### P.O. Box 527

Pinetop, AZ 85935

#### MEMORANDUM

TO: Property Owner

RE: Application to connect to sewer

Enclosed please find the application which should be completed and submitted to the District for approval to connect to the District's sewer system. To facilitate processing of the application you may return the completed packet to:

Stephanie Curtis Saguaro Accounting PLLC PO Box 527 Pinetop, AZ 85935

Before approval is granted, the District must receive the completed application, grant of easement and grant of license, payment of the fees (usually \$3,300/structure), pre-construction site meeting and the site plan. The rest of the documents in the packet are for your information. The fees include:

Inspection	\$ 200
Capacity charge	1,850
Connection fee	<u>1,250</u>
	\$3,300

The District's engineer will review the site plan and can assist with questions concerning the sewer system or installation specifications. Milt Nelson, District Operator, should be contacted for the pre-construction site meeting to ascertain the location of the main trunk line in relation to your property and to discuss other considerations. Upon receipt of the application, fees, site plan and site plan checklist, the latter will be supplied to the engineer. While the engineer is reviewing the site plan, you should arrange to have a site meeting with Milt Nelson. Upon receipt of the District's engineer approval and evidence of the pre-construction site meeting the application may be approved and returned to you to present to Apache County for a building permit. Please allow 3-10 days for the approval process.

The "Deed of Sewer and Grant of License" must be signed in the presence of a notary by all of the owners of the property. The original must be returned with the above.

If you have any questions, please contact either Stephanie Curtis at (928) 537-1065 / Stephanie@saguarocpa.com or Milt Nelson at (928) 551-1332 / waterguy59@gmail.com.

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## Property Owners Guide to Sewer Connection Page 1 of 2

#### WHAT YOU NEED TO KNOW:

- 1. The size of the solids separation tank is based upon the number of fixture units in the structure. The County or your own engineer may provide additional calculations on the size of the tank which need to be followed. The District does not specify a size, only that it be approved.
- 2. For all other property uses, other than a single family home, the size of the tank must be determined by a licensed civil engineer.
- 3. Know your parcel number, physical address of the parcel or parcels, and you must provide your telephone number and mailing address to the District.
- 4. Where will the tank be located?
- 5. Will the sewer line from the solids separation tank to the District's sewer system cross property which is owned by the Forest Service or other persons or entities?
- 6. Is the outfall of the solids separation tank lower than the sewer line of the District? If so, you will need to have a home pump station.
- 7. Have you or your predecessors in title granted to the District a "Grant of Easement and Grant of License" to come onto the property to maintain the line between the solids separation tank and the sewer?
- 8. If your solids separation tank or home pump station is located in a driveway or sidewalk area do the plans show that the manhole lid is reinforced for this?

#### WHAT TO DO:

- 1. Obtain an application to connect to the sewer from the District.
- 2. The permit may not be assigned or transferred without written consent from the District. The permit shall expire if construction does not begin within one year from the date of issue.
- 3. If the proposed sewer line from the solids separation tank to the District sewer crosses property not owned by the applicant you must obtain permission and a written recorded easement or other form of permission acceptable to the District to cross or go onto any Forest Service property or other property owned by anyone other than the applicant.
- 4. Complete the application and pay all fees owing and due to the Sanitary District.

The application requires submitting the following documents:

- i. Application and Permit
- ii. Pre-construction site meeting
- iii. Grant of Easement and Grant of License
- iv. Dimensional site plan
- 5. You or your contractor must schedule a pre-construction site meeting with the District's Operator.
- 6. Upon receipt of the District's engineer approval and evidence of the pre-construction site meeting, the application may be approved so you can take it to the County. The County needs this approved application in order to issue a building permit.
- 7. If the solids separation tank outfall will be lower than the collector sewer line adjacent to your property you will need a "home pump station". The District has specifications for home pump stations and yours must comply with those specifications. A home pump station shall service only one property and you are responsible for its maintenance, repair and replacement.

