



## RECYCLED WATER 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 recycled water irrigation plans (24"x36") and One CD (PDF/TIFF).
2. One completed Onsite Recycled Water System plan review checklist.
3. Adhere to the standard notes and signature blocks contained within this packet.
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.
  - Meter quotes are issued upon developer's request/application.
  - Title 22 Engineering Report fee shall be determined during plan review (or may be requested by the County of San Diego Department of Environmental Health).
5. County of San Diego Department of Environmental Health (DEH) application letter and plan check deposit fee of **\$459**. The check shall be made payable to "County of San Diego Department of Environmental Health".
  - [http://www.sandiegocounty.gov/content/sdc/deh/lwqd/lu\\_recycled\\_water.html](http://www.sandiegocounty.gov/content/sdc/deh/lwqd/lu_recycled_water.html)

### PLAN REVIEW AND APPROVAL PROCESS:

1. Otay Water District (OWD) or OWD's consultant (Consultant) receives; 1) two sets of irrigation plans, 2) DEH application and fee from the customer/developer/contractor/engineer.
2. OWD or Consultant will forward to DEH:
  - One set of plans
  - DEH application
  - DEH plan check deposit fee
3. OWD or Consultant will perform review of the plans and provide review comments back to the Landscape Architect.
4. DEH, following their review, will e-mail a "comments letter" directly to the Landscape Architect. OWD or Consultant will also receive a copy of the comments letter.



## RECYCLED WATER PLAN REVIEW, INSPECTION & APPROVAL PROCESS

5. The Landscape Architect will incorporate OWD's and/or Consultant and DEH comments and resubmit to OWD or Consultant the updated plans along with all previous review comments. In addition, the Landscape Architect shall prepare and submit to OWD or Consultant a written response that addresses DEH comments.
6. OWD or Consultant will form an anticipated inspection cost and invoice the responsible billing party (as indicated on the application). A deposit covering the estimated inspection costs are required prior to plan approval.
7. OWD or Consultant will request Mylars or bond copies of the originals once all comments have been incorporated.
8. Plans will be routed by OWD or Consultant to DEH for approval signature.
9. Approval by DEH requires:
  - Landscape Architect response letter (see item 5).
  - One bond copy (see item 7)
10. Approval by OWD requires:
  - Check for inspection deposit made payable to "Otay Water District" (see item 6).
  - One bond copy (see item 7) approved by DEH
11. Once approval has been granted, the Landscape Architect shall submit to OWD:
  - Two sets of approved drawings on 24x36 pink paper (bond duplicate of the approved originals)
  - One set on CD containing tiff or PDF files of the approved plan. Every sheet of the plans shall have a corresponding tiff or PDF file.
  - **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 Landscape Architect will be required to resubmit per latest District standards with new review deposit fee for both OWD and DEH.**
  - For plans that are delayed by other agencies, Landscape Architect shall submit a letter of explanation to OWD or Consultant prior to reaching the six months review period. The letter should include the project status and estimated schedule of next submittal.



## RECYCLED WATER PLAN REVIEW, INSPECTION & APPROVAL PROCESS

### **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.
2. A written quote for any recycled water irrigation meters required will be issued upon the developer's request and should be paid for by the time of final steps shown below.
3. Final steps for project acceptance include coordination with DEH:
  - Pay DEH Shutdown Test Application Fees (provide receipt confirmation to your OWD Inspector):  
[http://www.sandiegocounty.gov/content/sdc/deh/lwqd/lu\\_recycled\\_water.html](http://www.sandiegocounty.gov/content/sdc/deh/lwqd/lu_recycled_water.html)
  - Sufficient funds remaining in project account
  - Pre-DEH Coverage Walk
  - Review Final AsBuilts
  - Obtain Controller Charts from final AsBuilts
  - Punch List Items
  - DEH Shutdown / Coverage Test
  - 24 Hour Clock / 24 hour Irrigation shutdown
  - OWD/Consultant Acceptance Recommendation
  - Final Walks at Project Site
  - Meter Set Coordination / Meter Unlock
  - OWD/Consultant Project Close-Out
  - OWD Project Acceptance & Close-Out



## RECYCLED WATER PLAN REVIEW, INSPECTION & APPROVAL PROCESS

### OWD CONTACTS

Public Services Division  
Otay Water District  
2554 Sweetwater Springs Blvd  
Spring Valley, CA 91978  
Phone: (619) 670-2241  
Fax: (619) 670-2754

#### **Public Services Permit Technicians**

Tanya Ayala-Mason  
[tayala-mason@otaywater.gov](mailto:tayala-mason@otaywater.gov)  
Vu Tran  
[vu.tran@otaywater.gov](mailto:vu.tran@otaywater.gov)

#### **Recycled Water Program Supervisor**

Juan M. Tamayo  
[jtamayo@otaywater.gov](mailto:jtamayo@otaywater.gov)  
Phone: (619) 670-2510

#### **Assistant Chief Of Engineering**

Dan Martin  
[dmartin@otaywater.gov](mailto:dmartin@otaywater.gov)

### OWD's CONSULTANT CONTACTS

Aegis Engineering Management  
11939 Rancho Bernardo Road, Suite 100  
San Diego, California 92128  
Phone: (858) 505-0075  
Fax: (858) 683-2033

#### **Inspection Services** (844) 423-4473

#### **Project Manager**

Alex Bucher, PE  
[abucher@aegisem.com](mailto:abucher@aegisem.com)

#### **Project Engineer**

Tranh Huynh, EIT  
[thuynh@aegisem.com](mailto:thuynh@aegisem.com)