

GUIDANCE FOR NEW DEVELOPMENT – SEWER PLANS

The following is the sewer plan approval and construction process for all subdivision plats and development plans processed through Marana Utilities Department (“MU”).

REZONING CONDITION

If an applicant submits a rezoning request through Marana Development Services, and if the project lies within the Marana Designated Management Area (DMA), a Condition of Rezoning from the MU will be stated as follows:

“Prior to approval of a Preliminary Plat or Development Plan, the Developer will submit a Sewer System Infrastructure and Phasing Plan (SSIPP), identifying sewer flows and all major onsite and offsite sewer facility needed to serve the development. This plan will be the basis for a Sewer Service Agreement (SSA) for the project, if required”

IMPROVEMENT PLANS FOR PLATS AND DEVELOPMENT PLANS

1. Applicant’s Engineer (“Engineer”) obtains a copy of the “Sewer Improvement Plan Checklist”, and the “Sewer Design Criteria & Engineering Information” from the MU website.
2. Engineer provides a proposed site plan, calculated wastewater flows, and a proposed sewer system layout with a check to the MU for the preparation of a sewer system model performed by the Marana Utility Engineer (“MUE”, Westland Resources, Inc.). See the Town’s Comprehensive Fee Schedule for initial modeling fee. Review fee will be the actual cost of performing sewer system modeling review and providing the required Capacity Assurance documentation later in the plan review process. If additional costs exceeding the original fee are needed, the Engineer will be billed the accordingly.
3. Engineer obtains copies of all relevant plans and agreements including, but not limited to, SSIPP, SSA, rezoning conditions, and development agreement, as applicable. If no agreements exist, then the Engineer will initiate meetings with MU 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 MU.)
4. Engineer schedules a Pre-Design Meeting with MU, in which general conformance with agreements, checklist, alignment, hydraulic analysis, and easements are discussed.

5. Engineer prepares sewer infrastructure improvement plans for both onsite and offsite sewer facilities pursuant to the applicable plans and agreements.
6. Engineer submits plans for review through Marana Development Services and pays all applicable fees.
7. MUE reviews plans and returns plans with comments and instructions to Engineer.
8. Upon receipt of all plan comments and instructions, Engineer revises plans and submits final plans for approval through Marana Development Services.
9. Once the plans are determined to be acceptable, the originals may be submitted for signature to the MU Director, and the MUE.
10. At the time of final plan approval, signatures will also be provided for the Sewage Treatment Facility Capacity Assurance and Sewage Collection System Capacity Assurance forms. Forms are available electronically on from the MU website with certain information pre-filled. The Engineer is responsible for filling out relevant information regarding the development and for coordinating with the MUE for the required attachments and data for Section 2 of the Capacity Assurance forms. The MUE will provide:
 - o Sewage Treatment Facility Capacity Assurance Section 2 – Operational Flow, Total Commitments, and Capacity Assurance Commitment List
 - o Sewage Collection System Capacity Assurance Section 2 – Available Capacity, Total Flow Approved Upstream from Point of Connection, and Map of the Location Used to Calculate Available Capacity
11. Engineer submits approved plan originals to Arizona Department of Environmental Quality (“ADEQ”) for Construction Authorization. Engineer to notify MUE within the form of a written submittal.
12. ADEQ approves plans and issues a Construction Authorization to Engineer.
13. Engineer provides the following copies of the ADEQ approved plans to MUE:
 - a. Two (2) sets of blacklines
 - b. One (1) set of mylars
 - c. Electronic version, acceptable to MUE, of base drawing including ROWs, lot lines, and sewer line for use in updating sewer system base maps
14. Engineer provides the following copies of the ADEQ approved plans to MU:
 - a. Three (3) sets of blacklines
 - b. Two (2) 11” x 17” bond copies
15. Engineer provides MUE a copy of the Construction Authorization from ADEQ.

CONSTRUCTION PROCESS

1. Applicant contacts Marana Development Engineering to obtain requirements for the issuance of the Form A-MWW (Marana Wastewater) Private Improvement Agreement (permit). Once the required documents have been submitted, reviewed, and approved, a Pre-Construction meeting will be scheduled. At the meeting, fees are collected and the permit issued.
2. Contractor schedules a Pre-Construction Meeting with the MUE at least 2 weeks prior to construction.
3. Pre-Construction Meeting is held with the Contractor and MUE to discuss project schedule, coordination, ADEQ/MU inspection requirements, construction water, and the emergency contact list. Construction water metering and deposit requirements are discussed in the "Guidance for New Development – Water Plans" checklist.
4. Contractor provides 48 hour notice to MU and MUE to begin construction.
5. Contractor commences construction of sewer infrastructure using ADEQ approved plans, and all applicable permits.
 - a. Contractor shall notify and obtain approval from MUE prior to deviating from the approved plans
6. Contractor submits all required materials for Engineer's Certification of Completion to MUE.
 - a. Test results
 - b. As-Builts
 - c. Cut-Sheets
 - d. Logs
7. MUE prepares As-Built plans, stamps Engineer's Certification of Completion, and applies to ADEQ for the Discharge Authorization. All required forms and other information are provided within ADEQ's website:
8. ADEQ reviews and issues Discharge Authorization.
 - a. Contractor shall not connect new system to existing MU system without the prior approval of MU, and until Discharge Authorization is issued in accordance with ADEQ requirements.
9. If all final punchlist items have been completed to the satisfaction of the Town, the MUE will issue final acceptance of the new system and transmit the final acceptance, Discharge Authorization and As-Built plans to Development Engineering for inclusion in the project close-out package. The one-year warranty period begins once the project has been accepted for maintenance by Mayor and Council.

Applicant agrees that it will, for a period of one year following acceptance, promptly correct all defects and deficiencies in construction, materials and workmanship upon request of MU and/or Development Engineering made subsequent to inspection by MUE and/or Development Engineering. A One-Year Guarantee Form, supplied by the Town, is required as part of the close-out process.

10. Developers should contact the Marana Building Department directly regarding issuance of Sewer Cards for each HCS connection.