

## INSTRUCTIONS FOR SUBMITTAL OF A NOTICE OF INTENT TO DISCHARGE FOR AN ON-SITE WASTEWATER TREATMENT FACILITY

### INSTRUCTIONS

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 3,000 gallons per day (gpd). Wastewater treatment facilities with a design flow greater than or equal to 3,000 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 is needed.
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 4.17 General Aquifer Protection Permits and applicable requirements of statute and rule.

In addition to this form, other required documents are:

- Site Suitability Guidelines and Checklist for 4.02 (Conventional) Disposal
- Uniform Site Investigation Report
- Contractor Licensing Compliance Form
- Two (2) copies of the site plan and construction quality drawings
- Fixture Count Chart / Daily Design Flow Chart
- Proof of ownership
- Map OR driving directions to the property

These required forms are available at [www.azdeq.gov](http://www.azdeq.gov) or by calling our office at (928) 337-7607.

Apache County has an ordinance that regulates development in floodplain areas. Part of that ordinance requires all on-site waste disposal systems within a floodplain be designed by a professional engineer to avoid impairment to the system or contamination from the system during flooding. Also, all proposed systems within a floodplain will be required to apply for and receive a Flood Hazard Development Permit. A property smaller than 1 acre requires a variance permit. A parcel with two or more residences or dwellings requires a conditional use permit. These permits must be obtained from the Planning & Zoning Department prior to issuance of a septic permit.

*Permit will only be issued to owner of the parcel or licensed contractor.*

NOTE: WHEN REQUESTING INSPECTIONS GIVE PERMIT #, ADDRESS, LOT#, AND TYPE OF INSPECTION.  
**DO NOT COVER WORK UNTIL THAT PORTION HAS BEEN APPROVED.**

**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.

General Permit Type	Description	Fee
4.02	Septic tank/conventional disposal, less than 3000 gallons per day	\$300
4.03	Composting toilet, less than 3000 gallons per day	\$550
4.04	Pressure distribution system, less than 3000 gallons per day	\$550
4.05	Gravelless trench, less than 3000 gallons per day	\$550
4.08	Wisconsin mound, less than 3000 gallons per day	\$550
4.09	Engineered pad system, less than 3000 gallons per day	\$550
4.14	Sewage vault, less than 3000 gallons per day	\$550
4.17	Cap system, less than 3000 gallons per day	\$550

**LICENSING TIME FRAMES**

Licensing Time Frames are specified by Arizona Department of Environmental Quality in A.A.C. R18-1-525, which limits the number of business days ADEQ can review your project without a penalty. They are:

License Type	Administrative Completeness Review	Substantive Review	Overall Time Frame
<b>Pre-Construction</b>			
Single 4.02, 4.03, 4.13, and 4.14 General Permits	21	21	42
4.23 General Permit	21	62	83
Combined Two or three Type 4 General Permits	21	32	53
Combined Four or more Type 4 General Permits	21	62	83
<b>Post-Construction</b>			
Single 4.02, 4.03, 4.13, and 4.14 General Permits	21	10	31
4.23 General Permit	21	32	53
Combined Two or three Type 4 General Permits	21	21	42
Combined Four or more Type 4 General Permits	21	32	53

Note: Each request for an alternative design, installation, or operational feature under A.A.C. R18-9-A312(G) to a Type 4 General Permit adds eight business days to the substantive review time-frame.



APACHE COUNTY – NOTICE OF INTENT TO DISCHARGE – ONSITE WASTEWATER TREATMENT SYSTEMS

GENERAL INFORMATION

1 Project Name

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

2 Property Owner

(Check One)  Owner  Operator

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

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

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

Email \_\_\_\_\_

3 Contact Person/Agent (if different from applicant)

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

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

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

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)

SUPPLEMENTAL INFORMATION

6 Information and Submission Requirements (Check All Completed Items)

- Site Investigation Report per A.A.C. R18-9-A309(B)(1)
- Site Plan per A.A.C. R18-9-A309(B)(2)
- Agency review fee (see instructions)

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		

DEPARTMENT USE ONLY

Floodplain Review: Out of Floodplain \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Within Floodplain \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

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
  - 4.  Seepage pit.
- 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.