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### Property Owners Guide to Sewer Connection Page 2 of 2

- 8. When your solids separation tank arrives make sure you or your contractor who will install the tank inspects it completely. The tank must be water tight so no sewage leaks out or groundwater leaks in. Arizona Department of Environmental Quality presently requires filters in all solids separation tanks. These filters require monitoring and should be occasionally replaced.
- 9. All solids separation tanks must meet the standards set forth in the Uniform Plumbing Code and the rules and regulations of the Arizona Department of Environmental Quality. Generally, concrete tanks are used, unless they cannot be delivered or located because of their weight, and then tanks constructed of other materials may be approved.
- 10. The District recommends risers with all solids separation tank installations.
- 11. All construction under a permit shall be subject to inspection, testing and approval as required by the District. If required, testing is the responsibility of the property owner and must be certified by a licensed contractor or the District's Operator. Any required test results must be submitted to the District.
- 12. 3" wide detectable caution tape is required in all trenches 1' below the surface. See diagrams for construction specifications.
- 13. The connection from the solids separation tank to the District sewer line must be made by a licensed contractor. After the tank is installed, but before it is covered it is necessary to have the tank and the line from the tank to the sewer line inspected by the District. Call the District for an inspection at least two days prior to when you want the inspection.
- 14. At the time of final inspection you must also provide to the District an "as-built" plan showing the location of the solids separation tank and the line to the District sewer in relation to the buildings on the property and the property line.
- 15. The sewer user fees will commence the first billing cycle after your solids separation tank and line has been inspected by the District.
- 16. Tanks serving grease traps must be inspected every year. Tanks without grease traps must be inspected once every eight years. An Arizona licensed contractor qualified in sewer system inspection must perform the procedure. The inspector must employ a visual tube sludge measuring device of a type approved by the District's engineer and complete the District's "inspection report".
- 17. Riser covers may deteriorate over time and may require periodic replacement.

## P.O. Box 527

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#### SOLIDS SEPARATION TANK INSTALLATION AND SEWER CONNECTION APPLICATION AND PERMIT

#### INDIVIDUAL RESIDENCE, SUBDIVISION, OR COMMERCIAL

APPLICATION	To be completed by owner or agent and submitte	ed with required fees and plans.	
Mailing			
hereby requests the f	following connection(s) to the District's sewage facilities	28:	
□ A solids separati	on tank and line as part of the accepted Little Colorado	o Sanitary District.	
□ Additional solids	s separation tanks and lines to be paid for solely by the	property owner.	
□ A solids separati	on tank and lines to be installed which are not a portio	n of the Little Colorado Sanitary District.	
□ Construction on	or crossing United States Forest Service land (requires	s approval by the Forest Service)	
□ Other; Please de	scribe:		
Physical Address or	Subdivision and Lot No	Assessor's N	0
□ New Connection	□ Addition	□ Alteration	□ Change of Ownership
District. Said discha The Applicant agree and regulations conc	charged into the District's sewage facilities, if other rge may be subject to additional requirements pursuan s that any Permit issued will constitute a contract to p erning sewer connections and use, unless otherwise sta	at to current District regulations. (ay all sewer connections and use fees and comply wated.	
Date:	Ву:	Property Owner	
PERMIT For Sol	ids Separation Tank Installation and Connection to	o District Sewage Facilities. Numbe	e <b>r</b> .
such connection(s) i	solids separation tank and construct connection(s) to is made in accordance with District requirements, a ds separation tank and the connections be given to the	ind approved plans where applicable; further provi	ded that request for
hereinabove authoriz	ves the Applicant permission to discharge only pur- ted into the sewage system of the District. Discharge of separate approval from the District.		
Receipt o	f required fees as specified by current District regulati	ons is hereby acknowledged.	
Inspection Fee:		LITTLE COLORADO SANITARY DIST	RICT
Connection Fee:			
Capacity:			
Other:		Ву:	
TOTAL:		Date:	

Little Colorado Sanitary District is an equal opportunity provider and employer.

