

For the Use of New Construction of a Park or Addition of Spaces

COVER / TRANSMITTAL PAGE

➤ Fees for the approval of a mobile home park are separate from the fees for the approval to construct the water/sewer lines.

Submittal process:

- 1) Submit Mobile Home Park application.
- 2) For New Parks or additions to existing parks, submit ATC application for new water/sewer infrastructure.
- 3) Once ATCs have been approved, the Mobile Home Park application will be approved.
- 4) Once water/sewer lines are constructed AND before use of park, the AOCs must be submitted to MCESD.

For the regulations regarding mobile home parks, please see:

- The Arizona Administrative Code, Department of Health Services-Food, Recreational and Institutional Sanitation, Title 9, Chapter 8, Articles 3 – 8 and
- The Maricopa County Health Code Chapter IX – Trailer Coach (*Mobile Home*) Parks Sections 1 – 9.

Project Name: _____

(PLEASE PRINT CLEARLY)

Contact Person: _____ Title _____
 E-mail address of contact person _____
 Company Name: _____
 Phone number: _____ Ext: _____ Fax Number: _____
 Address: _____
 City: _____ State _____ Zip Code: _____

FEES FOR MOBILE HOME PARKS	
\$600	--- 100 spaces or less
\$1200	--- 101 to 200 spaces
\$1800	--- 201 to 300 spaces
\$2400	--- 301 to 400 spaces
(every 100 spaces add \$600.)	
To Expedite A Project -- Double The Fee	

Any Signatures Cannot Be More Than One (1) Year Old.

Any questions contact Cindy Furze at 602-506-1058 or CFurze@mail.maricopa.gov

*** The Department reserves the right to request any other information ***

Visit our web page at www.maricopa.gov/EnvSvc/WaterWaste/Subdivisions/Subdivisions.aspx

Mailing and Delivery Address:

Maricopa County Environmental Services Department
 Subdivision Infrastructure and Planning Program
 301 W. Jefferson St., Suite 170
 Phoenix, AZ 85003

PERMIT APPLICATION PROCESS NOTICE

Subdivision Infrastructure and Planning Program

- 1) Steps required to obtain a Sanitary Facilities for Subdivision (aka Health Cert)/Approval of a Mobile Home Park are as follows:
 - i) Submission of the complete application for Sanitary Facilities for Subdivision/Approval of a Mobile Home Park along with all relative items in the application check list on the Cover/Transmittal Page of the application.
 - ii) The submittal will be reviewed/additional information may be requested.
 - iii) The Approval of Sanitary Facilities for Subdivision/Mobile Home Park will be issued.
- 2) The Department will approve or deny the application in the number of business days listed below or less, excluding any days the application is returned to the applicant for additional information. This overall licensing timeframe is set by the Arizona Department of Environmental Quality (ADEQ) as required by A.R.S. §11-1605 and is part of the Delegation agreement between ADEQ and Maricopa county.

Permit		Overall Timeframe (Business Days)
Subdivision		
	Individual water/sewer facilities	67
	Community water/sewer facilities	58
Mobile Home Park		
	Onsite water/sewer facilities	67
	Offsite water/sewer facilities	58

- 3) Department contact information regarding your application
 - i) Telephone: 602-506-1058
 - ii) E-mail: subdivision@mail.maricopa.gov
 - iii) Website: www.maricopa.gov/EnvSvc/WaterWaste
- 4) You may request a clarification from the Department of its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in A.R.S. §11-1609. Contact us by e-mail or telephone, or in person or mail at the address listed at the top of the page, marked attention Subdivision Infrastructure & Planning Program.

General Park Data New Addition

Name of Park: _____
 Park Address: _____
 City: _____ State: _____ Zip: _____

Owner/Manager Information

Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Email Address: _____

Project Engineer Information

Name: _____ Firm: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Email Address: _____

Application Information

Dependent Park ¹ -	New Spaces: _____	Existing Spaces: _____	Total New & Existing Spaces: _____
Independent Park ² -	New Spaces: _____	Existing Spaces: _____	Existing Spaces: _____
Size (Acres): _____	Section: _____	Township: _____	Range: _____

¹Dependent recreational vehicle means a recreational vehicle that does not have a toilet, bathtub, or shower room.
²Independent recreational vehicle means a vehicular type that does have a toilet, bathtub, or shower room.

