

Yavapai County Development Services

Prescott Office
 1120 Commerce Drive, Prescott, AZ 86305
 (928) 771-3214 Fax: (928) 771-3432



Cottonwood Office
 10 S. 6th Street, Cottonwood, AZ 86326
 (928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

NOTICE OF TRANSFER OF OWNERSHIP FOR AN ON-SITE WASTEWATER TREATMENT FACILITY

1. Property Information (* Fields are required)

Address* _____

 City* _____ Zip* _____ Tax Parcel No.* _____
 Residential property, or Non-residential property*

2. Transferor / Seller / Former Owner of Property (* Fields are required)

Name* _____
 Mailing Address* _____

 City* _____ State* _____ Zip* _____
 Phone No.* _____ Fax _____ Email _____

3. Transferee / Buyer / New Owner of Property (* Fields are required)

Name* _____
 Mailing Address* _____

 City* _____ State* _____ Zip* _____
 Phone No.* _____ Fax _____ Email _____

Transferee / Buyer must check this box if the On-site Wastewater Treatment Facility is Exempted From Inspection

An inspection is not required if both of the following conditions apply (Buyer shall check applicable boxes to affirm that these conditions are met, provide the file number and authorization date, then skip directly to Item 8 before submitting this form):

A Discharge Authorization was issued by Yavapai county to operate the facility.
 Discharge Authorization File No.: _____
 Discharge Authorization Date: _____

The facility has never been put into service before this property transfer.

4. Inspector Information (* Fields are required)

Inspector Name* _____ NAWT Inspector No.* _____
 Company Name _____
 Address* _____

 Phone No.* _____ Fax _____ Email _____

Department Use Only		Date Stamp
Check # and Amount		
Date Entered		
Clerk Initials		

5. Facility Type (Refer to Item 7 of the *REPORT OF INSPECTION form*)

- Conventional septic tank/disposal system (very common – any system consisting of a septic tank that disposes effluent to trench, bed chamber technology, or seepage pit), or
- Alternative on-site systems (not common – any system using an alternative technology for treatment or disposal)

6. Inspection Information (Copy all required information from the *REPORT OF INSPECTION form*)

Date of Inspection (from Item 13 of *Report of Inspection form*): _____
Design flow of facility (from Item 6E of *Report of Inspection form*): _____ gallons per day

Please indicate any file number/dates as indicated in Item 5 of Report of Inspection form:

- Discharge Authorization* issued on or after January 1, 2001 (Item 5A of *Report of Inspection form*):
File No. _____ Date Issued: _____, or
- Approval of Construction* or other permitting document issued by ADEQ or a County agency before January 1, 2001 (Item 5A of *Report of Inspection form*): File No. _____ Date Issued: _____

Please indicate the number of septic tanks in use on this property: _____

Was the Septic tank(s) pumped as part of inspection (Item 8A of *Report of Inspection form*)? Yes No

If the answer is No above, please indicate why the septic tank(s) were not pumped:

- The septic tank was put into service less than 12 months before inspection, or
- Pumping or servicing was not necessary at the time of inspection based on manufacturer's written operation and maintenance instructions (applicable only to alternative technologies), or
- No accumulation of floating or settled waste was present in the septic tank (may be applicable to certain remote or seasonal systems with little use).

Were repairs made as part of the inspection (Item 8Q of *Report of Inspection form*)? Yes No

7. Form Submittal and Buyer / Transferee Advisory (*All information is required)

- Date of property transfer (closing date):* _____
- Date of submittal of this *Notice of Transfer form*:* _____
- Check this box to confirm the \$50 filing fee is being submitted with the *Notice of Transfer form*

Please Select who is submitting this Notice of Transfer Form:*

- Buyer/Transferee, or _____
- A person submitting this form on behalf of the Buyer/Transferee (Please complete the required information below)

Name of Submitter: _____

Company: _____

Address: _____

Phone Number: _____ Relationship to submitter: _____

- Escrow Officer/Title Company, or Other (indicate):

8. Certification / Signature (All information is required)

- I, as the Buyer/Transferee, certify that I have received a Report of Inspection from the Seller/Transferor or their representative; that I have accurately completed this Notice of Transfer form to the best of my knowledge; and understand that I am required to maintain and operate this/these on-site wastewater facility(ies) in compliance with the provisions of Arizona Administrative Code Title 18, Chapter 9, Article 3: Aquifer Protection Permits – General Permits.

Signature: _____ Date: _____

- I, as a person submitting this form on behalf of the Buyer/Transferee, certify that the information in this Notice of Transfer form is complete and accurate to the best of my knowledge.

Signature: _____ Date: _____