When Recorded Return to:

Little Colorado Sanitary District Board of Directors P.O. Box 527 Pinetop, AZ 85935

> Exempt from requirements of Arizona Revised Statutes § 11-1133 by §11-1134A (2,3)

### GRANT OF EASEMENT AND GRANT OF LICENSE TO LITTLE COLORADO SANITARY DISTRICT

For valuable consideration, the receipt of which is hereby acknowledged, (hereinafter referred to as "**Grantors**"), owners of the property (the "**Premises**") hereinafter described as:

#### SEE EXHIBIT A

hereby grants and conveys to the LITTLE COLORADO SANITARY DISTRICT, an Arizona municipal corporation (hereinafter referred to as "District"), its successors, assigns, and transferees to have and to hold an easement from the Secondary Sewer Line coming out of the outlet side of the Grantors' solids separation tank ("SST") to the lesser of either the point that it connects with the District's main sewer line or at the Grantors' property boundary if the Secondary Sewer Line continues to an adjoining parcel, and an irrevocable license for the privilege of coming onto the Premises (see Exhibit A), for the purposes of maintaining, repairing, and replacing sewer lines, in the event that Grantors fail to do so and failure to do so jeopardizes the integrity of the District's sewer system or creates a health hazard, disconnection for non-payment of fees, or the performance of any other procedure deemed appropriate and necessary by the District concerning the above-described sanitation facilities, as described in EXHIBIT B.

By accepting this license, the District agrees to exercise reasonable care to avoid damage to said Premises and all property that may at anytime be thereon. The District also agrees not to enter the Premises except for installation, maintenance, repair, in the event that Grantors fail to do so and failure to do so jeopardizes the integrity of the District's sewer system or creates a health hazard, disconnection for non-payment of fees, or the performance of any other procedure deemed appropriate and necessary by the District concerning the above-described sanitation facilities. Grantors hereby acknowledges that this Grant of Easement and Grant of Irrevocable License is binding upon its heirs, successors, trustees, and assigns.

IN WITNESS WHEREOF, the Grantor has executed this instrument this	day of
GRANTORS:	
STATE OF ARIZONA ) ) ss County of )	
County of )	
This instrument acknowledged to before me this day of by and	, 20,
IN WITNESS WHEREOF, I hereunto set my hand and official seal.	

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

#### LITTLE COLORADO SANITARY DISTRICT SITE PLAN CHECKLIST

The following information should be included and indicated on the Site Plan for a residential project submittal and review. Any variance from these requirements must be approved by the Little Colorado Sanitary District prior to approval.

- 1. Parcel Number
- 2. Property Address
- 3.  $\Box$  Owner name
- 4.  $\Box$  Number of bedrooms
- 5. Number of sewer fixture units, based on Table 1
- 6. Proposed tank size based on Table 2
- 7. The drawing should be computer generated or neatly hand drawn, to scale, and the scale should be indicated on the plan
- 8.  $\Box$  North arrow
- 9. The setback between the solids separation tank and the following items should be indicated on the Site Plan:
  - A. D Building 10 feet minimum
  - B.  $\Box$  Property lines adjacent to properties with no well 50 feet minimum
  - C.  $\Box$  Property lines adjacent to properties with a well 10 feet minimum
  - D.  $\Box$  Public or Private water supply well 50 feet minimum
  - E.  $\Box$  Perennial or intermittent stream 50 feet minimum
  - F.  $\Box$  Lake or pond 50 feet minimum
  - G.  $\Box$  Water main or branch water line 6 feet minimum
  - H.  $\Box$  Domestic service water line 6 feet minimum
  - I.  $\Box$  Driveway 5 feet minimum
- 10. Location of individual pump station (if applicable)
- 11. The proposed location of the sewer service line from the new building to the existing sewer line.
- 12. Signed/Notarized Grant of Easement and Grant of License

Residential Fixture Type	Fixture Units
Bathtub (with or without shower)	2
Bidet	1
Clothes Washer	2
Dishwasher (Separate from kitchen sink)	2
Lavatory, single	1
Lavatory, double in master bedroom	2
Shower, single stall	2
Sink, kitchen (including dishwasher)	2
Sink, wash	2
Sink	2
Water closet, 1.6 gallons per flush (gpf)	3
Water closet, greater than 1.6 gpf	4

