



APPROVAL OF CONSTRUCTION OF SEWAGE COLLECTION SYSTEM

Upon Completion, please send application and submittal items to: epermitscasagrande@gmail.com

PROJECT NAME: _____

AUTHORIZED CONTACT PERSON: _____ TITLE: _____

COMPANY NAME: _____ PHONE: _____

EMAIL: _____

MAILING ADDRESS: _____

APPLICATION CHECKLIST

- COVER PAGE (This Page)
- APPLICATION PACKAGE ATTACHED
- FINAL AS-BUILT DRAWINGS SEALED BY A PROFESSIONAL REGISTRANT
- COPIES OF ALL APPLICABLE TEST REPORTS/RESULTS INCLUDING, BUT NOTLIMITED TO: DEFLECITON, HYDROSTATIC/LEAKAGE TEST REPORTS (PIPES), MANHOLE TESTING, UNIFORM SLOPE
- OPERATION AND MAINTENANCE 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.)

THE CITY RESERVES THE RIGHT TO REQUEST ANY OTHER INFORMATION

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:

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



PROJECT NAME: _____

PROJECT LOCATION: _____

PROJECT DESCRIPTION:

PROJECT OWNER: _____ RESPONSIBLE REPRESENTATIVE: _____

Title: _____ Email: _____

Mailing address:

OWNER'S SIGNATURE: _____ DATE: _____

Engineer's Certificate of Completion

I, _____, a Professional Engineer registered in the State of Arizona; confirm that the project was completed in compliance with the plans and specifications approved by the City, except as noted on the "as-built" plans submitted with this application. Attached are applicable test results as required.

Engineer's Seal

Engineer's Phone _____

Engineer's E-mail _____

**City Use Only****APPROVAL OF CONSTRUCTION AND/OR VERIFICATION OF GENERAL PERMIT CONFORMANCE**

For the project as described above, the Project Owner is granted an Approval of Construction and/or Verification of General Permit Conformance for operation under the terms of General Permit 4.01 in accordance with Title 18, Chapter 9.

By _____ Date _____

Duane S. Eitel, PE, PTOE, City Engineer***Note: Once Signed by the City of Casa Grande, This form Becomes THE Certificate***



O & M VERIFICATION FOR PRIVATE SEWER SYSTEMS

1. DOES AN OPERATION AND MAINTENANCE (O&M) MANUAL EXIST FOR THIS PRIVATE SEWAGE SYSTEM?

YES NO

IF "YES", GO TO NEXT QUESTION, IF "NO" – **DO NOT SUBMIT** FOR AOC UNTIL THERE IS A MANUAL

2. DOES THE O&M MANUAL COVER ALL COMPONENTS INSTALLED?

YES NO

IF "YES", GO TO NEXT QUESTION, IF "NO" – **DO NOT SUBMIT** UNTIL MANUAL IS REVISED

3. PROVIDE THE NAME AND 24 HOUR EMERGENCY NUMBER OF THE OWNER AND OPERATOR OF THE PRIVATE SEWAGE COLLECTION SYSTEM

OWNER INFORMATION

Name: _____ Phone: _____

OPERATOR INFORMATION

Name: _____ Phone: _____

4. PROVIDE ADDRESS WHERE THE O&M MANUAL WILL BE MAINTAINED

OWNER INFORMATION

Name: _____ Phone: _____

Address: _____

ENGINEER'S SIGNATURE: _____ 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.

⁵Review 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

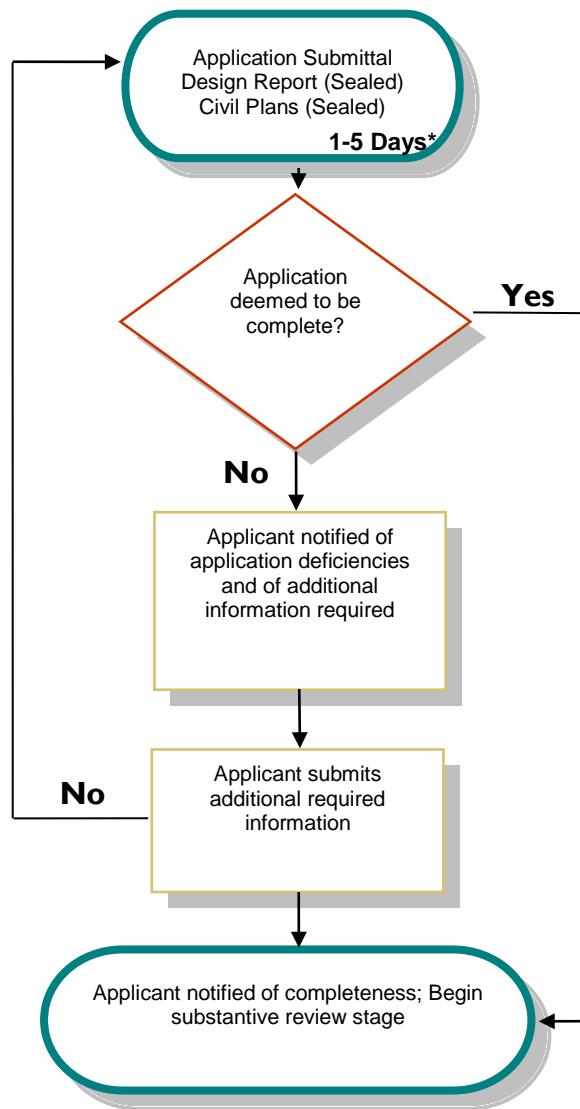
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following

1. Demands payment of a tax, fee, penalty, fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town.
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

B. An employee who is authorized and able to provide information about any communication that is described in subsection A of this section shall reply within five business days after the city or town receives that communication.



Administrative Completeness Review Process



* All time frames are listed as business days.



Substantive Review Process

