



NOTICE OF INTENT TO DISCHARGE SEWAGE COLLECTION SYSTEM

(Electronic Version Available at: <http://casagrandeaz.us/dept/planning/building-division/engineering-permits/>) Email: DCPermits@casagrandeaz.gov

Project Name: _____

Review Type: Standard review Priority review Courtesy review Realignment

Applicant: (Check One)

Owner Operator

Name: _____

Phone: _____

Firm Name: _____

Mailing Address: _____

E-mail Address: _____

Contact Person/Agent (Please fill out if different than the Applicant)

(Check all that apply) Engineer Consultant Contractor Attorney Other

Name: _____

Phone: _____

BTR Number: _____

Firm Name: _____

Mailing Address: _____

E-mail Address: _____

Site Information:

County _____ City _____

Location of downstream end of system proposed herein

Township: _____ Range: _____ Section: _____

Latitude: _____ "N _____ Longitude: _____ "W _____

Project Location Description: _____

Indicate downstream collection system ADEQ File Number: _____

Certification Statement (To be completed/signed by the Applicant in Section 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 sewage collection system described in this form is or will be designed, constructed, and operated in accordance with terms and conditions of the Type 4.01 General Aquifer Protection Permit (A.A.C. R18-9-E301) 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



Project Design Summary: Infrastructure, and/or Includes connections

Population to be served by proposed system: _____

Please indicate the number of connections to ultimately be served by this project at upstream build out:

Residential Commercial Industrial

Peak Flow of system at downstream point: _____ Gallons per day: _____

Waste Water Treatment Plant APP and Contact Information

Additional Information Attached

Treatment Plant Name: _____ APP Permit Number: _____

Name: _____ Phone: _____ E-mail Address: _____

Firm Name: _____

Mailing Address: _____

Sewage Treatment Facility Capacity Assurance

- I have attached a completed Sewage Treatment Facility Capacity Assurance form.
- I have attached a copy of the capacity tracking list supplied from the Sewage Treatment Facility.

Capacity Assurance for a Sewage Collection System (Check One) [

- I have attached a completed Sewage Collection System Capacity Assurance form.
- The proposed sewage collection system is under the same ownership as the downstream collection system.

Site Plan and Fees (Check Box if Complete)

- I have provided a general site plan showing the boundaries and key aspects of the project.
- I have provided the appropriate fee (see instructions).

Standard Details used for this project (Check One)

- MAG Pima/Tucson Other (please describe): _____

Selected Components Included (Check All Components that Are being Applied for)

- Priority Review Requested

The City reserves the right to refuse a priority review request. The fee for a priority review is double the applicable and maximum fees.

- Courtesy Review Requested

An applicant should receive approval from the City prior to submitting an NOI for a courtesy review. The courtesy review fee is based on the applicable fee for the NOI application for the final project. In some cases more than one courtesy review application may be required for a project. The balance (2/3) of the applicable fee will be due when submitting an NOI for the final project. Fees for the final NOI will be based on the components of that submittal and they may not reflect the fee charged in the courtesy review. An NOI application submitted 6 months or more after the City issues comments on the courtesy review will have to pay 100% of the fee for the project.

- Sewage Collection System Realignment

A) Please indicate the number of realignment(s) for the project: _____

NOTE: A realignment of existing sewer for a contiguous project that is less than 300 linear feet with no change in design flow or pipe size and shall be the only component requested in the project. If other components (gravity, force main, lift station, depressed sewer, etc) are part of the overall plan of development, those shall be submitted under a separate NOI.



Gravity Sewer Lines

A) Please indicate the Design Flow for the project:

- _____ Base design flow without peaking factor in gallons per day
- _____ Design flow including peaking factor in gallons per day

B) Please summarize the gravity segments: Material Summary on page ____ of construction drawings or complete the table below.