### Table 1. Fixture Units (from 2003 IPC)

### Table 2. Criteria for Solids Separation Tank Size (from AAC R18-9-A314)

Number of Bedrooms	Fixture Count	Minimum Design Liquid Capacity (gallons)
1	7 or less	1,000
	More than 7	1,000
2	14 or less	1,000
2	More than 14	1,000
3	21 or less	1,000
	More than 21	1,250
4	28 or less	1,250
	More than 28	1,500
5	35 or less	1,500
	More than 35	2,000
6	42 or less	2,000
	More than 42	2,500
7	49 or less	2,500
	More than 49	3,000
8	56 or less	3,000
	More than 56	3,000

#### LITTLE COLORADO SANITARY DISTRICT PRE-CONSTRUCTION SITE MEETING CALL (928) 551-1332 AT LEAST 48 HOURS IN ADVANCE

Property Owner: \_\_\_\_\_

Appointed Representative: \_\_\_\_\_

Parcel Number, lot or legal Description:

I, \_\_\_\_\_\_, being the Property Owner or the duly appointed Representative, have met with the District's Operator to discuss the installation of the sewer service for the above mentioned Parcel and certify I will comply with all special instructions and directions given to me by the Operator. The pre-construction site meeting was held on \_\_\_\_\_.

I have also been made aware that the inspection fee being paid to the District is for a single visit to the site by the District's Operator. More than one site visit will result in additional inspection fees at the rate of \$100.00 per visit. It is therefore important all work requiring inspection and approval by the District's Operator be coordinated to minimize the number of site visits.

I understand the pre-construction site meeting is only a preliminary step in the application process to connect to the sewer system. The District's engineer will review the application and site plan before a building permit may be obtained from the County or construction initiated. Furthermore, based on the findings of the District's engineer, the requirements to connect to the sewer system may change.

Property Owner or Appointed Representative

Date

Print name

**SPECIAL INSTRUCTIONS:** 

District Operator

Date

**CONNECTION INSPECTION** 

Property Owner:				
Mailing Address:				
Account Number:		Telephone:		
Description of Property to	o be Inspected:			
	ne of Inspection:			
Solids separation tank O	outfall line to District Main:			
	Visual Inspection	on Date:		
	Pressure Tested*** 4 psi - 2 minutes or 1 hour at 4' Li	on Date: quid Head.		
Purpose for Inspection:				
Home Pump Station:	Yes	No		
Both ends of detectable	3" caution tape are present:	Yes	No	
lf no, please explain:				
Date of inspection:		BY:	lo Sanitary District	
If line is pressure tested	***SIGNATURE OF TESTER:			
Signature:		Print name and title:		
QUALIFIED CONTRACT	FOR'S CERTIFICATION OF PROP SEPARATION TANKS OR			
	Contractor license number:		-	
accordance with Arizona	r lines, solids separation tank(s) or Department of Environmental Qua & Regulations adopted 11/17/08 b	ality Engineering Bullet	tin No. 12 ,as amended, and th	
Date of service:		BY:	Signature	
			Gigilature	
Print name and title:		Business name:		

P.O. Box 527

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#### COMMENCEMENT OF SEWER USER FEES

The Little Colorado Sanitary District bills quarterly for the sewer user fees and the fees are billed in advance. The following schedule explains the billing cycle:

Month billed	For months of:
January	January, February and March
April	April, May and June
July	July, August and September
October	October, November and December

The sewer user fees will commence the first billing cycle after your solids separation tank and line has been inspected by the District. If you would like to request the user fees be delayed due to extenuating circumstances, you may make the request in writing to the Board of Directors. The Board members will consider and discuss at the regular monthly public meeting and you will be notified of their decision. You are encouraged to attend the public meeting. The written solicitation should be mailed to:

