



**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 Website: esd.maricopa.gov



**CLOSURE/ABANDONMENT OF AN EXISTING
ON-SITE WASTEWATER TREATMENT FACILITY CHECKLIST**

CLOSURE/ABANDONMENT 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 General application , signed by owner OR owner's agent
<input type="checkbox"/>	<input type="checkbox"/>	Existing Septic Record Number(s), indicated in the appropriate space on the application (Perform Septic Records Research prior to submittal)
<input type="checkbox"/>	<input type="checkbox"/>	One (1) 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. Site plans must include project information block, parcel dimensions, structures, driveways, concrete or paved features, washes, easements, wells, water lines, and location of the septic system to be abandoned.
<input type="checkbox"/>	<input type="checkbox"/>	Applicable fees, payable by cash, check, Visa, MasterCard, Discover, or American Express at time of submittal

INTERNAL USE ONLY - ADMINISTRATIVE REVIEW

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