



**MARICOPA COUNTY ENVIRONMENTAL SERVICE  
DEPARTMENT WATER & WASTE MANAGEMENT DIVISION  
ONSITE WASTEWATER PROGRAM**

301 West Jefferson Street, Suite 170, Phoenix, AZ 85003

Phone: (602) 506-6666 Fax: (602) 506-6925

Email: [SepticQuestions@maricopa.gov](mailto:SepticQuestions@maricopa.gov) Website: [esd.maricopa.gov](http://esd.maricopa.gov)

**SITE INVESTIGATION AND SOILS EVALUATION FOR AN  
ON-SITE WASTEWATER TREATMENT FACILITY CHECKLIST**



**PHASE I APPLICATIONS MUST INCLUDE ALL APPLICABLE ITEMS ON THIS CHECKLIST. INCOMPLETE OR INACCURATE SUBMITTALS WILL RESULT IN REVIEW OR APPROVAL DELAYS OR DENIAL OF APPLICATIONS PRIOR TO THE EXCEEDANCE OF THE LICENSING TIME FRAMES.**

Applicant	MCESD	ITEMS REQUIRED FOR ALL APPLICATION SUBMITTALS
<input type="checkbox"/>	<input type="checkbox"/>	Complete <a href="#">General application</a> , signed by owner <b>OR</b> owner's agent
<b>ITEMS REQUIRED FOR SITE INVESTIGATION AND SOILS EVALUATIONS PERFORMED BY MARICOPA COUNTY</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map and detailed driving directions to the site ( <a href="#">Sample Vicinity Map</a> )
<input type="checkbox"/>	<input type="checkbox"/>	One complete site plan, with north arrow, at a scale of 1"=10', 1"=20', or 1"=30'. For large parcels, use an appropriate scale to fit entire parcel on one sheet. The location of the test holes for the proposed on-site system, the structure(s) it serves, and the immediate area may be contained within the dimensions of the parcel drawing or on a separate sheet. Site plans must include project information block, parcel dimensions, test holes (3 test holes - 2 in the primary disposal area, 1 in the reserve disposal area, minimum 12' deep, 18"-3' wide), structures, driveways, concrete or paved features, washes, easements, wells, earth fissures ( <a href="#">Earth Fissure Map</a> ), water lines, and any feature within 200' that constrains to location of the designated primary or reserve onsite wastewater treatment facility area ( <a href="#">Standard Setback Requirements</a> ). Topography must be delineated with an appropriate contour interval including any slopes greater than 15 percent.
<input type="checkbox"/>	<input type="checkbox"/>	Applicable fees, payable by cash, check, Visa, MasterCard, Discover, or American Express at time of submittal
<b>ITEMS REQUIRED FOR PROPERTIES WITHIN INCORPORATED AREAS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Sewer availability determination</a>
<b>ITEMS REQUIRED FOR PROPERTIES PROPOSING SEPTIC SYSTEMS WITHIN 50' TO AN UNDEVELOPED PROPERTY</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Shared Well Agreement</a> with survey OR <a href="#">Affidavit of Agreement to Encroach</a> recording number
<b>INTERNAL USE ONLY - ADMINISTRATIVE REVIEW</b>		
Owner:		Permit/File Number:
Project Address or Parcel Number:		
Are all required items submitted with the application?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Administrative Review Status:		
Administrative Review Comments:		
Reviewed By:	Phone Number:	Email:

The applicant understands that this document serves as the Maricopa County Environmental Services Department's notification of the application submittal status. If the application submittal receives a status of "Hold", work on the application will be suspended by the Department until the identified application deficiencies have been resolved. Applications will expire one year after being placed on hold. Fees are nonrefundable.

Applicant's Name

Applicant's Signature

Date