Water Supply System Data New PWS ^{1, 2} Service Connection (to existing PWS) ^{2, 3}

Name of Water Supply: _____ PWS# 04-07- _____ MCESD# _____

¹ New Public Water System (PWS) Application is required
² Submit an Application for Approval to Construct to the Subdivision, Infrastructure, and Planning Program
³ Submit a Water Service Agreement

Sewerage System Data

Name of Sewer Utility: _____ MCESD# _____

Please check the method of Liquid Waste Disposal (Below):

- Individual septic tank(s) and disposal field(s)
- Community septic tank(s) (Provide ambient groundwater nitrate level _____ mg/l)
- Common collection sewers with a central sewerage treatment facility ¹
- Common collection sewers discharging into an existing sewer system ^{1, 2}

¹ Submit an Approval to Construct (ATC) application to the Subdivision, Infrastructure, and Planning Program.
² Provide a Sewer Service Agreement

Owner/Manager's Signature _____ **Date** _____

Pursuant to A.R.S. § 41-1009, the Department may enter your establishment to conduct inspections. You have the right to receive a copy of the Department's inspection report at the time of the inspection, within thirty (30) days after the inspection, or as otherwise provided by federal law. By initialing below, I agree that the Department may send me a copy of its inspection report by e-mail to the following **email address**:

Email: _____ or by **facsimile transmission** to the following fax number:
 Fax: _____ (Permit Owner/Holder initials) _____

It is the responsibility of the permit holder to update the Department if there is a change in contact information.

*****The Department reserves the right to request any other information*****

FOR DEPARTMENT USE ONLY

PLAN REVIEW

DISAPPROVED DATE _____ INITIALS _____ APPROVED DATE _____ INITIALS _____

CONSTRUCTION INSPECTION

WATER SYSTEM

DISAPPROVED DATE _____ INITIALS _____ APPROVED DATE _____ INITIALS _____

SEWER SYSTEM

DISAPPROVED DATE _____ INITIALS _____ APPROVED DATE _____ INITIALS _____

FINAL INSPECTION

WATER SYSTEM

DISAPPROVED DATE _____ INITIALS _____ APPROVED DATE _____ INITIALS _____

SEWER SYSTEM

DISAPPROVED DATE _____ INITIALS _____ APPROVED DATE _____ INITIALS _____

GENERAL LAYOUT

DISAPPROVED DATE _____ INITIALS _____ APPROVED DATE _____ INITIALS _____

Date Filed: _____ SEC. _____ T _____ R _____

COMMENTS: _____

This agreement MUST be signed by the Providers, NOT the Engineer or Project owner.

Water Service Agreement

An unconditional agreement, which is effective on this date, has been made between the owner(s) of:

_____ (Mobile Home Park)

And the:

_____ (Name of Water System or Municipality)

To provide water service to each and every space in accordance with the design shown on the attached plans of the Mobile Home Park.

The undersigned hereby agrees to inspect this project during construction to assure compliance with plans and specifications approved by Maricopa County Environmental Services Department (MCESD)

OR _____ *and upon completion and acceptance by MCESD or _____ shall be responsible for maintenance and operation of the system.*

Name: _____

Job Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

This agreement MUST be signed by the Providers, NOT the Engineer or Project owner.

Wastewater Service Agreement

An unconditional agreement, which is effective on this date, has been made between the owner(s) of:

(Mobile Home Park)

And the:

(Name of Water System or Municipality)

To provide sewer service to each and every space in accordance with the design shown on the attached plans of the Mobile Home Park.

The undersigned hereby agrees to inspect this project during construction to assure compliance with plans and specifications approved by Maricopa County Environmental Services Department (MCESD)

OR _____ *and upon completion and acceptance by MCESD or _____ shall be responsible for maintenance and operation of the system.*

Name: _____

Job Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

This agreement MUST be signed by the Providers, NOT the Engineer or Project owner.

Refuse Service Agreement

Agreements must be completed and signed by a representative of the collection service and the operational authority of the disposal site:

_____ (Collection Agency)

To provide refuse collection service to:

_____ (Name of the Mobile Home Park)

in accordance with applicable rules and regulations governing refuse collection.

Name _____
Job Title _____
Address _____
City _____ State _____ Zip _____
Signature* _____ Date _____

****In order to approve the above collection service, we must also have the information in the agreement below.****

REFUSE DISPOSAL AGREEMENT

As required by the Arizona Department of Environmental Quality Rules and Regulations, and specifically regulation A.A.C. R18-5-409:

The disposal site _____ (Disposal Site)

Is operated by _____ (Name of Operational Authority)

In accordance with applicable rules and regulations governing refuse and will accept refuse from persons living in:

_____ (Name of the Mobile Home Park)

Name _____
Job Title _____
Address _____
City _____ State _____ Zip _____
Signature* _____ Date _____

***Signatures cannot be more than 1 (one) year old.**