Diameter (in)	Material of Construction	Length (feet)	Standard
Total length of gravity lines:			feet

C) Please select all testing requirements included in the specifications/standards for this project:

<input type="checkbox"/> Uniform Slope – Lamp Lighting	<input type="checkbox"/> ASTM C828	<input type="checkbox"/>
<input type="checkbox"/> Uniform Slope – Camera	<input type="checkbox"/> ASTM C1091	<input type="checkbox"/>
<input type="checkbox"/> Deflection Test	<input type="checkbox"/> ASTM C969	<input type="checkbox"/>
<input type="checkbox"/> ASTM F1417	<input type="checkbox"/> ASTM D2321	<input type="checkbox"/>
<input type="checkbox"/> ASTM C924	<input type="checkbox"/> Trenching/Bedding Std. Detail	<input type="checkbox"/>

D) Please indicate the minimum (when flowing full) and maximum velocity within the proposed project:

- Minimum _____ (feet per second)
- Maximum _____ (feet per second)
- Ductile iron pipe or similar erosion resistant material is used for segments with velocities greater than 10 feet per second.

Manholes

A) Please indicate the number of manholes proposed for this project: _____

B) Please indicate which standard detail the proposed manhole design is consistent with (select all that apply):

- MAG 420-1 MAG 420-2 MAG 422 WWM 201 WWM 202 WWM 203
- WWM 207 WWM 208 WWM 209 WWM 210 WWM 211

C) Please select which integrity testing is included in the specifications for the proposed project:

<input type="checkbox"/> Water loss not exceeding 0.0034 of total manhole volume per hour.	<input type="checkbox"/> ASTM C1244 – Negative air pressure testing.	<input type="checkbox"/> NACE RP0274 0 High-Voltage Electrical Inspection
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Force Main

- A) Please indicate the design flow for the force main: _____ Gallons per day
 B) Please summarize the force main: Material summary on page ____ of construction drawings or complete the table.

Diameter (in)	Material of Construction	Length (feet)	Standard (SDR-35, etc)
Total length of force mains:			feet

- C) Please indicate the integrity testing requirements that are included in the specifications:
 Hold Time _____ (hours) Pressure _____ (psi)
 D) Please indicate the design velocity under the following conditions:
 One Pump: _____ (feet per second)
 Two Pumps: _____ (feet per second)
 E) Please indicate the use of air relief valves for the proposed project:
 # of Air Relief Valves _____ are to be installed as indicated on the construction drawings
 Or, the system high point is at the point of discharge.
 F) Please describe how the odor is controlled at the point of discharge:

- G) Please describe how drain back is prevented at the lift station:

- H) Please indicate how surge and water hammer is controlled:
 Restrained Joints and standard details are included Thrust blocks and standard details are included

Lift Station

- A) Please indicate how many lift stations are included for this project: _____
 B) Please indicate the pump details for all the proposed project lift station(s):

Lift station #	Number of Pumps	Rated Capacity	Horsepower	Manufacturer	Model #	Grinder or 2.5 inch sphere (indicate pump type)
						Grinder / 2.5 Inch
						Grinder / 2.5 Inch
						Grinder / 2.5 Inch
						Grinder / 2.5 Inch

- C) Please indicate the following wet well design information:
 Wet Well Retention Time _____ (minutes)
 Wet Well Volume (WWV) _____ (gallons)
 Pump Cycle Time _____ (minutes)
 Pump Capacity _____ (gallons per minute)
 Calculated results (CR) of: _____ $0.25 \times \text{Pump Capacity} \times \text{Cycle Time}$
 WWV is Greater than CR Yes or No
 Wet well horizontal cross-sectional area _____ (square feet)
 D) Please indicate standby power source:
 Not required as the lift station design flow is less than 10,000 gallons per day.
 Generator fueled by _____ rated at _____ kwh



Depressed Sewers

- Number of barrels _____
- Barrel diameter _____ inches
- Velocity _____ feet per second at peak dry weather flow
- 100-year scour depth _____ feet
- Pipe material for the depressed sewer _____
- Indicate how the odors will be controlled (Please reference which document and page numbers): _____

Priority Review Requested

- The fees included are double the standard and maximum fees for all items for review.

