



CONSTRUCTION OF A WATER SYSTEM PLAN REVIEW, INSPECTION & APPROVAL PROCESS

INITIAL PLAN SUBMITTAL

Provide to the Otay Water District (OWD) the following items in order to initiate the review, inspection and approval process:

1. Two sets of the proposed improvement plans (24"x36"), and One CD (PDF/TIFF) containing both improvement plan and grading plan.
2. One completed plan review checklist.
3. Adhere to the standard notes and signature blocks.
4. District application with an initial deposit of **\$3,000**.
 - <http://otaywater.gov/engineering-services/public-services/>
 - Inspection deposit shall be determined during second plan review and upon engineer's estimate verification by the District.
 - Meter quotes are issued upon developer's request/application.

PLAN REVIEW AND APPROVAL PROCESS:

1. Otay Water District (OWD) or OWD's consultant (Consultant) receives; 1) two sets of improvement plans.
2. OWD or Consultant will review plans according to the plan review checklist and provide comments back to the Engineer.
3. The Engineer will incorporate OWD's and/or Consultant's comments and resubmit to OWD or Consultant the updated plans along with all previous review comments.
4. In addition, the Engineer shall prepare and submit to OWD or Consultant an engineer's estimate for bonding purposes and formulate the cost of work.
5. OWD or Consultant will prepare a Developer Construction Agreement of A Water System (Agreement) that includes insurance, inspection deposit and bonding requirements. The executed Agreement by both OWD and Developer is required prior to plan approval.
6. OWD or Consultant will request Mylars or bond copies of the originals once all comments have been incorporated.



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7. Plans will be routed by OWD or Consultant for approval signatures.
8. Once approval has been granted, the Engineer shall submit to OWD:
 - Two sets of 24x36 of the approved drawings (on bond duplicate of the approved originals)
 - One CD as follows:
 - TIFF/PDF FORMAT, IMAGES MUST BE IN NUMERICAL ORDER, MUST BE ABLE TO OPEN AS ONE FILE, AS WELL AS FACING RIGHT SIDE UP
 - DWG FORMAT, AS PER WATER AGENCIES' STANDARDS
WWW.SDWAS.COM
 - LINE WORK FOR PARCEL/FINAL MAPS ASSOCIATED WITH THE IMPROVEMENTS
 - DESIGN GUIDELINES 1.0 GENERAL
 - 1.2 AUTOCAD GUIDELINES
 - EXHIBIT 1.2-A: AUTOCAD PLOT STYLE (MONO & COLOR - FULL.CTB) (04-15-2004)
 - EXHIBIT 1.2-B: LINETYPES (04-15-2004)
 - **If final plans are not submitted to OWD or Consultant within six months of initial submittal to OWD, the Developer's project account will be closed. The Engineer will be required to resubmit per latest District standards with new review deposit fee.**
 - For plans that are delayed by other agencies, Engineer shall submit a letter of explanation to OWD prior to reaching the six months review period. The letter should include the project status and estimated schedule of next submittal.

INSPECTION AND PROJECT ACCEPTANCE PROCESS:

1. OWD / Consultant inspector will coordinate a pre-construction meeting at the request of the developer. Inspector will provide services to oversee the completion of the approved work.
 - For the pre-construction meeting we require that the geotechnical services firm, the Contractor, the Contractor's competent person, and a Developer representative all are present. We can also discuss the submittal process at the meeting if the WAS AML package is not submitted in advance.



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2. A written quote for any meters required will be issued upon the developer's request and should be paid for by the time of project acceptance by OWD.
3. Construction and Final Punch List items are resolved and sufficient funds are remaining in project account.
4. Review Final AsBuilts.
5. OWD Inspection Team offers project for acceptance.
6. OWD/Consultant Project Close-Out.
7. OWD Project Acceptance and project account close-out.
8. OWD files a notice of completion with the County Of San Diego, if no liens are filed within 35 days of recordation, 75% of the original Performance bond will be released and the remaining 25% is retained during the one year warranty period as a guarantee against repair costs during the warranty period. If no such repair costs are incurred, the remainder will be released after the one year warranty period.
9. OWD provides warranty inspection after 1 year of project acceptance.
10. Project is released by OWD upon satisfactory final inspection.

OWD CONTACTS

Public Services Division
Otay Water District
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Spring Valley, CA 91978
Phone: (619) 670-2241
Fax: (619) 670-2754

Engineering Manager
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**Public Services
Permit Technicians**
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OWD's CONSULTANT CONTACTS

Aegis Engineering Management
11939 Rancho Bernardo Road, Suite 100
San Diego, California 92128
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Inspection Services
(844) 423-4473

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