

LITTLE COLORADO SANITARY DISTRICT

P.O. Box 527

Pinetop, AZ 85935

LITTLE COLORADO SANITARY DISTRICT

P.O. Box 527 Pinetop, AZ 85935

Little Colorado

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:

Chase Fredrickson
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 Chase Fredrickson at (928) 537-1065 / Chase@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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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.

Little Colorado Sanitary District is an equal opportunity provider and employer

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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 submitted with required fees and plans.

APPLICANT: _____ Phone: _____
Mailing _____
Address: _____

hereby requests the following connection(s) to the District's sewage facilities:

- ☐ A solids separation tank and line as part of the accepted Little Colorado Sanitary District.
- ☐ Additional solids separation tanks and lines to be paid for solely by the property owner.
- ☐ A solids separation tank and lines to be installed which are not a portion of the Little Colorado Sanitary District.
- ☐ Construction on or crossing United States Forest Service land (requires approval by the Forest Service)
- ☐ Other; Please describe: _____

Physical Address or Subdivision and Lot No. _____ Assessor's No. _____

☐ New Connection ☐ Addition ☐ Alteration ☐ Change of Ownership

The waste to be discharged into the District's sewage facilities, if other than purely domestic sewage, will be required to be approved by the District. Said discharge may be subject to additional requirements pursuant to current District regulations.

The Applicant agrees that any Permit issued will constitute a contract to pay all sewer connections and use fees and comply with the District rules and regulations concerning sewer connections and use, unless otherwise stated.

Date: _____ By: _____
Property Owner

PERMIT For Solids Separation Tank Installation & Connection to District Sewage Facilities Number _____

Permission to install solids separation tank and construct connection(s) to the District's sewage facilities is hereby granted to Applicant providing such connection(s) is made in accordance with District requirements, and approved plans where applicable; further provided that request for inspection of the solids separation tank and the connections be given to the District at least forty-eight (48) hours before any inspection is required.

This Permit also gives the Applicant permission to discharge only purely domestic solids separation tank effluent through the connection(s) hereinabove authorized into the sewage system of the District. Discharge of any untreated sewage, commercial or industrial waste is not authorized without further and separate approval from the District.

Receipt of required fees as specified by current District regulations is hereby acknowledged.

Inspection Fee: _____	LITTLE COLORADO SANITARY DISTRICT
Connection Fee: _____	
Capacity: _____	By: _____
	Date: _____
TOTAL: _____	

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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

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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 _____, 20____

GRANTORS:

STATE OF ARIZONA)
) ss
County of)

This instrument acknowledged to before me this ____ day of _____, 20____,
by and

IN WITNESS WHEREOF, I hereunto set my hand and official seal

NOTARY PUBLIC

My Commission Expires: _____

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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.

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

Table 1. Fixture Units (from 2003 IPC)

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 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
	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