


Environmental Services
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Subject: Clarification of Administrative Completeness Determination	Policy #: ES 17-03
Unit: AM & EH	Effective Date:
Admin Supervisor's signature: N/A	
Division Managers signature:	
Chief Health Officers signature: 	8.11.17
Replaces policy: 2013-02	Review date:
References:	

Coconino County Public Health Services District - Environmental Services

Policy No: ES-2017-002 **Substantive Policy** **Effective Date:** August __, 2017

Policy Name: Clarification of Administrative Completeness Determination

Purpose: To establish a uniform process and format for determining administrative completeness of an application

Background:

Coconino County has established ES-2012-001 to adhere to A.R.S. 11-1601 *et seq.* This allows the County Public Health Services District to create substantive policy statements for the Environmental Services Division. Substantive policy statements enable Environmental Services to streamline intake and response time for Environmental Services permit and license applications.

Policy:

Per Coconino County Public Health Services District (CCPHSD) Environmental Services Code Regulation 2-1-2 *Issuance of Permits, Licenses, and Certificate*, all construction must go through plan review and receive both Administrative and Substantive approvals prior to approval to construct being issued.

Applications for licenses and permits which require zoning or other Community Development Department approval, an approved public water system or an approved wastewater disposal cannot be determined to be Administratively Complete until the applicant provides verification that services are available for this facility from the responsible provider (municipality or sanitary control district).

Facilities that provide their own drinking water source (well or spring) must obtain approval as a “public water system” from the Arizona Department of Environmental Quality (ADEQ).

Facilities that provide their own onsite wastewater treatment and disposal shall provide verification of adequacy for the wastewater system from CCPHSD Environmental Quality program, ADEQ or the federal agency responsible for the regulatory oversight of the wastewater system.

OVERVIEW

In order to comply with Regulation 2-1-2 *Issuance of Permits, Licenses, and Certificates*, the Environmental Services Code that states:

“B. Applications for plan review to issue a license or permit, to be considered administratively complete, shall include a (n):

1. Completed application on forms provided by the District;
2. Payment of the required fee for plan review, permit, license or certificate as approved by the Coconino County Public Health Services District Board of Directors. The current approved fee schedule for the Health District is available at District offices as well as available at our website;
3. Documentation of Planning and Zoning approval for the proposed establishment;
4. Approved public water system;
5. Approved wastewater facilities;
6. Building Division permit or approval to construct; and
7. Detailed plans and specifications as listed in the Plan Review Worksheet provided by the District.

C. No application for a permit or license shall be issued until a complete sanitary inspection has been conducted and all critical deficiencies have been corrected. The applicant shall demonstrate to the District compliance with pertinent State, County, and Municipal health laws, regulations, and ordinances.

D. Inspections shall be made as frequently as deemed necessary for compliance with these regulations.”

DEFINITION OF TERMS

1. "Agency" means any agency, department, board or commission of this state or any political subdivision of this state that issues a license for the purposes of operating a business in this state or to an individual who provides a service to any person.

2. "License" means any agency permit, certificate, approval, registration, charter or similar form of authorization that is required by law and that is issued by any agency for the purposes of operating a business in this state or to an individual who provides a service to any person where the license is necessary in performing that service

PROCEDURE - GUIDELINES

Administrative Process:

Plan reviews for license and permits that are deemed Administrative Incomplete must be placed on hold, stopping the licensing timeframe clock until approvals for are obtained.

If within 180 days the applicant or license holder fails to submit all of the information and documents listed in the notice of deficiencies, the regulatory authority shall consider the application or request for approval withdrawn. Applications that are withdrawn must reapply with a new application and fee.

Enforcement Process: N/A

APPROVED BY:



Jason Christelman,
Interim Chief Health Officer

8.11.17

Date