How to submit Applications for Maricopa County Environmental Services

Water & Waste Division

Subdivision

1. To start the application process follow the directions below:
   a. For Subdivision Program* applications click here:
   Approval to Construct (ATC), Approval of Construction (AOC), Approval of Alternative Features (A312G), or Approval of Sanitary Facilities for a Subdivision

2. Once you are on the webpage provided with Step 1a, please click & save the selected application(s) to your desktop. **Make sure to click on the links with (PDF).**

3. On your desktop, please open and fill out the applications using Adobe Acrobat. When the application(s) are completed, save them to your desktop. Double check to make sure the application(s) have been filled out before submitting them.

4. Save and convert all documents including plans as PDF files.

5. Click on the link below to get to the Main Program page and click on Application Web From under the Subdivision & Infrastructure Box to upload the application(s), plans, and any other additional documentation:

   a. Subdivision (please see next page for additional directions)

   *Online Form for Subdivision: If ATC is accidently selected as the type of application and the user wants to select another type of application, please refresh the page to remove check boxes related to ATC.

<u>Additional directions for Subdivision Online submittals:</u>

When submitting applications for Subdivision Program, please save the documents as a pdf with the filename in bold. Make sure all the applicable documents are included as listed below.

<u>For Approval to Construct (ATC) including Lift station, Force Main, Wells, Tanks, Chlorination, Waterline, Reuse, Gravity Sewer:</u>

ATC Application = **WAT APP** and/or **SEW APP** (includes cover transmittal sheet, 3 page application, fee schedule)

Water Plan = **WAT PLAN**   Sewer Plan **= SEW PLAN**

Water Report = **WAT REP**   Sewer Report = **SEW REP**

Sewer Capacity Letter **= SEW CAP**

<u>For Approval of Construction (AOC):</u>

AOC Application = **AOC APP** (includes application, testing documentation)

Asbuilt Plans = **AOC PLANS**

<u>For Health Certifications:</u>

Health Cert Application = **HC APP** (includes application, City of Phoenix ATC as applicable)

PLAT Set **= PLAT**

CC & R (condos only)

<u>For Variance "Alternative Features" Applications (A312G):</u>

Variance Application = **VAR APP** (includes application with supporting documentation, as applicable)

Variance Plans **= VAR PLAN** (as applicable)