



## **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. A letter of Intent to Serve – Sewer (ITSS) will be provided by the MW upon acceptance of a Rezoning in the Marana DMA.

### **CAPACITY ASSURANCE**

Sewer Capacity Assurance (SCA) is achieved after Final Plat recording and after approval of Sewer Improvement Plans. The following steps are required to obtain Sewer Capacity Assurance.

1. Applicant submits project and attends a Pre-App meeting to discuss project requirements. A letter of Intent to Serve – Sewer (ITSS) will be provided by MW upon completion of the Pre-App meeting if the project is to be served in Marana DMA.
2. Applicant submits a Sewer Design Report and pays the current “Sewer Capacity Assurance and Conveyance Modeling Review” fee per the current Comprehensive Fee Schedule.
3. MW will review the request and respond with a comment letter for deficiencies to be addressed, or issue letter for Reserved Sewerage Capacity (RSC)\* or Sewer Capacity Assurance (SCA)\*\* upon completion of items 1 & 2 above.

\* - RSC is issued for Development Plans requiring Sewer Improvement Plans or Tentative Plats. RSC will be leveraged against by SCAs per their respective Sewer Improvement Plans.

\*\* - SCA is issued for Sewer Improvement Plans and may be used for submittal to obtain PDEQ Construction Authorization (CA) permits.

## 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 ITSS, rezoning conditions, and development agreement, as applicable. If no agreements exist, then the Engineer will initiate meetings with MW to begin the agreement process. (A ITSS 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. Many of these items may also be discussed in the Pre-App meeting via DSD.
4. Engineer prepares Tentative Plat or Development Plan requiring 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, then additional submittals and fees will be required.
8. Once the plans are accepted by all applicable Town departments DSD will notify the applicant of the approval and stamped Tentative Plat/Development Plan and an RSC letter will be issued.
9. Engineer prepares Sewer Improvement Plans for onsite and/or offsite sewer facilities for review and approval with a copy of the RSC letter. Once the plans are accepted by all applicable Town departments DSD will notify the applicant of the approval and stamped improvement plans and a SCA letter will be issued for submittal to Pima Department of Environmental Quality (PDEQ) for Construction Authorization (CA).
10. PDEQ approves plans and issues CA to Engineer.

## CONSTRUCTION PERMITTING PROCESS

1. Applicant contacts Marana Development Engineering (DSD) to obtain requirements for the issuance of the Form A-MS (Sewer) Private Improvement Agreement (permit).
2. Engineer/Contractor submits the following files to [waterengineering@maranaaz.gov](mailto:waterengineering@maranaaz.gov):
  - a) PDEQ CA Permit (CA)
  - b) One (1) Electronic PDF version of the approved stamped (PDEQ) plan
  - c) Material Submittal
  - d) Construction Schedule
  - e) Contractor Information Form
3. Once the required documents have been submitted, reviewed and approved, a pre-construction meeting (pre-con) will be scheduled with MW and fees are collected by DSD to issue the permit(s).
4. 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) MW approves temporary construction water installation prior to its use.
  - c) An alternate method for obtaining construction water includes the contractor obtaining a standpipe account and hauling water:
5. Contractor provides 48-hour notice to MW to begin construction.
6. Contractor commences construction of sewer infrastructure using PDEQ approved plans, and all applicable permits.
7. Contractor shall notify and obtain approval via a Field Change Request (FCR) from MW and Town Engineer prior to deviating from the approved plans.
8. 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.
9. Contractor provides to MW a pdf version of the As-Built plans that are prepared and stamped by a Registered Land Surveyor.
10. 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.

11. 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.
12. Upon completion of construction, contact customer service to have the hydrant meter account closed and the meter retrieved (by MW). 24-hour's notice required for meter retrieval.
13. 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.