



## **GUIDANCE FOR NEW DEVELOPMENT – SEWER PROJECTS**

The following is the sewer plan approval and construction process for all subdivision plats and development plans processed through the Town of Marana Water Department (MW).

### **REZONING CONDITION**

If an applicant submits a rezoning request through the Town of Marana Development Services Department (DSD), and if the project lies within the Marana Designated Management Area (DMA), contact MW prior to the rezoning to ensure that sewer capacity is available to serve the project.

### **CAPACITY ASSURANCE**

Capacity Assurance is achieved at the time the plat is approved and prior to or at the same time improvement plans are prepared as follows.

1. Submit a *Project* application to the Development Services Department (Select “Sewer Capacity Assurance”) found here:

<https://static1.squarespace.com/static/54cc191ce4b0f886f4762582/t/5ca272f8419202131e923736/1554150209784/Project+Application.pdf>

2. Pay the current “Sewer Capacity Assurance and Conveyance Modeling Review” fee per the Comprehensive Fee Schedule found here:

[https://s3.amazonaws.com/260129c1-3e0b-4614-a4a6-e2986d88c664/attachments%2FC015061000018356399%2FK0UjuKkATsewT99csnDt\\_FY2020+Comprehensive+Fee+Schedule+-+Effective+Date+of+7.22.19.pdf](https://s3.amazonaws.com/260129c1-3e0b-4614-a4a6-e2986d88c664/attachments%2FC015061000018356399%2FK0UjuKkATsewT99csnDt_FY2020+Comprehensive+Fee+Schedule+-+Effective+Date+of+7.22.19.pdf)

3. MW will review the request and respond with a comment letter or written signed letter of Capacity Assurance.

### **IMPROVEMENT PLANS FOR PLATS AND DEVELOPMENT PLANS**

1. Applicant’s Engineer (“Engineer”) obtains a copy of the “Sewer Improvement Plan Approval Substantive Review Checklist”, the “Sewer Design Criteria & Engineering Information”, and the “General Notes and Standard Details” (sewer) from the Town or Marana website.
2. Engineer obtains copies of all relevant plans and agreements including, but not limited to SSA, rezoning conditions, and development agreement, as applicable. If no

agreements exist, then the Engineer will initiate meetings with MW to begin the agreement process. (An SSA will be required prior to the approval of a Preliminary Plat or Development Plan, unless otherwise waived by MW.)

3. Engineer may schedule a Pre-Design Meeting with MW, in which general conformance with agreements, checklist, alignment, system capacity, and easement requirements are discussed.
4. Engineer prepares sewer infrastructure improvement plans for both onsite and offsite sewer facilities pursuant to the applicable plans, agreements, and MW specifications. All items on the MW Sewer Improvement Plan Approval Substantive Review Checklist shall be addressed. Said checklist will be referred to during plan review, and all items not addressed on the checklist will result in a review comment.
5. Engineer submits plans and sewer design report for review through DSD and pays all applicable fees.
6. MW reviews the plans and report and returns comments and instructions to Engineer.
7. Upon receipt of all plan and report comments and instructions, Engineer revises plans and submits final plans to DSD for approval. If all comments are not addressed appropriately and completely additional submittals and fees will be required.
8. Once the plans are accepted by all applicable Town departments the originals may be submitted to DSD for approval signatures.
9. Engineer submits approved plan and design report to Pima Department of Environmental Quality (PDEQ) for Construction Authorization (CA).
10. PDEQ approves plans and issues CA to Engineer.
11. Engineer provides the following copies of the PDEQ approvals to DSD:
  - a) Two (2) sets of 24x36 Bond Copies
  - b) One (1) Electronic PDF version
  - c) CA.

### CONSTRUCTION PERMITTING PROCESS

1. Applicant contacts Marana Development Engineering to obtain requirements for the issuance of the Form A-MS (Sewer) Private Improvement Agreement (permit). Once the required documents have been submitted, reviewed and approved, a pre-construction meeting (pre-con) will be scheduled during which permit fees are collected and the permit(s) issued. It is an option to have the MW pre-con at this time.

2. If the MW pre-con did not occur during step one (1) then the Contractor schedules a pre-con with MW at least two weeks prior to construction. Contact Jesse Schultz at 382-2575 or [jschultz@maranaaz.gov](mailto:jschultz@maranaaz.gov).
3. Contractor contacts MW Customer Service to obtain construction water:
  - a) Contractor provides refundable deposit for hydrant meter. Review the Town of Marana Comprehensive Fee Schedule for fee.
  - b) Contractor provides backflow prevention assembly (BPA) with written evidence of satisfactory BPA testing conducted within the previous 12 months.
  - c) MW approves temporary construction water installation prior to its use.
  - d) An alternate method for obtaining construction water includes the contractor obtaining a standpipe account and hauling water. Contact MW to set up the account at 382-2570.
4. Contractor provides 48 hour notice to MW to begin construction.
5. Contractor commences construction of sewer infrastructure using PDEQ approved plans, and all applicable permits.
6. Contractor shall notify and obtain approval from MW and Town Engineer prior to deviating from the approved plans.
7. Contractor performs all necessary cleaning and testing of the sewer system required for submittal of the Engineer's Certification of Completion (ECC). The MW inspector must witness and document all testing as necessary. The CCTV operation will be performed by a 3<sup>rd</sup> party consultant and witnessed by MW, and a final report provided to MW at no cost to the Town. All required forms and other information are provided within PDEQ's website.
8. Contractor provides to MW a pdf version of the As-Built plans that are prepared and stamped by a Registered Land Surveyor.
9. Contractor provides the GIS deliverable as required by MW. The specification for this deliverable is titled "GIS Integration of Sewer Pipeline Inspection Data" and is available on the Town's website.
10. MW prepares and stamps the ECC and applies to PDEQ for Discharge Authorization (DA). PDEQ reviews and issues DA. Contractor shall not remove the downstream sewer plug thereby connecting the new system to the existing system without the prior approval of MW, and until DA is issued in accordance with PDEQ requirements.
11. Upon completion of construction, contact customer service to have the hydrant meter account closed and the meter retrieved (by MW). 24-hours notice required for meter retrieval.

12. After all punchlist items have been completed to the satisfaction of the Town, MW will issue final acceptance of the new system and transmit the final acceptance letter, DA, and As-Built plans to Development Services for inclusion in the project close-out package. The one-year warranty period begins at the time the project is accepted for maintenance by Mayor and Council.