



## APPROVAL TO CONSTRUCT DRINKING WATER FACILITIES INSTRUCTIONS

### INSTRUCTIONS

Please complete and sign an Approval to Construct (ATC) Application for Drinking Water Facilities to obtain authorization to construct a new public drinking water system, modify an existing facility, or make an alteration that will affect the treatment, capacity, water quality, flow, distribution, or operational performance in accordance with Arizona Administrative Code (A.A.C.) R18-5-505.

The application is interactive and allows you to hover over the **blue boxes** for detailed information about that section. Click on the [blue](#) URL link for external source of information.

### GENERAL APPLICATION PROCESS

1. To schedule an optional Pre-Application Meeting please email the Water Quality Division Drinking Water Engineering Review Unit, a week in advance, at [WQD\\_DWSER@azdeq.gov](mailto:WQD_DWSER@azdeq.gov) with the subject line "Pre-Application Meeting". Plan to bring all relevant documents from checklist below to meeting.
2. For Engineering Review please submit this completed ATC application and the appropriate supplemental information and forms identified in the checklist below to [WQD\\_DWSER@azdeq.gov](mailto:WQD_DWSER@azdeq.gov).

Please see the Delegated Agencies for Public Water System document to determine where to submit your application if applicable (county, City, or ADEQ Regional Office). [http://static.azdeq.gov/er/dw\\_delegation\\_agencies.pdf](http://static.azdeq.gov/er/dw_delegation_agencies.pdf)

### APPLICATION CHECKLIST

	Document Description
<input type="checkbox"/>	Approval To Construct (ATC) Application
	Fee
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	
<input type="checkbox"/>	Design Report
<input type="checkbox"/>	Drinking Water Service Agreement (Check Box if applicable) <a href="https://static.azdeq.gov/forms/water_service_agreement.pdf">https://static.azdeq.gov/forms/water_service_agreement.pdf</a>
<input type="checkbox"/>	New Source Analysis (Check Box if applicable) <a href="http://static.azdeq.gov/forms/drinkingwater_sourceapproval.pdf">http://static.azdeq.gov/forms/drinkingwater_sourceapproval.pdf</a>

3. Pay fees as defined below after invoice has been delivered through email.
4. Satisfy any deficiency requests arising from the Department's review of the submitted information.
5. Receive a Certificate of "Approval to Construct" from the Department authorizing construction of the drinking water facility.
6. Begin construction of the water system within one year of the signed Certificate of Approval to Construct and complete construction within three years after the date construction begins.
7. Return and submit an "Approval of Construction" application found at <https://www.azdeq.gov/facilitiesreview> to [WQD\\_DWSER@azdeq.gov](mailto:WQD_DWSER@azdeq.gov) when project is finished.

## FEES

Fee Category (A.A.C. R18-14-202 Table 1)	Fee <sup>a, b</sup>
Approval to Construct for a Public Water Distribution System (Waterline):	
o 150 or fewer service connections	\$900
o 151 to 300 service connections	\$1,400
o 301 to 450 service connections	\$1,900
o 451 to 600 service connections	\$2,400
o 601 to 750 service connections	\$2,900
o Each additional 150 service connections	Add \$500
Water Treatment Plants and Blending Plans (including new source approval if applicable):	
o < 0.1 Million gallons per day (MGD)	\$1,500
o ≥ 0.1 MGD and < 1.0 MGD	\$2,000
o ≥ 1.0 MGD and < 5.0 MGD	\$3,000
o ≥ 5.0 MGD	\$5,000
Well (including new source approval if applicable), each	\$1,250
Storage Tank, each	\$800
Booster Pump, each	\$800
Main Line Extension (less than 500 ft)	\$250
Chlorinators/Disinfection Devices, each	\$250
Extension of Time to Construct <sup>c</sup>	50% of the application fee, not to exceed \$500
Priority Review Fee <sup>d</sup>	Double the Standard Fee

Notes:

- Fees are calculated on a per-unit basis: i.e., a separate fee is assessed for each separate storage tank, booster pump, disinfection device or well.
- Fees for each application type are cumulative; an applicant must pay the total of all pertinent fees.
- Extensions of time to construct are issued pursuant to A.A.C. R18-5-505(E): the Section states that an Approval to Construct becomes void if construction is not commenced within a specific time period, unless the Department grants an extension of time.
- Priority Review projects require Department authorization prior to filing.

Use the information above to fill out the table below and calculate your ATC application fee.

Type of Component (i.e.: waterline, storage tank, well, etc.)	Fee per Component	Total Fee
		<b>TOTAL FEE</b>

## 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 Review	Substantive Review	Overall Time Frame
<b>Approval to Construct drinking water treatment facility, project or well.</b>			
Standard	16 business days	37 business days	53 business days
Complex	16 business days	67 business days	83 business days
<b>Drinking Water New Source Approval</b>			
Standard	16 business days	37 business days	53 business days
Complex	16 business days	67 business days	83 business days
<b>Time Extension Approval</b>			
Standard	16 business days	16 business days	32 business days

**APPROVAL TO CONSTRUCT  
DRINKING WATER FACILITIES  
APPLICATION**

**GENERAL INFORMATION**

**1 Project Information**

☐ Standard review ☐ Priority review

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

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

**2 Applicant (Owner or Developer)**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3 Applicant's Agent, if any (Engineer or Consultant)**

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

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

Arizona BTR Registration Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4a Public Water System**

Water System Name: \_\_\_\_\_ System Number: AZ04 \_\_\_\_\_

☐ New Public Water System, and/or ☐ under Capacity Development review ☐ Existing Public Water System

**4b Public Water System Contact Person (owner/operator) or ☐ Check Box if same as in Item 2**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**5 Site Information**