**4.03 Composting Toilet, Less than 3,000 GPD Daily Flow**

- A) Composting toilet system manufacturer name \_\_\_\_\_
- B) Composting toilet system manufacturer address \_\_\_\_\_
- C) A copy of the manufacturer’s warranty, and the specifications for installation, operation, and maintenance has been provided?  Yes
- D) The product model number \_\_\_\_\_
- E) Calculations for the composting rate, capacity, and waste accumulation volume are attached?  Yes
- F) Documentation of listing by a national listing organization indicating that the composting toilet meets the stated manufacturer’s specifications for loading, treatment performance, and operation has been attached (unless the composting toilet is listed under R18-9-A309(E) or is a component of a reference design approved by the Department)?  Yes
- G) Describe the vector control method. \_\_\_\_\_
- H) Describe the planned method and frequency for disposing the composted human excrement residue. \_\_\_\_\_
- I) Describe the planned method for disposing of the drainage from the composting unit. \_\_\_\_\_
- J) The number of bedrooms in the dwelling or persons served on a daily basis, as applicable. \_\_\_\_\_
- K) What is the corresponding design flow of the disposal works for the wastewater? \_\_\_\_\_
- L) The results from soil evaluation or percolation testing that adequately characterize the soils into which the wastewater will be dispersed and the locations of soil evaluation and percolation testing on the site plan have been provided?  Yes
- M) The design for the disposal including the location of the interceptor, the location and configuration of the trench or bed used for wastewater dispersal, the location of connecting wastewater pipelines, and the location of the reserve area has been provided?  Yes

**4.04 Pressure Distribution System, Less than 3,000 GPD Daily Flow**

- A) A copy of operation, maintenance, and warranty materials for the principal components has been attached?  Yes
- B) A copy of dosing specifications, including pump curves, dispersing component curves, and float switch settings is attached?  Yes

**4.05 Gravelless Trench, Less than 3,000 GPD Daily Flow**

- A) The soil absorption area that would be required if a conventional disposal trench filled with aggregate was used at the site?  Yes
- B) The configuration and size of the proposed gravelless disposal field is attached?  Yes
- C) The manufacturer’s installation instructions and warranty of performance for absorbing wastewater into the native soil is attached?  Yes

**4.08 Wisconsin Mound, Less than 3,000 GPD Daily Flow**

- A) Specifications for the internal wastewater distribution system media proposed for use in the mound are attached?  Yes
- B) Two scaled or dimensioned cross sections of the mound (one of the shortest basal area footprint dimension and one of the lengthwise dimension) are attached?  Yes
- C) Design calculations following the “Wisconsin Mound Soil Absorption System: Siting, Design, and Construction Manual,” published by the University of Wisconsin - Madison, January 1990 Edition have been provided?  Yes

**4.09 Engineered Pad, Less than 3,000 GPD Daily Flow**

- A) Design materials and construction specifications for the engineered pad system are attached?  Yes

**4.14 Sewage Vault, Less than 3,000 GPD Daily Flow**

**4.17 Cap System, Less than 3,000 GPD Daily Flow**

- A) The specifications for the proposed cap fill material have been attached?  Yes

**10 Additional On-site Requirements**

For a facility that includes treatment or disposal works permitted under a Type 4.03 to 4.23 General Aquifer Protection Permits (A.A.C. R18-9-E303 through R18-9-E323):

- A) Construction quality drawings that show the items listed in A.A.C. R18-9-A309(B)(6)(a) is attached?  Yes
- B) A draft operation and maintenance manual for the on-site wastewater treatment facility consisting of the tasks and schedules for operating and maintaining performance over a 20-year operational life is attached?  Yes

**11 Alternative Request (Check One)**

- I am **not** requesting an alternative design, setback, installation, or operational feature (most common).
- I am requesting an alternative design, setback, installation, or operational feature in accordance with A.A.C. R18-9-A312(G) and the following items have been attached:
  - A) The additional fee (see instructions);
  - B) A description of the requested change;
  - C) A citation to the applicable feature of technology, design, setback, installation, or operational requirement for which the change is being requested; and
  - D) Justification for the requested change, including any necessary supporting documentation.

**12 Certification (to be completed by 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 of Applicant or Agent

\_\_\_\_\_  
Date

DEPARTMENT USE ONLY		DATE STAMP
Received By		
Permit Number		
Fee Amount		
Check # or Cash		
Receipt Number		

# LICENSING COMPLIANCE FORM

## LICENSED CONTRACTOR

(To be completed by Licensed Contractor)

I am currently a licensed contractor :

Name \_\_\_\_\_

License No. ROC \_\_\_\_\_ License Class \_\_\_\_\_

Signature \_\_\_\_\_  
(Title)

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## OWNER/BUILDER

(to be completed by property owner)

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S§32-1121A, namely:

- A.R.S. §32-1121A.5 - I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- I understand that inspections are done on Tuesdays and Thursdays only, and must be scheduled at least **24** hours in advance.
- I understand that falsification of information on this document for the purpose of evading State licensing laws is a Class 2 misdemeanor pursuant to A.R.S. §13-2704.

