



**PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY  
ENVIRONMENTAL QUALITY DIVISION – WATER PROGRAM**

**POLICY NO.:** EQ-300

**EFFECTIVE DATE:** January 29, 2007

**POLICY: ACCEPTANCE OF PERMIT APPLICATIONS, PLAN SUBMITTALS AND  
OTHER DOCUMENTS BY PDEQ.**

**PURPOSE:** The purpose of this policy is to ensure a consistent process for the acceptance of documents submitted to PDEQ.

**POLICY:** All permit applications, plan submittals, or other documents from the public or regulated community **must** be accepted by PDEQ regardless of completeness or payment of the required fee. All submittals **must** be date stamped. Water, sewer and subdivision submittals must be date stamped on the "PDEQ Plan Review Document Receipt Checklist". All documents submitted will be retained by PDEQ. PDEQ will **not** return any document that has been submitted. The submitter may only obtain **copies** of the submitted documents. The requestor will be charged, at the PDEQ standard copy fee, for the copies requested.

Permit applications or plans submitted without the required fee will **not** be processed until the fee is paid. The applicant will be notified by letter that the submittal will not be administratively or substantially reviewed until the appropriate fee has been received by PDEQ.

**APPROVED BY:**

Ursula Kramer 2.6.07

Ursula Kramer  
Director

Date

Original Policy Approved:

Date(s) Revised: