



NAVAJO COUNTY ENVIRONMENTAL RESOURCES AGENCY

P.O. Box 668 - 100 East Carter Drive
Holbrook, Arizona 86025
(520) 524-4100 FAX (520) 524-4399



GENERAL REVIEW CHECKLIST for NOTICE OF INTENT TO DISCHARGE GENERAL PERMITS 4.03 thru 4.22 Alternative Systems

Form with fields for APN and Design Engineer Signature / Date

R18-9-A301. Dischargign Under a General Permit

- B. Notice of Intent to Discharge. 1. A person seeking a general permit... 2. The Notice of Intent to Discharge shall include: a. The name, address, and telephone number of the applicant; b. The name, address, and telephone number of a contact person familiar with the operation of the facility; c. The name, position, address, and telephone number of the owner or operator of the facility who has overall responsibility for compliance with the permit; d. The legal description of the discharge areas, including the latitude and longitude coordinates; e. A narrative description of the facility or project, including expected dates of operation, rate, and volume of discharge; f. The information required for the general permit; g. A listing of any other federal or state environmental permits issued for or needed by the facility, including any individual permit, Groundwater Quality Protection Permit, or Notice of Disposal that may have previously authorized the discharge; and h. A signature on the Notice of Intent to Discharge certifying that the permittee agrees to comply with all requirements of this Article, including specific terms of the applicable general permit.

R18-9-A309. General Provisions For Type 4 General Permits Concerning On-site Wastewater Treatment Systems

- B. Notice of Intent to Discharge. In addition to the Notice of Intent to Discharge requirements specified in R18-9-A301(B), an applicant shall submit the following information in a format approved by the Department: 1. A site investigation report that summarizes the results of the site investigation conducted under R18-9-A310(C), including: a. Results from any soil evaluation, percolation test, or seepage pit performance test; and b. Any limiting site conditions identified by the site investigation. 2. A site plan that includes: a. The parcel and lot number, if applicable, the property address or other appropriate legal description, the property size in acres, and the boundaries of the property on which the on-site wastewater treatment facility will be installed. b. A plan of the site drawn to scale, dimensioned, and with a north arrow that shows:

NCERA USE ONLY. County Reviewer Signature Date

- I. Proposed and existing on-site wastewater treatment facilities; dwellings and other

buildings; driveways, swimming pools, tennis courts, wells, ponds, and any other paved, concrete, or water feature; and cut banks, retaining walls, and any other constructed feature that affects proper location, design, construction, or operation of the facility;

- ii. Any feature less than 200 feet outside the property boundary that constrains the location of the on-site wastewater treatment facility because of setback limitations specified in R18-9-A312(C);
 - iii. Topography, delineated with an appropriate contour interval, showing original and post-installation grades;
 - iv. Location and identification of the treatment and disposal works and connecting pipelines, the reserve disposal area, and location and identification of all sites of percolation testing and soil evaluation performed under R18-9-A310; and
 - v. Location of any public sewer if 400 feet or less from the property line.
- c. For improvements in areas in which occupancy of property may depend on installation of a drinking water well and an on-site wastewater treatment facility, the location of features within the boundaries of each adjoining undeveloped property if setback requirements may mutually constrain well, cut bank, and on-site wastewater treatment facility locations.
3. Design flow, sources of flow, and characteristics of the sewage. The applicant shall calculate the design flow from a list included with the site plan showing the applicable unit sewage flows into the on-site wastewater treatment facility. The applicant shall prepare this list based on *Table 1, Unit Daily Design Flows* and include the number of bedrooms and plumbing fixtures if the facility serves a residence.
4. Construction quality drawings that show the following:
- a. Systems, subsystems, and key components, including manufacturer's name, model number, and associated construction notes and inspection milestones, as applicable;
 - b. A title block, including facility owner, revision date, space for addition of the Department's application number, and page numbers;
 - c. A plan and profile with the elevations of treatment and disposal components, including calculations justifying the absorption area, to allow Department verification of hydraulic and performance characteristics;
 - d. Cross sections showing construction details and elevations of treatment and disposal components, original and finished grades of the land surface, seasonal high water table if less than 10 feet below the bottom of a disposal field or 60 feet below the bottom of a seepage pit, and a soil elevation evaluation to allow the Department to verify installation design and performance;
 - e. Drainage pattern, drainage controls, and erosion protection, as applicable, for the facility; and
 - f. Construction quality drawings are not required if the entire facility at the site, including treatment and disposal works, is permitted under R18-9-E302.
5. A list of materials, components, and equipment for constructing the on-site wastewater treatment facility. A list is not required if the entire facility at the site, including treatment and disposal works, is permitted under R18-9-E302.
6. An operation and maintenance plan required by R18-9-A313 for the on-site wastewater treatment facility. An operation and maintenance plan is not required if the entire facility at the site, including treatment and disposal works, is permitted under R18-9-E302.
7. Drawings, reports, and other information that are clear, reproducible, and in a size and format specified by the Department. An applicant may submit the drawings in an electronic format approved by the Department.