Construction Quality Drawings (Check Boxes if Complete)

- A summary of materials table is included in the drawings.
- The plans and profiles for all sewer lines, manholes, force mains, depressed sewers, and lift stations with sufficient detail to allow Department verification of design and performance characteristics;
- Relevant cross sections showing construction details and elevations of key components of the sewage collection system to allow Department verification of design and performance characteristics, including the slope of each gravity sewer segment stated as a percentage;
- Drainage features and controls, and erosion protection as applicable, for the components of the project; and
- Horizontal and vertical location of utilities within the area affected by the sewer line construction.

Sewage Collection System Design Flows (Check Box if Complete)

- I have attached documentation of design flows for significant components of the sewage collection system and the basis for calculating the design flows.

Operation and Maintenance Plan (Check One)

- I have attached an operation and maintenance (O & M) manual. The manual shall contain the 24-hour emergency number of the owner and operator of the sewage collection system.
- The utility has a CMOM issued by ADEQ on _____ as ADEQ File Number _____.
- A current O & M plan is on file with the Department. The ADEQ File Number for this project is _____

Design Documents (Check Box if Complete)

- I have included design documents, including plans, specifications, drawings, reports, and calculations that are signed, dated, and sealed by an Arizona-registered professional engineer. The designer shall use good engineering judgment following engineering standards of practice, and rely on appropriate engineering methods, calculations, and guidance.



Submittal Requirements:

- 1. **Civil Plans** (1 set with initial submittal; 3 sets once approved for signature; requires City of Casa Grande signature format, see attachment Note: As-Built plans for all public improvements must be provided and approved prior to city acceptance of the public improvements for city ownership and maintenance)
- 2. **Stormwater Pollution Prevention Plan (SWPPP)**
- 3. **Reports** (1 set labeled "Draft" with initial submittal; 3 sets labeled "Final" once approved for signature)

	Required	Waived
a. Water Design Report	<input type="checkbox"/>	<input type="checkbox"/>
b. Geotechnical Soil Report	<input type="checkbox"/>	<input type="checkbox"/>
- 4. **Traffic Control Plan** (1 set with initial submittal; 3 sets once approved for signature)
- 5. **Engineer's Cost Estimate**
- 6. **Electronic Files of all Civil Plans and Reports in PDF Format**
- 7. **Application Review Fees – Due at Time of Application Submittal**
 - a. DC Engineering review fee: \$82.50 per Civil Plan page.
 - b. Public Works Engineering review fee: \$165.00 per Civil Plan page.
 - c. Final Water Report: \$560.00 (Development Center Review \$110.00 and Public Works Review \$450.00)
 - d. Delegated Authority Processing: \$1200.00
 - e. Technology Recovery Fee: 5% of Total Permit Fees
- 8. **Application Review Fees – Due at Time of Permit Issuance**
 - a. Public Works Inspection Fee: 4% of Construction Costs

REQUIRED SIGNATURE BLOCK FORMAT

City of Casa Grande Plan Approval Recommended

Civil Engineer _____

Date: _____ Expiration Date: _____

The City approves these plans in concept only. The City accepts no responsibility for errors or omissions.

City of Casa Grande Plan Approval

City Engineer _____

Date: _____ Expiration Date: _____

The City approves these drawings in concept only. The City accepts no responsibility for errors or omissions.

“As-Built Certification”

Accepted by:

City Engineering Inspector _____ Date _____

City Engineer _____ Date _____



Over-All Review Time-Frames for Engineering Permits^{1,7,8}

Permit Classification	Administrative Completeness Review (CR) of Initial Submittal ²	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter ^{4,8}	CR Review of Re-Submittal	Review of Resubmittal ^{5,7,8} and Staff Decision to Approve/Deny	Over-All Review Timeframe ^{6,7,8}
Notice of Intent to Discharge Sewage Collection System (E-20A)	2	30	2	30	64

¹All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

²Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

³Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

⁴ Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the 1st comprehensive review document.

