
Onsite Wastewater System Abandonment Notification Form

This letter is intended to notify that the existing septic system, serving.

Assessor's Parcel Number or address: _____,

Onsite Wastewater System Permit Number (if a permitted system) _____

has been abandoned per Arizona Administrative Code R18-9-A309D:

"Closure requirements. A person who permanently discontinues use of an on-site wastewater treatment facility or a cesspool, or is ordered by the Director to close an abandoned facility, shall:

1. Remove all sewage from the facility and dispose of the sewage in a lawful manner;
2. Disconnect and remove electrical and mechanical components.
3. Remove or collapse the top of any tank or containment structure.
 - a. Punch a hole in the bottom of the tank or containment structure.
 - b. Fill the tank or containment structure or any cavity resulting from its removal with earth, sand, gravel, concrete, or other approved material; and
 - c. Regrade the surface to provide drainage away from the closed area.
4. Cut and plug both ends of the abandoned sewer drainpipe between the building and the on-site wastewater treatment facility not more than 5 feet outside the building foundation if practical, or cut and plug as close to each end as possible; and
5. Notify the Department within 30 days of closure."

The Licensed Septic Pumping Professional Responsible for removing the sewage from the facility and disposing of it in a lawful manner was:

_____	_____	_____
Name of Company	Gallons pumped	Disposal Site

☐ Existing Building is now connected to ☐ Sewer or ☐ New Wastewater system.

OR

☐ Building was removed or demolished

The party(s) responsible for removal of electrical and/or mechanical components as well as the party(s) responsible for removal/collapse of the top of the tank, puncturing the bottom of the tank and filling of the tank with approved material was:

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date