



**GILA COUNTY COMMUNITY DEVELOPMENT DIVISION-WASTEWATER DEPT.  
INSTRUCTIONS FOR SUBMITTAL OF A NOTICE OF INTENT  
TO DISCHARGE FOR A REPAIR (TANKS ONLY)  
OF AN ON-SITE WASTEWATER TREATMENT FACILITY**

**INSTRUCTIONS**

REV. 6 - 6/01/12

Please fill out and submit this Notice of Intent to Discharge (NOI) to obtain authorization to construct and operate an on-site wastewater treatment facility. ADEQ currently has 22 general aquifer protection permits for on-site systems. An on-site system is a septic system that disposes domestic waste on the property. By far, the most common type of on-site system is the septic tank, which is sometimes called a conventional system. ADEQ has developed the Type 4.02 general permit for septic tanks. Systems other than conventional septic tanks are called alternative systems. These include technologies such as Wisconsin mounds, composting toilets, and pressurized systems, just to name a few. This form can be used for any on-site wastewater treatment facility with a design flow less than 24,000 gallons per day (gpd). Wastewater treatment facilities with a design flow greater than or equal to 24,000 gpd must obtain an individual aquifer protection permit.

Type 4 on-site general permits can be combined if the general permit conditions prescribed in rule are met. For example, you may combine a 4.02 septic tank general permit may be combined with a pressure distribution system (4.04) and Wisconsin Mound (4.08) general permit.

**GENERAL APPLICATION PROCESS**

1. Submit this NOI and appropriate supplemental information and forms, which are identified in this form. Only one copy of the NOI and associated documents is needed. Please see the document entitled Application Submittal Locations to determine where to submit your application (county, city, regional office).
2. Remit the applicable non-refundable general permit fee per A.A.C. R18-14-103, Table 1 (listed below). Review fees established by delegated counties or cities may differ
3. Satisfy any deficiency requests arising from the Department’s pre-construction review of the submitted information.
4. Receive a “Construction Authorization” from the Department authorizing construction of the wastewater treatment facility.
5. Construct the wastewater treatment facility within two years.
6. Upon completion of construction, submit the Request for Discharge Authorization and any additional required information to the Department to initiate the Department’s post-construction review and inspection.
7. Satisfy any deficiency request arising from the Department’s post-construction review of the facility.
8. Receive a “Discharge Authorization” from the Department, which authorizes operation of the septic tank in accordance with the terms of the Type 4.02 to 4.23 General Aquifer Protection Permits and applicable requirements of statute and rule.

**FEES**

Fees for Type 4 General Aquifer Permits are listed in the table below. For onsite wastewater treatment facilities that combines elements from more than one Type 4 General Permit , the applicant shall pay the greatest fee established in table below for the appropriate Type 4 General Permit; \$250 for each additional general permit used in the design, and any additional fee(s).

Additional Fees:

1. A request for an alternative design, installation, or operational feature, \$75 per change;
2. A design requiring an interceptor, \$100 per interceptor;
3. A site visit verifying a construction deviation, \$150 per site visit.

General Permit Type	Description	Fee
4.02	Septic tank/conventional disposal, less than 3000 gallons per day	\$400
4.03	Composting toilet, less than 3000 gallons per day	\$400
4.04	Pressure distribution system, less than 3000 gallons per day	\$500
4.05	Gravelless trench, less than 3000 gallons per day	\$500
4.06	Natural seal evapotranspiration bed, less than 3000 gallons per day	\$600
4.07	Lined evapotranspiration bed, less than 3000 gallons per day	\$600
4.08	Wisconsin mound, less than 3000 gallons per day	\$500
4.09	Engineered pad system, less than 3000 gallons per day	\$600
4.10	Intermittent sand filter, less than 3000 gallons per day	\$600
4.11	Peat filter, less than 3000 gallons per day	\$600
4.12	Textile filter, less than 3000 gallons per day	\$600
4.13	Denitrifying System Using Separated Wastewater Streams, less than 3000 gallons per day	\$600

General Permit Type	Description	Fee
4.14	Sewage vault, less than 3000 gallons per day	\$400
4.15	Aerobic system, less than 3000 gallons per day	\$800
4.16	Nitrate-Reactive Media Filter, less than 3000 gallons per day	\$1,000
4.17	Cap system, less than 3000 gallons per day	\$400
4.18	Constructed wetlands, less than 3000 gallons per day	\$600
4.19	Sand-lined trench, less than 3000 gallons per day	\$500
4.20	Disinfection device, less than 3000 gallons per day	\$500
4.21	Surface Disposal, less than 3000 gallons per day	\$600
4.22	Subsurface drip irrigation disposal, less than 3000 gallons per day	\$500
4.23	Onsite wastewater treatment facility, flow from 3000 to less than 24,000 gpd	\$1,800

Additional Fees	Fee
On-site conformation inspection (to confirm site conditions for Alternative Systems)	\$300
On-site Construction Inspections (Field Inspections of Alternative System as it is installed)	\$500
Request for Approval of Alternative Feature of Technology, Design, Setback, Installation, or Operation per A.A.C. R18-9-A312(G). (\$75.00 for each limiting condition.)	\$75
Repair NOI – Tanks Only	\$200

\* Include with all Alternative System Permits

An annual report is required for Type 4.23 General Permits, in accordance with AAC R18-9-E323(G), submitted annually on the anniversary date of the Departments issuance of the Discharge Authorization.	\$200
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NOTE: If an Alternative Sewage Disposal System incorporates several types of technology, the technology with the highest permit fee will become the base rate. Any additional technologies will be assessed at a rate of \$250.00 per technology.