⁵ Review of resubmittal shall be limited to:

- a) Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; or
- b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.

⁶Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

⁷ If an applicant requests significant changes, alterations, additions or amendments to an application that are not in response to the request for corrections, the City may make **one additional comprehensive written request for corrections (i.e., review of 2nd resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

⁸The Substantive Review timeframe and the Overall Review timeframe may be extended by mutual consent of the applicant and the City. Said extension shall not exceed 50% of the Over-All timeframe.

⁹Indicates that the Project will require a public hearing and Board/Commission and/or City Council approval. For these Projects the Substantive Review period ends when staff schedules the application for the public hearing and Board/Commission/City Council action.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd review if necessary, within the stated prescribed timeframe. Your consent is not required at time of application submittal. Applicants who do not sign below will be contacted by City staff if a 2nd review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the review cycle are eligible for re-application to address the code/policy deficiencies which were the basis for the application denial with the payment of a fee equal to 25% of original application fee amount. Said re-application shall occur within 90 days of the application denial.

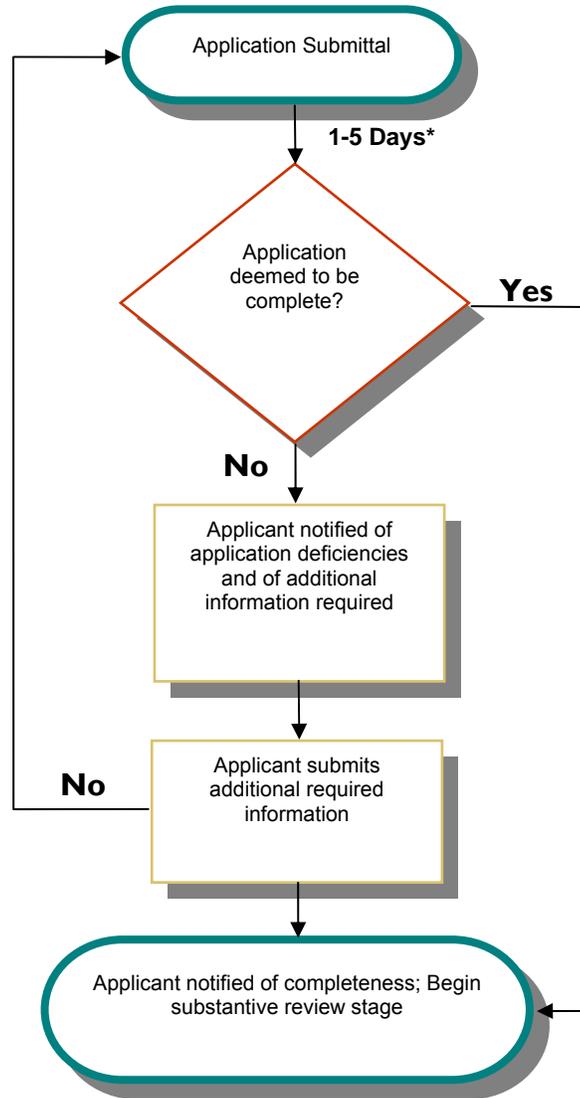
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City



