



A.R.S. §48-3646 Floodplain Use Permit Application Process Notice

A.R.S. § 48-3646 requires the Pima County Regional Flood Control District to give you the following information when you apply for a Floodplain Use Permit or FPUP.

1. The following steps are required to apply for and obtain an FPUP:
 - Complete the top portion of the FPUP application. The FPUP application can be found at <http://rfcd.pima.gov/district/district/forms.htm>.
 - Submit the FPUP application and any supplemental information (such as a site plan, engineering report, etc.) to either our main office located at 97 E. Congress St, 3rd Floor, or our satellite office in the Public Works Building at 201 N. Stone Avenue, Tucson.
 - Respond to any requests for additional information as soon as possible so that your application process can be completed.
 - In addition, please review our Permit Application Guide at <http://rfcd.pima.gov/fpm/permits> for additional information that may assist you in your application for an FPUP.

2. The typical time frames for issuing FPUPs are 1 to 2 weeks after the submittal of a completed application. This period may vary if additional information is needed to complete the process.

3. If you have any questions about your FPUP application or the application process generally, visit us at one of our downtown offices or contact us by telephone at 520-243-1800 during regular business hours. In addition, you can contact the District by email at the following website addresses, www.rfcd.pima.gov or rfcd@rfcd.pima.gov.

4. In accordance with A.R.S. §48-3649, you may request that the District clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement affecting the issuance of your FPUP. Your request must be in writing and include, (1) your name and address, (2) the statute, ordinance, regulation, executive order, delegation agreement or authorized substantive policy statement that requires clarification, (3) any facts you deem relevant to your request, (4) your proposed interpretation of the applicable statute, ordinance, regulation, executive order, delegation agreement or authorized substantive policy statement, and (5) whether, to the best of your knowledge, the issues or related issues are being considered by the District in connection with an existing permit or permit application. The District will issue a written response and explanation within 30 days of receiving your written request. The District may request a meeting with you to discuss your clarification request prior to issuing a written response.

5. All written explanations issued by the District may be appealed to the Chief Engineer in accordance with Pima County Code 16.56.010 by submitting the appeal form posted on our web site. Any written finding generated by the Chief Engineer in response to an appeal may be appealed to the Board of Directors for the Flood Control District for further review and consideration.

A copy of this notice shall be provided to you upon request.