



COCONINO COUNTY ARIZONA

COMMUNITY DEVELOPMENT DEPARTMENT
Environmental Quality

Jay Christelman, Director

Notice of Transfer of Ownership for On-site Wastewater Treatment Facility March 24, 2020

Any person selling or otherwise transferring ownership of a property (Seller) served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, must have the facility inspected prior to transferring ownership of the property (Arizona Administrative Code R18-9-A316).

Once the property is transferred, the new property owner (Buyer) must file the *Notice of Transfer* using the Coconino County online portal, along with the required fee. (Currently \$60.)

WHAT ARE THE REQUIREMENTS TO TRANSFER OWNERSHIP?

Within six months before the date of property transfer, the Seller of a property served by an on-site wastewater treatment facility shall retain a qualified Inspector to perform a transfer of ownership inspection.

The Inspector shall complete the ADEQ form entitled *Report of Inspection* and provide it to the Seller.

Before the property is transferred, the Seller shall provide the Buyer with the completed *Report of Inspection* form and any documents in the possession of the Seller relating to permitting, operation, and maintenance of the on-site wastewater treatment facility.

The Buyer shall submit the CCCD *Notice of Transfer* using the online portal with the required transfer of ownership fee within 15 calendar days after the date of property transfer.



Figure 1. Flowchart of Notice of Transfer

WHO MAY DO THE INSPECTIONS?

Only qualified Inspectors may do the inspection. An inspector must meet all qualifications in R18-9-A316(B)

HOW MUST I OPERATE AND MAINTAIN MY FACILITY?

As the owner of a property served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, you must operate and maintain the facility according to the requirements of ADEQ’s Aquifer Protection Permit (APP) program. In fact, you are a permittee under the APP program. The general requirements can be found in R18-9-A314(B). If your system employs alternative technologies additional operation and maintenance requirements are R18-9-E303 through E323 as applicable.

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