

**Septic Tank Only**  
**Submittal Requirements**

*Apply online through the department's Citizen Serve portal:*  
<https://www.citizenserve.com/yavapaicounty>

- Plot plan drawn to Engineers scale
- Completed Materials List
- Floor plan of all buildings connected to the septic tank
- Directions to site
- Application fee

**List of Materials, Components, and Equipment as required by R18-9-A309(B)(4)**

Assessor's Parcel Number (APN): \_\_\_\_\_

**SEPTIC TANK:**

\_\_\_\_\_ ea \_\_\_\_\_-gallon septic tank with effluent filter meeting the requirements of Arizona Administrative Code (A.A.C.) R18-9-A314.

\_\_\_\_\_ ea Riser with cover, or equivalent, meeting the requirements of A.A.C. R18-9-A314(1)(d).

\_\_\_\_\_ yd<sup>3</sup> Pea gravel or equivalent bedding for septic tank per manufacturer's handling and installation instructions required by R18-9-A314(3)(d)(2).

\_\_\_\_\_ feet Distribution pipe (solid pipe) \*

**Perforated ABS, perforated PVC, perforated HDPE, Clay tile with open joints, perforated clay pipe are allowed pipe materials**

**\*Note: SDR-35 "high strength" pipe required for use when pipe is greater than 2' below grade.**

### Septic Tank Only: Plot Plan Checklist

**Note:** A plot plan must be drawn to an engineering scale of 1"=20', 1"=30', 1"=40', 1"=50', or 1"=60'. The submittal must be a PDF document in black ink and sized no greater than 11 x 17. The following information is required. If any of this information is missing or does not conform to the Arizona Administrative Code, your application will be considered incomplete and may be returned to you causing a delay in processing.

Parcel Number: \_\_\_\_\_


		The scale used and “North” must both be clearly indicated.		
		Property dimensions including easements must be clearly shown. If you have large acreage, the grid inset in the upper right hand corner of the plot form may be used to show the lot boundaries and the detail of the disposal location is to be shown on the plot layout. AAC R18-9-A309(B)(2)		
		Slope must be clearly indicated. AAC R18-9-A309(B)(2)		
		The length and slope of the building sewer line (from house to tank) must be shown. Avoid right angle bends in sewer line. AAC R 18-9-A312(C)		
		The septic tank must be shown. It must meet ADEQ requirements. AAC R18-9-A309(B)(2)		
		The length of the outlet line (from tank to disposal area) must be shown. There should be a minimum separation of 5 feet from the tank to the disposal area. AAC R18-9-A309(B)(2)		
		The location of leach lines must be shown. AAC R18-9-A309(B)(2)		
The location of these features must be shown, if present, AND the minimum setbacks must be met and clearly indicated: AAC R18-9-A309(B)(2)		water mains (10 feet)		driveways (5 feet)
		water service lines (5 feet)		other paved areas (5 feet)
		other utilities (not to cross over septic tank or disposal area)		structures (10 feet)
		Easements (5 feet)		washes and drainage easements greater than 20 acres (50 feet)
		wells (including those on adjoining properties) (100 feet)		Swimming pools (5 feet)
		property lines with well (50 feet)		waterways (100 – 200 feet)

