



**MARICOPA COUNTY ENVIRONMENTAL SERVICE DEPARTMENT  
WATER & WASTE MANAGEMENT DIVISION  
ONSITE WASTEWATER PROGRAM**

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**MINOR PLAN REVIEW OF AN EXISTING  
ON-SITE WASTEWATER TREATMENT FACILITY CHECKLIST**

**MINOR PLAN REVIEW APPLICATIONS MUST INCLUDE ALL APPLICABLE ITEMS ON THIS CHECKLIST. INCOMPLETE OR INACCURATE SUBMITTALS WILL RESULT IN REVIEW OR APPROVAL DELAYS OR DENIAL OF APPLICATIONS PRIOR TO THE EXCEEDANCE OF THE LICENSING TIME FRAMES.**

Applicant	MCESD	ITEMS REQUIRED FOR ALL APPLICATION SUBMITTALS
<input type="checkbox"/>	<input type="checkbox"/>	Complete <a href="#">General application</a> , signed by owner <b>OR</b> owner's agent
<input type="checkbox"/>	<input type="checkbox"/>	Existing Septic Record Number(s), indicated in the appropriate space on the application ( <a href="#">Perform Septic Records Research</a> prior to submittal)
<input type="checkbox"/>	<input type="checkbox"/>	Report of Septic Inspection or tank pumping receipt (within 5 years of application date), dated and signed by the pumper, showing tank capacity, dimensions, liquid depth, location and condition
<input type="checkbox"/>	<input type="checkbox"/>	One (1) complete site plan, with north arrow, at a scale of 1"=10', 1"=20', or 1"=30'. For large parcels, use an appropriate scale to fit entire parcel on one sheet. The on-site system, the structure(s) it serves, and the immediate area may be contained within the dimensions of the parcel drawing or on a separate sheet. Site plans must include project information block, parcel dimensions, structures, driveways, concrete or paved features, washes, easements, wells, earth fissures ( <a href="#">Earth Fissure Map</a> ), water lines, and any feature within 200' that constrains to location of the designated primary or reserve onsite wastewater treatment facility area ( <a href="#">Standard Setback Requirements</a> ). Topography must be delineated with an appropriate contour interval including any slopes greater than 15 percent.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of complete floor plan(s) of the entire structure(s) (include both the proposed structure(s) and the existing structure(s) to remain), indicating the addition or remodel, with all rooms identified and plumbing fixtures clearly labeled. Plans should include walls, windows and doorways. ( <a href="#">Sample Floor Plan for Addition</a> )
<input type="checkbox"/>	<input type="checkbox"/>	Applicable fees, payable by cash, check, Visa, MasterCard, Discover, or American Express at time of submittal

**INTERNAL USE ONLY - ADMINISTRATIVE REVIEW**

Owner:	Permit/File Number:
Project Address or Parcel Number:	
Are all required items submitted with the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Administrative Review Status:	
Administrative Review Comments:	
Reviewed By:	Phone Number: <input type="text"/> Email: <input type="text"/>

The applicant understands that this document serves as the Maricopa County Environmental Services Department's notification of the application submittal status. If the application submittal receives a status of "Hold", work on the application will be suspended by the Department until the identified application deficiencies have been resolved. Applications will expire one year after being placed on hold. Fees are nonrefundable.

Applicant's Name \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_