R18-9-A313. Facility Installation and Operation and Maintenance Plan For On-site Wastewater Treatment Facilities

- A. Facility installation. In addition to installation requirements in the general permit, the applicant shall ensure that the following tasks are performed, as applicable.
- 1. The facility is installed as described in design documents submitted with the Notice of Intent to Discharge;
 - 2. Components are installed on a firm foundation that supports the components and operating loads;
 - 3. The site is prepared to protect native soil beneath the soil absorption area and in adjacent areas from

compaction, prevent smeared absorption surfaces, minimize disturbances from grubbing, and otherwise preclude damage to the disposal area that would impair performance;

- ___ 4. Components are protected from damage at the construction site and installed in conformance with the manufacturer's instructions if consistent with this Article;
- ___ 5. Treatment media is placed to achieve uniform density, prevent differential settling, produce a level inlet surface unless otherwise specified, and avoid introduction of construction contaminants;
- ___ 6. Backfill is placed to prevent damage to geotextile, liner materials, tanks, and other components;
- ___ 7. Soil cover is shaped to shed rainfall away from the backfill areas and prevent ponding of runoff; and
- ___ 8. Anti-buoyancy measures are implemented during construction if temporary saturated backfill conditions are anticipated during construction.

___ B. Operation and maintenance. In addition to operation and maintenance requirements in the general permit or specified in the Operation and Maintenance Plan, the permittee shall perform the following tasks as applicable.

- ___ 1. Inspect and clean pretreatment and wastewater distribution components;
- ___ 2. Clean or backwash any effluent filters, and return cleaning water to the pretreatment headworks;
- ___ 3. Inspect and clean the effluent baffle screen and pump tank, and properly dispose of cleaning residue;
- ___ 4. Clean the dosing tank effluent screen, pump switches, and floats, and properly dispose of cleaning residue;
- ___ 5. Flush lateral lines and return flush water to the pretreatment headworks;
- ___ 6. Inspect, remove and replace, if necessary, and properly dispose of filter media;
- ___ 7. Rod pressurized wastewater delivery lines and secondary distribution lines (for dosing systems), and return cleaning water to the pretreatment headworks;
- ___ 8. Inspect and clean pump inlets and controls and return cleaning water to the pretreatment headworks;
- ___ 9. Implement corrective measures if anomalous ponding, dryness, noise, odor, or differential settling is observed; and
- ___ 10. Inspect and monitor inspection and access ports, as applicable, to verify that operation is within expected limits for:
 - ___ a. Influent wastewater quality;
 - ___ b. Pressurized dosing system operation;
 - ___ c. Aggregate infiltration bed and mound system operation and performance;
 - ___ d. Wastewater delivery and engineered pad operation and performance;
 - ___ e. Pressurized delivery system, filter, underdrain, and native soil absorption system operation and performance;
 - ___ f. Saturation condition status, operation and performance in peat and other media; and
 - ___ g. Treatment system components.