applicable, well sites.
4. **Prepare** three 12' deep test holes. Two (2) in the proposed primary disposal area and one (1) in the reserve area. Instruction for the preparation of test holes for evaluation are in the Site Investigation Packet.
5. **Inspection** request for the test holes is done by calling MCESD at 602-506-1787 Have the permit/tracking number and address available and be sure to leave any special instructions or requests e.g. call to meet at site, gate code, etc.
6. **Site and soil** evaluations are conducted by MCESD to establish the soil absorption rate (SAR). The SAR is used when designing and sizing the onsite system. The evaluation also includes a physical description of site. The inspector will leave a yellow tag at the site when finished.
7. **Property owner** is notified by MCESD of the SAR and any other limiting conditions at the site relating to the selection, design, and layout of the onsite system.
8. **Property owner** uses the information provided to select, design, and lay out the septic tank and disposal areas on 2 site plans.
9. **Submit Phase II (NOID) application--signed by the property owner.** Include all supporting documentation and applicable fees. The same permit/tracking number remains with the same project.
10. **Review** of the NOID packet in accordance to applicable rules and regulations is done by MCESD.
11. **A Construction Authorization** is issued by MCESD for the installation of the onsite system, citing any required stipulations. MCESD will release P&D Building Permit number, if applicable.
12. **Notification** of the owner by phone, fax or e-mail when the Construction Authorization is ready to be picked up at the office.
13. **A contractor**, licensed by the State of Arizona, installs the tank and disposal system according to approved plans.
14. **Submit** Request for Discharge Authorization (Yellow Form) for final inspection.
15. **Final inspection** by MCESD is to verify the installation has been done as described in the Construction Authorization, the water tightness test on the tank and open trench inspection
16. **Approved construction** inspection results in a White Tag placed at the site.
17. **Disapproved** construction inspection results in a Red Tag placed at the site.
18. **Corrections** or deficiencies are completed by the contractor and a request for a re-inspection is made.
19. **A Discharge Authorization** is issued to the owner by MCESD upon completion of an administrative review.
20. **Operation and Maintenance** by the owner keeps the onsite system in good operational condition for many years.