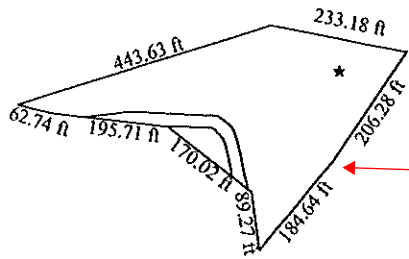
6/2022

## Yavapai County Environmental Unit Plot Plan Sketch

Date	Parcel Number	North Arrow	Scale	Signature
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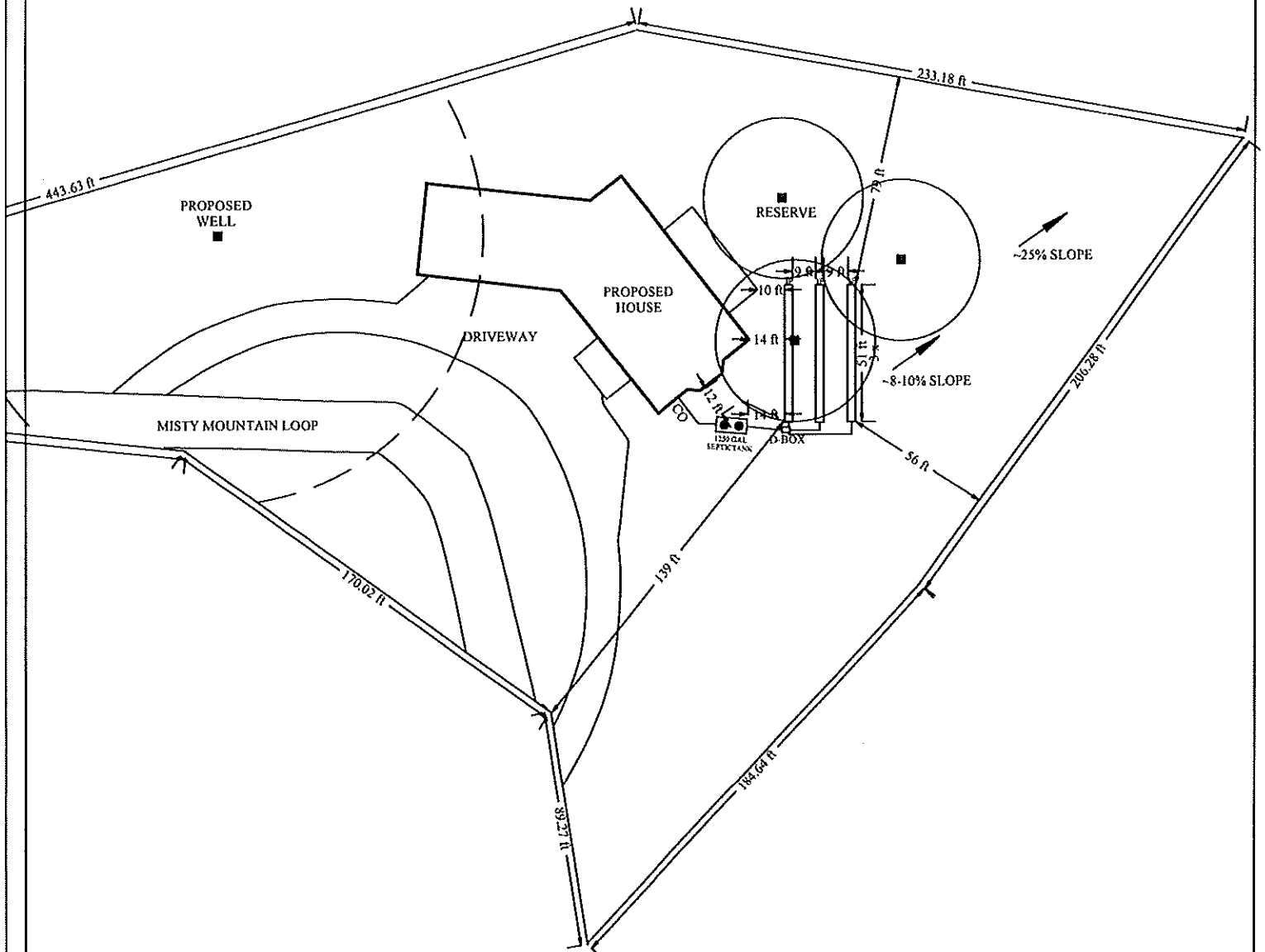
**Note: The plot plan must show the dimensions of the entire property. If the parcel is too large to show the entire property, please show as much as possible to scale and then add a not to scale drawing of the entire property either on this document or a separate sheet of paper. Please see attached example.**

Date	Parcel Number	North Arrow	Scale	Signature
01/01/0000	999-99-099		1:60	<i>Somebody</i>



The plot plan must show the dimensions of the entire property. If the parcel is too large to show the entire property, please show as much as possible and then add a not to scale drawing of the entire property either on the plot plan or a separate sheet of paper.

Plot plan must show the septic system in detail, location and percentage of slope, and all setbacks.

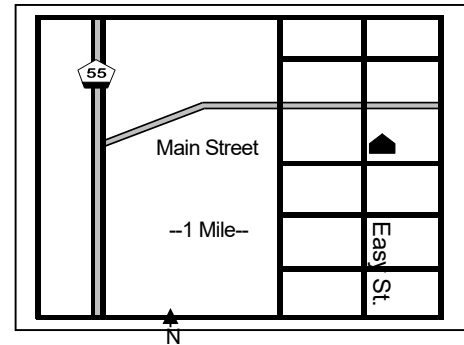


Floor Plan

*Drawn freehand is great. Need rooms and water using fixtures labeled.*

## YAVAPAI COUNTY DEVELOPMENT SERVICES DIRECTIONS TO SITE

Instructions: An actual detailed line map along with written directions is needed. *Add any significant buildings, landmarks, main highway, mileage markers, street names, cross streets, and north arrow.* If the map is not adequate, it could cause a delay in inspecting your project. Please provide a contact phone number for difficult to locate parcels:  
SEE EXAMPLE:



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ASSESSOR'S PARCEL NUMBER

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ADDRESS

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Contact Phone #

**Written Directions:** (Example: Highway 69 to Cordes Jct., right onto Stagecoach, turn right at Maverick ½ mile...etc.

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