Board of Directors Little Colorado Sanitary District P.O. Box 527 Pinetop, AZ 85935

#### MANDATORY INSPECTION EVERY EIGHT YEARS

The District employs a unique sewer system known as an overland-flow system that accepts and treats solids separation tank effluent. Property owners install a solids separation tank but do not install any type of leach lines. Instead, the tank is connected to the District's sewer lines through which solids separation tank effluent is transported to and treated in remote ponds. In an effort to maintain the system and to prevent solids from entering the sewer lines, the District has adopted new rules that require every property owner to have their solids separation tank(s) to be inspected by a qualified inspector every eight (8) years. Any recommendations by the inspector, including but not limited to repair, replacement, or pumping must be performed promptly, but in no event, later than ninety (90) days from the date of the inspector's recommendations. Verification of the inspection and completion of any recommendations by the inspector must be furnished to the District. Your first inspection will be 8 years from the year of your first user fee bill.

P.O. Box 527

Pinetop, AZ 85935

info@lcsdgreeraz.org

### PROPER OPERATION AND MAINTENANCE OF A SOLIDS SEPARATOR TANK CONTRIBUTE TO A HEALTHY ENVIRONMENT

Arizona Department of Environmental Quality (ADEQ) and Apache County Health Department (ACHD) are concerned about the potential for failure of sewage processing facilities in the Greer vicinity. ADEQ and ACHD join Little Colorado Sanitary District (the District) in providing customers this information on solids separation tank operation and maintenance.

#### Solids Separation Tank Basics

Wastewater from toilets, sinks, showers and other drains flows to an underground, water-tight holding tank, where solids and liquids separate. Heavier solid material sinks, forming a *sludge* layer in the bottom of the tank. Lighter solids such as hair, grease and fatty material float, forming a *scum* layer; and liquid (mainly water), which constitutes most of the tank's contents, separates the two solid strata. Bacteria liquify sludge and scum, and as the tank fills, excess liquid (effluent) flows out of the tank into the District's collection lines and is piped to the wastewater treatment plant north of Greer.

If left unchecked, sludge and scum layers will thicken and eventually contact each other. This buildup restricts the flow of sewage into and effluent out of the tank. The result can be contamination of the District's system with material that should have remained in the tank and blocked lines causing wastewater to backup into homes and businesses.

### Proper Operation and Maintenance

It is essential that wastewater entering a solids separator tank from a home or business is "normal" sewage. Materials that are not readily biodegradable, such as cigarette butts, disposable diapers, baby wipes, coffee grounds, cat litter, grease and paper towels, should not be flushed into sewer lines. These materials will contribute to faster buildup of solids within a tank and accelerate tank failure. Noxious chemicals such as drain cleaners, solvents, paint, motor oil, antifreeze and pesticides kill bacteria beneficial to wastewater treatment and pose a threat to the environment. Common household cleaning products such as bleach, detergent and toilet bowl cleaner, if applied sparingly and according to product labels, do not harm beneficial bacteria.

Solids separation systems should be inspected and pumped regularly by a permitted septic contractor. Apache County permits septic pumpers and inspects their vehicles; and ADEQ issues vehicle license numbers. Since 2002, state law requires pre-sale tank inspection with each property transaction. Septic pumpers permitted by Apache County can perform these pre-sale inspections.

Tank inspection ensures good repair and proper functioning. A good rule of thumb is to have a tank inspected after the first year of operation. This will assist in determining the rate of solids buildup and the appropriate frequency of pumping. The District requires tank inspections at 8-year intervals; and pumping should occur every three to five years. More frequent pumping may be necessary if garbage disposals are used. A tank should be pumped when the sludge layer exceeds 24 inches in depth. Chemical additives promoted to remove sludge and scum are often ineffectual and do not supplant pumping. Water conservation practices will reduce operation and maintenance costs of the system.

