GILA COUNTY WASTEWATER DEPARTMENT
ADMINISTRATIVE REVIEW CHECKLIST CONVENTIONAL SYSTEM

Date: _____/_____/_____ **Owner:** _____ **APN:** _____-_____-_____

PDI:

Yes	No	NA		
☐	☐	☐	PDI Signed	
☐	☐	☐	F.P. completed	
☐	☐	☐	G&D completed	

OK/	Deficiency	/NA	Review:	Date Corrected
NOI:				
☐	☐	☐	Signed B-24	
☐	☐	☐	Verify APN & Owner	
☐	☐	☐	Verify Contractors License with the ROC	
☐	☐	☐	Signed/Dated **(Must be signed by owner or Power of Atty)**	
☐	☐	☐	Property Owner's Name, address, phone #, email	
☐	☐	☐	System Design Indicated	
☐	☐	☐	Physical/Legal Address of Property (If available)	
☐	☐	☐	Latitude/Longitude	
☐	☐	☐	Verify GPS coordinates with Soil	
EH FILE:				
☐	☐	☐	Contractors' soil or perc on file	
☐	☐	☐	Inspectors' soil or perc on file	
ADEQ SITE INVESTIGATION REPORT				
☐	☐	☐	Signed/Dated **(Must be signed by owner or Power of Atty)**	
☐	☐	☐	Soil Evaluation Results/Perc Test Results	
☐	☐	☐	ADEQ Form with all required attachments	
☐	☐	☐	Depth to Groundwater with proof attached	
PROPOSED SYSTEM:				
☐	☐	☐	Included, completed & accurate	
☐	☐	☐	Signed/Dated	
GENERAL INFORMATION:				
☐	☐	☐	Engineer's/Designer's Name, address, phone #, email	
☐	☐	☐	Contractor/Installer's Name, address, phone #, email	
☐	☐	☐	Payment	
☐	☐	☐	Map or directions to the site	
☐	☐	☐	A312G	
☐	☐	☐	Statement of Understanding	
☐	☐	☐	Material List	
☐	☐	☐	Owner-Installer Form (How to Install)	
☐	☐	☐	Owner's Affidavit	
☐	☐	☐	Owner-Installer Form (3stage sheet)	
☐	☐	☐	Owner-Installer ROC	
☐	☐	☐	Owner-Installer Meeting Date	

OK/	Deficiency	/NA	Review:	Date Corrected
SITE PLAN:				
☐	☐	☐	Submitted	
☐	☐	☐	Check for easements Plat &/or ROS	
☐	☐	☐	North Arrow	
☐	☐	☐	Signed/Dated	
☐	☐	☐	Lot #, subdivision, APN, 911 address (if available)	
☐	☐	☐	Name of property owner	
☐	☐	☐	Scale: 1"=10'or 20'or30'or 40'or 50'or 60'	
☐	☐	☐	Contours &/or Slope	
☐	☐	☐	Lot lines and easements with dimensions	
☐	☐	☐	Roads names surrounding property	
☐	☐	☐	Home, decks, garage, out buildings & all proposed structures to scale	
☐	☐	☐	Driveway, parking area, RV parking	
☐	☐	☐	Electric line	
☐	☐	☐	Water main line	
☐	☐	☐	Show water meter or well: show water line to home	
☐	☐	☐	Well 100' setback/check ADWR web site	
☐	☐	☐	Show 50ft setback to adjacent lots without water service	
☐	☐	☐	Water intake from River or Creeks (surface water used for homes)	
☐	☐	☐	Primary soil profile and or perc test holes shown in actual location	
☐	☐	☐	Reserve soil profile and or perc test holes shown in actual location	
☐	☐	☐	Other features (includes setback to foundations, footers, driveway)	
☐	☐	☐	Sewer line	
☐	☐	☐	Cleanout adjacent to home & every 50ft in sewer line	
☐	☐	☐	Septic tank, size	
☐	☐	☐	Risers to Grade or a marker to grade	
☐	☐	☐	Transport line	
☐	☐	☐	Distribution box	
☐	☐	☐	Identify each component	
☐	☐	☐	Tank located (shows 5ft of pipe to leach area w tank replacement)	
☐	☐	☐	Leach lines located	
☐	☐	☐	Primary leach lines labeled	
☐	☐	☐	Reserve leach lines labeled	
☐	☐	☐	Width & length of leach line	
☐	☐	☐	Distance between trenches (edge to edge)	
☐	☐	☐	I.P.s labeled	
☐	☐	☐	Abandon Old Tank Statement on Site Plan	
☐	☐	☐	Hydraulic Profile	
☐	☐	☐	System and home on same parcel	
☐	☐	☐	Show 100ft setback from the 10 year event	
☐	☐	☐	Show 50ft (or 25' w rip rap)setback from a 20 acre or greater wash	
☐	☐	☐	Anti-flotation & Flood Plain Protection (if applicable)	
☐	☐	☐	Proof of Pre 1974 plat regarding no reserve required	
☐	☐	☐	Slope greater than 15% setback met (10 or 20 or 50ft)	
☐	☐	☐	Tank setback met	
☐	☐	☐	Fixture count form provided	