County: \_\_\_\_\_ City: \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_, Quarter Section: ☐ NE ☐ SE ☐ SW ☐ NW

Latitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " Longitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ "

**6 Existing Environmental Permits**

List any other federal or state environmental permits issued for or needed by the facility that are related to this project

\_\_\_\_\_  
\_\_\_\_\_

7

Selected Components Included (Check all information for components that are being applied for in this application)

☐
Public Water Supply Distribution System Information (Waterline)

- A) Number of service connections:
- \_\_\_\_\_

Actual number of service connections **per this application.**

\_\_\_\_\_

No. Residential

\_\_\_\_\_

No. Commercial

\_\_\_\_\_

Single-Family

\_\_\_\_\_

Multi-Family
- B) Total population to be served by the system: \_\_\_\_\_
- C) Design Flow of System.
1. Average Design Flow (Peak Month)

\_\_\_\_\_gpd

\_\_\_\_\_gpm

\_\_\_\_\_psi

2. Peak Daily Demand Flow

\_\_\_\_\_gpd

\_\_\_\_\_gpm

\_\_\_\_\_psi

3. Required Fire Flow

\_\_\_\_\_gpm

\_\_\_\_\_duration

\_\_\_\_\_psi

4. Fire Flow and Peak Daily Demand (Total)

\_\_\_\_\_gpm

at \_\_\_\_\_psi

No Fire Flow Demand
- D) Please include details for the Waterline(s):

Diameter (in)	Length (ft)	Material	From Station – To Station

☐
Well Approval Information

- A) Please include the following details for Well(s):
- | New Source or Existing Well                                    | ADWR Well # | Well LAT and LONG | ADWR Notice of Intent to Drill*   | Change of Status Form*            |
|--|-------------|-------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> New <input type="checkbox"/> Existing | 55-         |                   | <input type="checkbox"/> Attached | <input type="checkbox"/> Attached |
| <input type="checkbox"/> New <input type="checkbox"/> Existing | 55-         |                   | <input type="checkbox"/> Attached | <input type="checkbox"/> Attached |
| <input type="checkbox"/> New <input type="checkbox"/> Existing | 55-         |                   | <input type="checkbox"/> Attached | <input type="checkbox"/> Attached |
- \*NOI required for New Source Well

\*Change of Status Form required for Existing Well
- B) ☐ New Source Analysis results included, or   ☐ New Source Analysis results will be submitted with the AOC application

☐
Water Treatment Plant Information
☐
Surface Water
☐
Ground Water
☐
GUDI

- A) Please select the capacity of the treatment plant:

☐ < 0.1 Million gallons per day (MGD)
☐ 0.1 to <1.0 MGD
☐ 1.0 to <5.0 MGD
☐ ≥ 5.0 MGD
- B) GW: Indicate associated well: 55-\_\_\_\_\_

SW: Indicate associated inlet: \_\_\_\_\_
- C) Location of Treatment Plant:

LAT\_\_\_\_\_ LONG \_\_\_\_\_
- D) Indicate the contaminant(s) for treatment including unit of measure.

Contaminant	Lab Result	Technology Used to Treat (Filtration, RO, Absorptive Media, Ion Exchange, etc)	Predicted Final Treatment Value

☐ **Blending Plan Information**

A) Please select the capacity of the blending plan:

- ☐ < 0.1 MGD  
☐ 0.1 to <1.0 MGD  
☐ 1.0 to <5.0 MGD  
☐ ≥ 5.0 MGD

B) Indicate associated well: 55-\_\_\_\_\_  
Indicate associate treatment plant: \_\_\_\_\_  
Other source: \_\_\_\_\_

C) Location of Blending Plant  
LAT \_\_\_\_\_ LONG \_\_\_\_\_

D) Indicate the contaminant(s) for treatment including unit of measure.

Contaminant	Lab Result	Blending Ratio	Predicted Final Treatment Value

☐ **Storage Tank Information**

A) Please indicate the following information for the storage tanks associated with this project:

Tank Name (local Name)	Tank Capacity (gallons)	Material of Construction	Liner Material or Corrosion Protection	Location (Lat/Long)

☐ **Booster Pump Information**

A) Please include the details for each booster pump:

Pump Number	Pump Rated Capacity	Horsepower	Manufacturer	Model #

☐ **Disinfection System Information**

A) Please include the details for each disinfection treatment plant:

Disinfection Device	Type of disinfection	Associated well/Storage tank	Location (Lat/Long)

**9 Certification Statement (To be completed by the Applicant's Agent in item 3 above)**

I, \_\_\_\_\_, certify that this Application for Approval to Construct 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 drinking water system described in this form is or will be constructed, designed, and operated in accordance with terms and conditions of the Drinking Water Systems (A.A.C. R18-5-505) and applicable requirements of Arizona Revised Statutes Title 49, Chapter 2, and Arizona Administrative Code Title 18, Chapter 5 regarding drinking water systems and sanitary facilities for subdivisions.

\_\_\_\_\_  
Signature of Applicant's Agent (Engineer or Consultant)

\_\_\_\_\_  
Date

**10 Certification Statement (To be completed by the Applicant in item 2 above)**

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. I hereby a) grant ADEQ permission to enter the site for inspections; b) authorize the Project Engineer to prepare and submit plan documents to the ADEQ Engineering Review Desk (if entered in item #3); and c) agree to construct the sanitary facilities according to the ADEQ Certificate of Approval and the approved plan documents.

\_\_\_\_\_  
Signature of Applicant (Owner or Developer)

\_\_\_\_\_  
Date

Pursuant to A.R.S. § 41-1030:

1. ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not *specifically* authorized by statute or rule. General authority in a statute does not authorize a requirement or condition *unless* a rule is made pursuant to it that specifically authorizes the requirement or condition.
2. Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
3. ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.