



Otay Water District, Public Services Division
2554 Sweetwater Springs Blvd
Spring Valley, CA 91978-2004

Otay Water District Annexation Process Check List & Conditions

1. The owner of the proposed project must submit in letter a request for annexation of the parcels into the Otay Water District and/or Improvement District.

The request must include the following information:

- Name of project & project number
- Developer name or property owners address & phone number
- Assessor Parcel Number(s) (APN) of project
- Total Acreage of project
- A written geographic description of the area to be annexed according to the requirements described in [California Government Code Sections 54900 through 54903](#)
- Proof of Ownership

The written request and map must be addressed to:

Engineering Public Services
Otay Water District
2554 Sweetwater Springs Blvd.
Spring Valley, CA 91978-2004

The written request and map will be reviewed for completeness by the Engineering Public Services Department and then forwarded to various departments for process including Finance and the General Manager's office.

2. All necessary fees and completed paperwork should be returned by the owner to the Engineering Public Services Department for approval and processing of the annexation request. Public Services can be contacted at (619) 670-2241, or visit the website at www.otaywater.gov for the current District Processing Fee due at the time of petition and for current fees due at the time of connection.

Current Administrative fees are due at petition:

District Processing Fee, [Fees & Deposits](#)

Current links for Annexation fees for member organizations:

- a. [California State Board of Equalization:](#)
Change of Jurisdictional Boundary Requirements for Statements, Geographic Descriptions, Maps and Fees
Sections 54900 through 54903, Government Code August 1, 2005

BOE-400-TA, Statement of Boundary Change
- b. [San Diego LAFCO:](#)
Change of Organization Form
- c. [San Diego County Water Authority:](#)
[Annexation Packet provided by Otay Water District](#)
- d. [Metropolitan Water District:](#)
The Metropolitan Water District Administrative Code

3. The District Secretary will notify the applicant in writing upon the approval of the annexation request by the District's Board of Directors.
4. If applicable, applicant must submit Sub-Area Master Plan (SAMP).