MARICOPA COUNTY ENVIRONMENTAL SERVICE DEPARTMENT
WATER & WASTE MANAGEMENT DIVISION
ONSITE WASTEWATER PROGRAM
501 North 44th Street, Suite 200, Phoenix, AZ 85008
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
☐	☐	Complete General application, signed by owner **OR** owner's agent
☐	☐	Existing Septic Record Number(s), indicated in the appropriate space on the application (Perform Septic Records Research prior to submittal)
☐	☐	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.
☐	☐	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? ☐ Yes ☐ 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