



## AUTHORITY TO CONSTRUCT SEWAGE COLLECTION SYSTEM

(Electronic Version Available at: <http://casagrandeaz.us/dept/planning/building-division/engineering-permits/>) Email: [DCPermits@casagrandeaz.gov](mailto:DCPermits@casagrandeaz.gov)  
**(Notice to Applicants: Construction of Public Sewer Mains involves a two-part permitting and approval process . To complete this process, applicants must file the following two applications: E20A-Approval to Construct Sewage Collection System and E20B-Approval of Construction/Request for Discharge)**

### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_ Range: \_\_\_\_\_

Project Description: \_\_\_\_\_

### PROJECT OWNER INFORMATION

Name: \_\_\_\_\_ Responsible Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Extension: \_\_\_\_\_

### CONTACT INFORMATION

Applicant: \_\_\_\_\_ Company Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

REGISTERED ENGINEER FOR PROJECT: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

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](mailto:lpetersen@casagrandeaz.gov), 520-421-8630, Ext. 3320

**Cesar Adamos** – [cadamos@casagrandeaz.gov](mailto:cadamos@casagrandeaz.gov), 520-421-8630, Ext. 3019



**AUTHORIZATION**

The Project Owner/Responsible Party hereby authorizes the review of project plans as described for approval to construct and/or provisional verification of conformance under General Aquifer Protection Permit 4.01.

**Signature of Project Owner / Representative:**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please complete and attach Letter of Authorization if Project Owner is not signing above.*



**COMPLETE THIS FORM ONLY IF THE PROJECT OWNER/ RESPONSIBLE PARTY IS NOT**  
**SIGNING THE APPLICATION**

**LETTER OF AUTHORIZATION**

This form is effective for one (1) year from date of signature.

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

As the Project Owner / Responsible Party of fiduciary responsibility, I hereby authorize:

**Contact Person:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

to file this application for Approval to Construct the following facilities for the above project:

*(This Authorization may be used for multiple applications, check all that apply)*

Onsite       Offsite       Water       Sewer

**Signature of Project Owner / Representative:**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_



**PROJECT COMPONENTS**

On-Site    Off-Site

*Note: Separate Applications must be submitted for On-Site and Offsite if project includes both on-site and off-site*

Gravity Sewer Main    Force Main    Lift Station    Other:

Description of Components to be Constructed:

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**QUANTITIES TO BE CONSTRUCTED**

Number of Sewer Connections:

Number of Manholes:

Gravity Sewer Main Extension Information			
Size (inches)		Linear Footage	
Size (inches)		Linear Footage	
Size (inches)		Linear Footage	
Size (inches)		Linear Footage	
Total Linear Footage			

Force Main Construction Information			
Size (inches)		Linear Footage	
Size (inches)		Linear Footage	
Total Linear Footage			

**This application constitutes the Notice of Intent to Discharge referenced by R18-9-A301.B.**

**"NO APPLICATION WILL BE ACCEPTED UNLESS FULLY COMPLETED"**



### Submittal Requirements:

#### 1) **Civil Drawing and Technical Information Requirements:**

##### A) **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.

##### B) **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.

##### C) **Operation and Maintenance (O&M) Plan (Applicable for Lift Stations and Private Sewers)**

- 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.

##### D) **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.

#### 2) **Stormwater Pollution Prevention Plan (SWPPP)**

#### 3) **Traffic Control Plan** (*1 set with initial submittal; 3 sets once approved for signature*)

#### 4) **Engineer's Cost Estimate**

#### 5) **Electronic Files of all Civil Plans and Reports in PDF Format**

#### 6) **Application Review Fees – Due at Time of Application Submittal**

- a. Development Center Engineering review fee: \$125.00 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: \$500.00
- e. Technology Recovery Fee: 5% of Total Permit Fees

#### 7) **Application Review Fees – Due at Time of Permit Issuance**

Public Works Inspection Fee: 4% of Construction Costs



**Over-All Review Time-Frames for Engineering Permits<sup>1,7,8</sup>**

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

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

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

<sup>3</sup>Substantive 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.

<sup>4</sup> 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 1<sup>st</sup> comprehensive review document.

<sup>5</sup> Review of resubmittal shall be limited to:

- a) Addressing 1<sup>st</sup> 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.

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

<sup>7</sup> 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 2<sup>nd</sup> resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

<sup>8</sup>The 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.

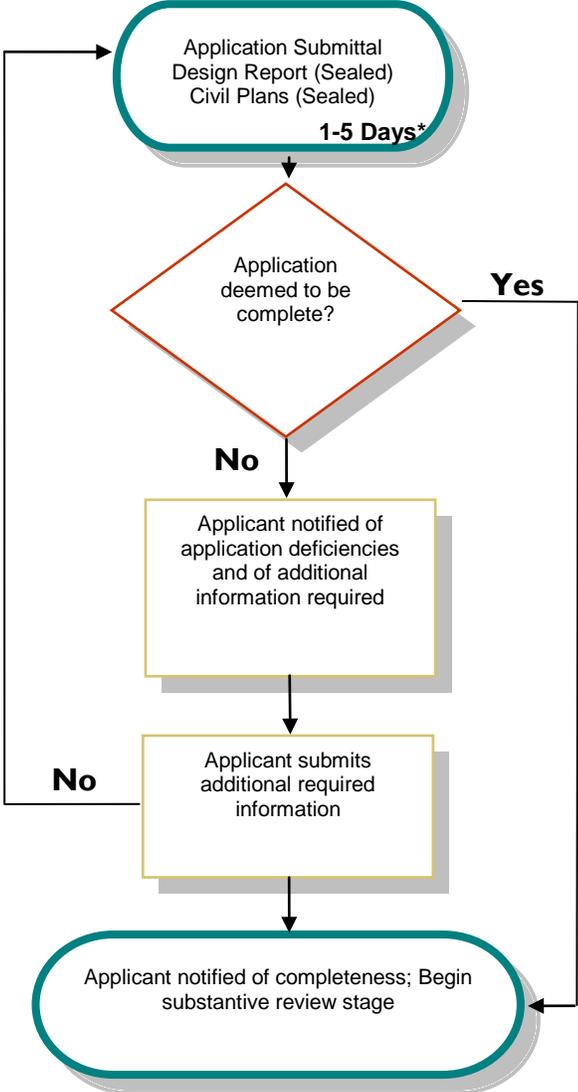
<sup>9</sup>Indicates that the Project will require a public hearing and Board/Commission and/or City Council approval. For these Projects the Substantive Review period ends when staff schedules the application for the public hearing and Board/Commission/City Council action.

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 2<sup>nd</sup> 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 2<sup>nd</sup> review of an application as long as said 2<sup>nd</sup> review does not exceed the over-all time frame by 50%. The specific 1<sup>st</sup> and 2<sup>nd</sup> and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2<sup>nd</sup> 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.



### Administrative Completeness Review Process



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



### Substantive Review Process