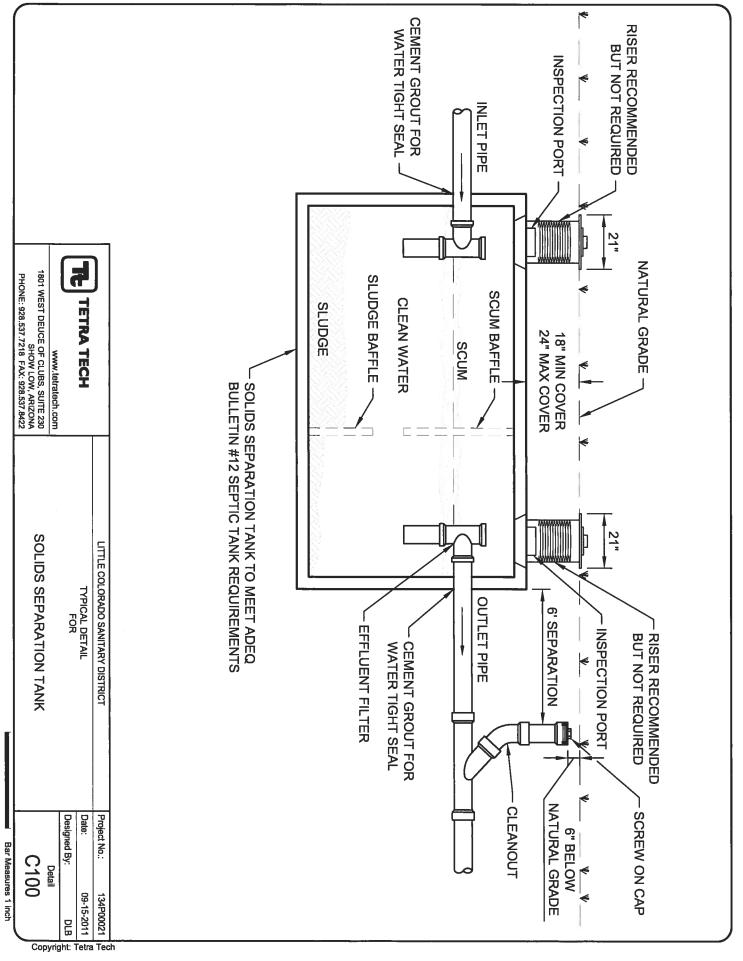
In short, do not wait until a problem is identified. Periodic maintenance, including pumping to remove sludge and scum, will prolong the life of a solids separation tank and minimize environmental and public health impacts.

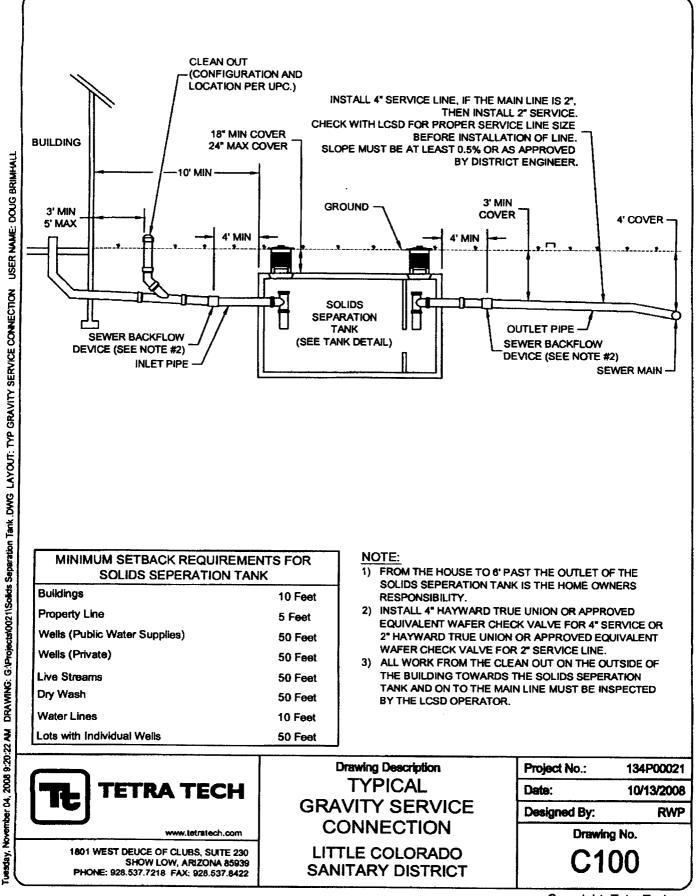
#### **Contacts**

Thank you for helping us maintain a healthy environment. For more information, do not hesitate to contact the following individuals:

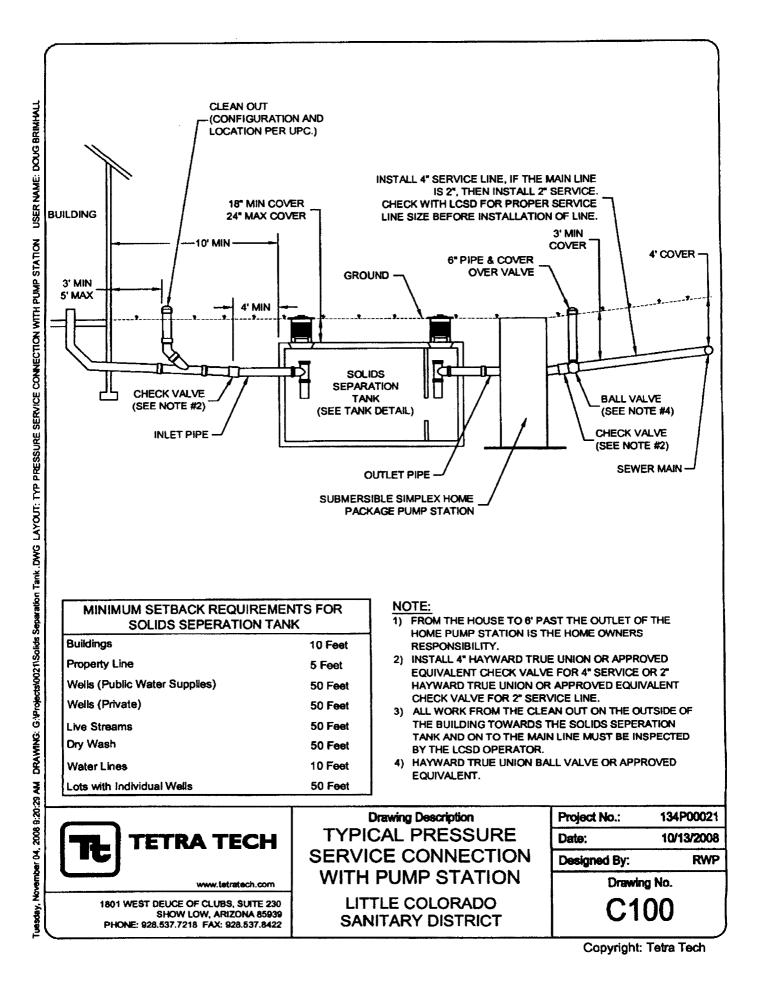
Michael Madrid Health Inspector Apache County Health Department (928) 337-7640 Mannie Bowler Community Liason Arizona Department of Environmental Quality (928) 301-0018