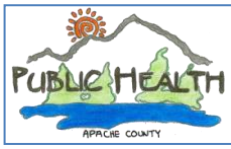
*SIGNATURE* \_\_\_\_\_ *DATE* \_\_\_\_\_

*For County use only*

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

Parcel Number: \_\_\_\_\_

Septic Permit Number: \_\_\_\_\_



# FIXTURE COUNT CHART and DAILY DESIGN FLOW CHART

Complete the Fixture Count Chart. Use the System Design Flow Chart to determine tank size and design flow. Circle the appropriate minimum tank size and system daily design flow.

<b>FIXTURE COUNT CHART</b>					
Residential Fixture Type	Proposed # of Each Fixture Type	Multipl y by	Fixtur e Units	Equal s	Total # of Fixtures Units
Bathtub		x	2	=	
Bidet		x	2	=	
Dishwasher, service		x	2	=	
Clothes washer (with or without laundry tub)		x	2	=	
Utility tub or sink separate from clothes washer		x	2	=	
Sink, Kitchen (with or without dishwasher)		x	2	=	
Shower, single stall		x	2	=	
Sink, bar		x	1	=	
Sink, service		x	3	=	
Lavatory, single or double		x	1	=	
*Toilet, 1.6 gallons per flush (gpf)		x	3	=	
*Toilet, between 1.6 and 3.2 gpf		x	4	=	
*Toilet, greater than 3.2 gpf		x	6	=	
<b>FIXTURE COUNT TOTAL</b>				=	
<b>PHYSICAL NUMBER OF BEDROOMS</b>				=	

\*Toilets currently available in Arizona are 1.6 gallons per flush. Older fixtures may not use the same amount of gallons per flush.

<b>SYSTEM DESIGN FLOW CHART</b>			
Number of Bedrooms	Fixture Count	Minimum Tank Size (gals)	System Design Flow (gpd)
1	7 or less	1000	150
	More than 7	1000	300
2	14 or less	1000	300
	More than 14	1000	450
3	21 or less	1000	450
	More than 21	1250	600
4	28 or less	1250	600
	More than 28	1500	750
5	35 or less	1500	750
	More than 35	2000	900

NOTE: For a single residence with more than 5 bedrooms, use R18-9-A314(4)(A) as the basis for determining septic tank size and system design flow.

## PROFESSIONAL ENGINEERS and/or REGISTERED SANITARIANS

This list is provided by Apache County solely as a courtesy. This list does not constitute an endorsement or recommendation by the County of any particular business. Other qualified businesses not listed below may also exist. It is the property owner's responsibility to verify that the person they hire is qualified to do site assessments and has a current license.

<p><b>David Ashton</b>  P. O. Box 461  Snowflake, AZ 85937  (928) 205-8894  Registrant #16225 Engineer/Civil</p>	<p><b>Justin O. Ramsey, PE</b>  Environmental Hydrosystems, LTD  901 N. San Francisco St.  Flagstaff, AZ 86001  (928) 225-2218 FAX (928) 225-2222  Registrant # 34599 Engineer/Civil</p>
<p><b>Kenneth Isaacson</b>  P.O. Box 2924  St. Johns, AZ 85936  Home: (928) 337-9910 Cell: (928) 245-0267  Registrant #13487 Engineer/Civil</p>	<p><b>Carlton Wise</b>  P.O. Box 1627  Springerville, AZ 85938  (928) 333-2297  Registrant #28591 Engineer/Mechanical</p>
<p><b>Gary Miller</b>  P.O. Box 851  Springerville, AZ 85938  (480) 250-0160  <a href="mailto:gmiller52@frontiernet.net">gmiller52@frontiernet.net</a>  Registrant #18161 Engineer/Civil</p>	<p><b>Construction Engineering</b>  <b>Bob Koons</b>  P.O. Box 235  Show Low, AZ 85902  (928) 537-0141</p>
<p><b>Jon Dahl, R.S.</b>  GEC Laboratory  PO Box 1256  Show Low, AZ 85902  (602) 339-8933  AZ Registered Sanitarian #305  jon.dahl@geclaboratory.com</p>	<p><b>Robert Triviso</b>  1321 E. Pine  Silver City, NM 88061  (575) 590-3232 Cell (575) 590-3232  AZ Registered Sanitarian #593</p>
<p><b>White Mountain Testing, Inc.</b>  <b>Bret Caldwell, Vance Muder &amp; Richard Evans</b>  P.O. Box 845  Taylor, AZ 85939  (928) 536-2659 Fax: (928) 536-7414  Cell: (928) 528-7474 &amp; (928) 521-1589  Registrant # 35376 Engineer/Chemical</p>	<p><b>B&amp;M Enterprises</b>  <b>Bob McClanahan</b>  P.O. Box 1384  Show Low, AZ 85902  Cell: (928) 205-9159  Perc only</p>
<p><b>J. Marbles Land Surveying</b>  Stacy A. Waite, PLS  P.O. Box 2039  St. Johns, Arizona 85936  (928) 245-7050  <a href="mailto:jmarbles2013@gmail.com">jmarbles2013@gmail.com</a>  Registrant #53794</p>	

