



# Maricopa County

Air Quality Department  
Policies & Procedures

Policies & Procedures:  
PP-2007-3

Title: Notification of Issuance  
of NOV's to Maricopa County  
Agencies

Supersedes:  
Not apply

Effective: 04-23-2007

Initiator: Lucinda Swann, LS

Director: Bob Kard, BK

**PURPOSE:** To establish a consistent procedure of notification to Maricopa County agencies when issuing notice of violations (NOV).

**REFERENCE:** *not applicable*

**BACKGROUND:** *not applicable*

**DEFINITIONS:** *not applicable*

**APPLICABILITY:** This policy and procedure applies to all department personnel.

**POLICIES:** To establish a standardized procedure that will be followed when issuing notices of violations (NOV) to Maricopa County agencies.

**PROCEDURES:** The following steps are to be followed when issuing NOV's to other Maricopa County agencies:

1. Inspector issues notice of violation
2. Inspector provides notification as follows:
  - a. on-site personnel
  - b. call or email the affected department and Regional Development Services Agency (RDSA)
  - c. provide copy via fax and/or interoffice mail to the affected department and RDSA within two days

NOTE: If department personnel are not available on-site, the inspector will make a phone call to a designated number or email the affected department and RDSA to notify them of the issued violation and that no one is available to provide a copy to. The inspector will forward a copy via fax and/or interoffice mail to both the department and RDSA within two days.

## CONTACTS:

### Regional Development Services Agency

Joy Rich, Assistant County Manager  
Office phone: (602) 506-7167 (assistant, Suzanne Gray)  
Cell phone: (602) 448-6879  
Fax: (602) 506-8510  
Email: joyrich@mail.maricopa.gov

### Maricopa County Department of Transportation

Craig Blum  
Office phone: (602)506-5419  
Cell phone: (602)723-6452  
Fax: (602)506-8138  
Email: craigblum@mail.maricopa.gov

### Facilities Management

*Primary contact:*  
Rick Barker, Operations & Maintenance Division  
Office phone - 602.506.8194  
Cell phone - 602.768.8752  
Fax - 602.506.0235

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*Alternate contact:*

Ray Tucker, Maintenance Planning Center  
Office phone - 602.506.8759  
Cell phone - 602.768.8757  
Fax - 602.506.0235

**Flood Control District**

Sylvia Lopez, Administrator  
Flood Control District  
Office phone - (602) 506-4702  
sylvialopez@mail.maricopa.gov

**Public Works - MCDOT**

Kenneth Proksa  
Office phone - (602) 506-2893  
kennethproksa@mail.maricopa.gov

**APPENDICES:** *not applicable*

**DISTRIBUTION:**

Air Quality Department  
Maricopa County Department of Transportation  
Flood Control District  
Facilities Management  
Public Works  
Regional Development Services Agency