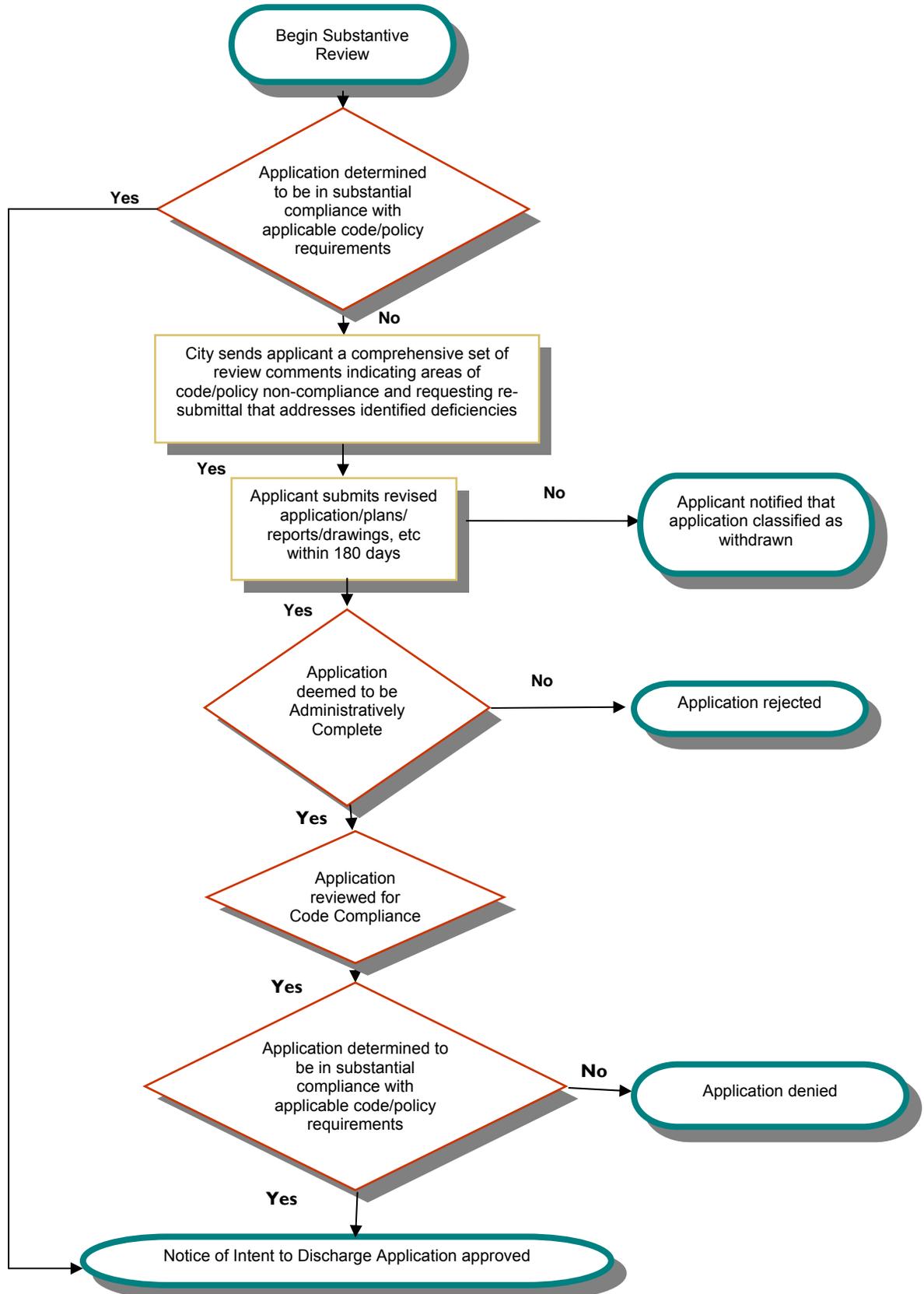
Administrative Completeness Review Process



** All time frames are listed as business days.*



Substantive Review Process





City of Casa Grande, Development Center, 510 E. Florence Blvd, Casa Grande, AZ 85122 (520) 421-8630

Applicants may receive clarification regarding the specific steps included in processing this application as well as information regarding any code, regulation or policy relevant to the processing of this application by contacting one of the following review Engineers:

Larry Petersen – lpetersen@casagrandeaz.gov, 520-421-8630, Ext. 3320

Cesar Adamos – cadamos@casagrandeaz.gov, 520-421-8630, Ext. 3019

CITY INTAKE:

Date Accepted & Logged In: _____

Assigned DC Engineer: _____