## SEPTIC CONTRACTORS

This list is provided by Apache County solely as a courtesy. This list does not constitute an endorsement or recommendation by the County of any particular contractor. Other qualified contracting companies not listed below may also exist. It is the property owner's responsibility to verify that the person they hire is qualified to install septic systems and has a current license with the Arizona State Registrar of Contractors ([www.azroc.gov](http://www.azroc.gov).)

<p><b>AAA Excavating, LLC</b>  <b>David Handy</b>  P.O. Box 151  Vernon, AZ 85940  (928) 532-7146; Cell (928) 521-1428  ROC # 214750, C-41</p>	<p><b>Alpine Mountain Homes Inc</b>  <b>Gregg Thompson</b>  P.O Box 499  Alpine, AZ 85920  (928) 339-4650  ROC # 255781, K-37</p>
<p><b>Alpine Excavating &amp; Construction Co.</b>  <b>Wayne Lester Reidhead</b>  636 S. Picnic Creek Rd.  Springerville, AZ 85938  (928) 339-1946; Fax (928) 339-1937  ROC # 096793, C-37R</p>	<p><b>J AND H EXCAVATING INC</b>  <b>Jesse Poteet</b>  P.O. Box 333  Clay Springs, AZ 85923  (928)-521-9017; fax 928-739-4234  ROC # 189812, B-4</p>
<p><b>Buck's Backhoe Service Inc.</b>  <b>Glen Messinger</b>  8509 Jackrabbit Dr.  Show Low, AZ 85901  (928) 537-4959; Cell (928) 205-3945  ROC # 228146, C-41</p>	<p><b>B C Services (Crosby Services LLC )</b>  <b>Brandon Crosby</b>  P. O. Box 2375  St. Johns, Arizona 85936  Cell (928) 245-1007 or 1-888-588-2764  ROC # 256981; C-41</p>
<p><b>Sug Rogers Construction, L.L.C.</b>  <b>Sug Rogers</b>  P.O. Box 300  Nutrioso, AZ 85932  (928) 339-4596; Fax (928) 339-4281  ROC # 158238, K80</p>	<p><b>MI TE Construction</b>  <b>Jim Puls</b>  P.O. Box 321  Concho, AZ 85924  (928) 532-0011  ROC # 199731, K41</p>
<p><b>Rodeo Septic &amp; Fence Systems</b>  <b>Jose Luis Echaniz</b>  P.O. Box 279  Concho, AZ 85924  (928) 337-4538 or Cell (928) 587-1377  ROC # 116627, C-37R</p>	<p><b>Peters Backhoe</b>  <b>Bobby Peters</b>  P.O. Box 761  Springerville, AZ 85938  (928) 333-2395  ROC #189687, C-37R</p>
<p><b>L O HALE EXCAVATING, LLC</b>  <b>Lee Hale</b>  P.O. Box 742  Taylor Arizona 85939  (928) 243-3767  ROC # 231964; C-41</p>	<p><b>Rock Country Builders</b>  <b>Robert Carlson</b>  1332 Flag Hollow Rd.  Lakeside, AZ 85929  (928)-368-8227  ROC # 216466, A</p>
<p><b>Bradshaw Mnt. Enterprises</b>  <b>Leslie Dean Ulmer</b>  PO Box 675  Vernon, AZ 85940  (928)978-6772  ROC#331907, CR41  ROC# 244141, KB02  dean.ulmer1954@gmail.com</p>	<p><b>White Mountain Testing, Inc.</b>  <b>Bret Caldwell, Vance Muder &amp; Richard Evans</b>  P.O. Box 845  Taylor, AZ 85939  (928) 536-2659 • Fax: (928) 536-7414  ROC # 179575, C-41</p>