#### LICENSING TIME FRAMES

Licensing Time Frames (LTFs) are specified by the Arizona Department of Environmental Quality in A.A.C. R18-1-525. The following LTFs limit the number of business days ADEQ can review your project without a penalty: <b>License Type</b>	Administrative Completeness Review	Substantive Review	Overall Time Frame
Single 4.02, 4.03, 4.13, and 4.14 General Permits	42	31	73
4.23 General Permit	42	94	136
Combined Two or three Type 4 General Permits	42	53	95
Combined Four or more Type 4 General Permits	42	94	136

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**GENERAL INFORMATION**

Rev.6 – 6/01/12

**1 Project and Site Information**

APN \_\_\_\_\_

Lot No. \_\_\_\_\_

Subdivision \_\_\_\_\_

911 Address \_\_\_\_\_

**2 Owner (Applicant -person responsible for overall compliance)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Firm Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**3 Engineer/Designer/Contractor Information**

**Engineer/Designer**

Title \_\_\_\_\_

Firm Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Contractor**

Title \_\_\_\_\_

Firm Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**4 Site Information**

County \_\_\_\_\_ City \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ , \_\_\_\_\_

Latitude \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " N \_\_\_\_\_ Longitude \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " W

Address \_\_\_\_\_ Parcel Number \_\_\_\_\_ Size \_\_\_\_\_ Acres \_\_\_\_\_

**5 Existing Environmental Permits**

List any other federal or state environmental permits issued for or needed by the facility, including any individual permit, Groundwater Quality Protection Permit, or Notice of Disposal that may have previously authorized the discharge (attach additional pages if necessary)

- New Installation on an on-site wastewater treatment facility. No other environmental permits exist or are needed.
- Other environmental permits exist or are needed:

**SUPPLEMENTAL INFORMATION**

**6 Information and Submission Requirements (Check All Completed Items)**

- REPAIR NOI
- Site Plan per A.A.C. R18-9-A309(B)(2)
- Agency review fee \$200.00
- Map to Location (or written directions)
- Materials List
- Statement of Understanding
- Floodplain Status Report
- Owner-Installer Form (Conventional Systems Only)

**7 Design Flow and Strength of Wastewater**

- A) Design flow per A.A.C. R18-9-A309(B)(3) \_\_\_\_\_ gallons per day
- B) The expected strength of the wastewater (if the strength exceeds the levels for typical sewage) is attached?  Yes
- C) For single family dwelling, a list of the number of bedrooms and plumbing fixtures and corresponding unit flows used to calculate the design flow of the facility per A.A.C. R18-9-A314.

Wastewater Source	Number	Unit Flows used to calculate the design flow of the facility
Bedrooms *		
Plumbing Fixtures		

\*Counted per Bedroom Definition 11/12/05.

- D) For a dwelling other than for a single family, a list of each wastewater source and corresponding unit flows used to calculate the design flow of the facility

Wastewater Source	Number	Unit Flows used to calculate the design flow of the facility

**8 List of Materials, Components, and Equipment**

A list of materials, components, and equipment for constructing the on-site wastewater treatment facility is attached?  Yes

**9 Selected General Permits (Check All General Permits that Are being Applied for)**

**4.02 Septic Tank With Disposal by Trench, Bed, Chamber Technology or Seepage Pit, Less than 3,000 Gallons Per Day (GPD) Daily Flow**

- A) This on-site wastewater treatment facility consists of a conventional septic tank system and disposal field sized for a design flow of \_\_\_\_\_ gallons per day. The septic tank conveys wastewater to a disposal field consisting of (check one):
  - 1.  Trench
    - a.  Filled with aggregate [A.A.C. R18-9-101(1)], or
    - b.  Filled with crushed, recycled concrete [A.A.C. R18-9-E302(C)(2)(d)]
  - 2.  Bed
  - 3.  Chamber technology
- B) The expected date of first operation of this system is \_\_\_\_\_. The sewage to the septic tank has the characteristics of:  Typical household sewage or  Typical household sewage and \_\_\_\_\_
- C) This on-site wastewater treatment facility is for (check one)
  - Conventional Septic Tank System Serving a Single-Family Residence.
  - Conventional Septic Tank System Serving Other Than a Single-Family Residence.

**12 Certification (to be completed by Owner (Applicant in item 2))**

I, \_\_\_\_\_, certify that this Notice of Intent to Discharge and all attachments were prepared under my direction or authorization and all information is, to the best of my knowledge, true, accurate and complete. I also certify that the on-site wastewater treatment facility described in this form is or will be designed, constructed, and operated in accordance with the terms and conditions the General Aquifer Protection Permit(s) (A.A.C. R18-9-E302 through R18-9-E323) and applicable requirements of Arizona Revised Statutes Title 49, Chapter 2, and Arizona Administrative Code Title 18, Chapter 9 regarding aquifer protection permits. I am aware that there are significant penalties for submitting false information including permit revocation as well as the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DEPARTMENT USE ONLY		DATE STAMP
Receipt Number		
Fee Paid for this Project		
Check Number		

Rev. 6 – 6/01/2012