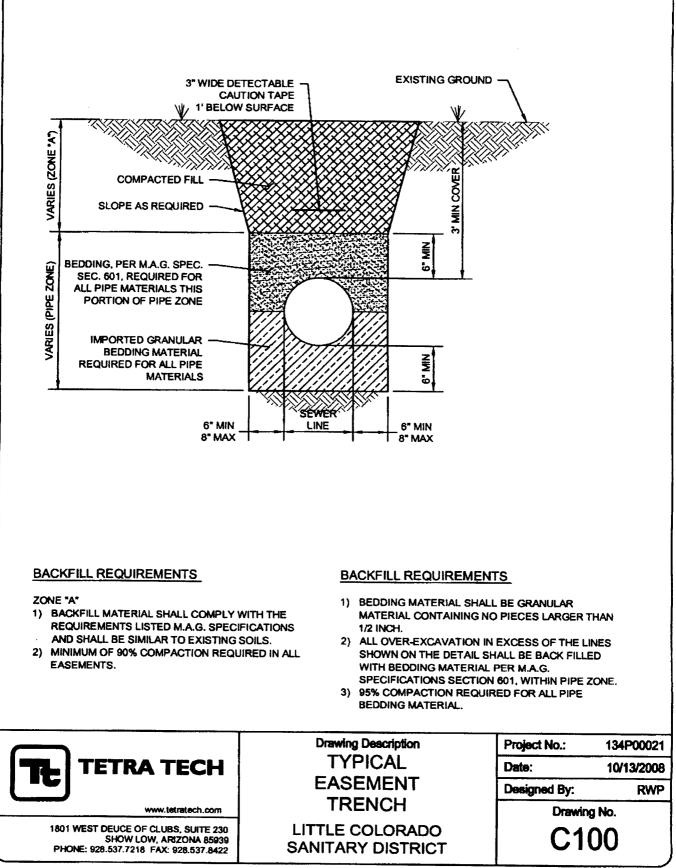
Milt Nelson District Operator Little Colorado Sanitary District (928) 551-1332 waterguy59@gmail.com





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EXISTING PAVEMENT GRAVEL ROADWAY PAVED ROADWAY 77 VARIES (EXISTING GRAVEL BASE) 1 VARIES (ZONE "B") ð WIDE DETECTABLE 2 CAUTION TAPE BELOW SUBFACE 111 SAW CUT 1' BEYOND TRENCH AFTER BACKFILLING 12" MIN MATCH EXISTING PAVEMENT THICKNESS ABC MATERIAL VARIES N BEDDING, PER M.A.G. SPEC. ZONE) SEC. 601, REQUIRED FOR 'n ALL PIPE MATERIALS THIS PORTION OF PIPE ZONE (PPE VARIES IMPORTED GRANULAR **BEDDING MATERIAL** REQUIRED FOR ALL PIPE NW MATERIALS io. SEWER 6" MIN LINE 6" MIN 8" MAX 8" MAX BACKFILL REQUIREMENTS BACKFILL REQUIREMENTS ZONE "A" 1) BEDDING MATERIAL SHALL BE GRANULAR 1) BACKFILL MATERIAL SHALL COMPLY WITH THE MATERIAL CONTAINING NO PIECES LARGER THAN **REQUIREMENTS LISTED M.A.G. SPECIFICATIONS** 1/2 INCH. AND SHALL BE SIMILAR TO EXISTING SOILS. 2) ALL OVER-EXCAVATION IN EXCESS OF THE LINES 2) MINIMUM OF 100% COMPACTION. SHOWN ON THE DETAIL SHALL BE BACK FILLED WITH BEDDING MATERIAL PER M.A.G. ZONE "B' SPECIFICATIONS SECTION 601, WITHIN PIPE ZONE. 1) MINIMUM OF 6" ABC. ABC SHALL COMPLY WITH THE 3) 95% COMPACTION REQUIRED FOR ALL PIPE REQUIREMENTS OF THE STANDARD BEDDING MATERIAL. SPECIFICATIONS. 2) 100% COMPACTION REQUIRED IN ALL AREA UNDER ROADWAYS, SLABS, DRIVEWAYS AND PAVEMENTS. **Drawing Description** Project No .: 134P00021 TYPICAL ETRA TECH Date: 10/13/2008 ROADWAY **Designed By:** RWP TRENCH www.tetratech.com Drawing No. 1801 WEST DEUCE OF CLUBS, SUITE 230 LITTLE COLORADO SHOW LOW, ARIZONA 85939 C100 SANITARY DISTRICT PHONE: 928.537.7218 FAX: 928.537.8422

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USER NAME: DOUG BRIMHALL DRAWING: G: Projects/0021\Solids Separation Tank .DWG LAYOUT: ROADWAY TRENCH DETAIL Fuesday, November 04, 2008 9:20:45 AM