



RECYCLED WATER PLAN REVIEW, INSPECTION & APPROVAL PROCESS

INITIAL PLAN SUBMITTAL

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

1. Full Plan Review submittal package on USB drive containing the following:
 - One completed plan review checklist
 - Proposed 24x36 improvement plan
 - Reference grading plan
 - County of San Diego Department of Environmental Health (DEH) Application
http://www.sandiegocounty.gov/content/sdc/deh/lwqd/lu_recycled_water.html
2. District Application with an initial deposit of **\$3,765 (includes DEH initial review fee of \$765)**.
3. Adhere to the standard notes and signature blocks.
 - <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).

PLAN REVIEW AND APPROVAL PROCESS:

1. District or our consultant (Consultant) receives complete first submittal packet from the customer/developer/contractor/engineer.
2. District or Consultant will forward to DEH:
 - Electronic set of plans
 - DEH application
 - DEH plan check fee
3. District or Consultant will review plans according to the plan review checklist and provide review comments back to the Landscape Architect via the checklist and redlines on the plans.



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4. DEH, following their review, will e-mail a “comments letter” directly to the Landscape Architect. District or Consultant will also receive a copy of the comments letter.
5. The Landscape Architect will incorporate the District and/or Consultant and DEH comments for Second submittal to the District or Consultant, as well as the updated plans and any previous review comments. In addition, the Landscape Architect shall prepare and submit to the District or Consultant a written response that addresses DEH comments.
6. District or Consultant will form an anticipated inspection cost and invoice the responsible billing party (as indicated on the plan review application). **A deposit covering the estimated inspection costs are required prior to plan approval.**
7. District or Consultant will request a final submittal to be provided via USB drive for DEH approval once all comments have been incorporated and addressed.
8. After DEH electronic approval, Landscape Architect will be asked to print the DEH approved plans on 24x36 and submit for approval by the District. District will also approve the plan, then request the Landscape Architect to provide 2-24x36 hard copies of the final approved plan.
9. Approval by DEH requires:
 - Landscape Architect response letter (see item 5).
 - One electronic final submittal by the District or Consultant (see item 7)
10. Approval by the District requires:
 - Check for inspection deposit made payable to “Otay Water District” (see item 6).
 - One bond copy or mylar (see item 8) approved by DEH
11. Once approval has been granted, the Landscape Architect shall submit to the District:
 - Two sets of approved drawings on 24x36 pink paper (bond duplicate of the approved originals)
 - One set on USB Drive containing PDF files of the approved plan. Every sheet of the plans shall have a corresponding PDF file.
 - **If final plans are not submitted to the District or Consultant within six months of initial submittal to the District, the Developer’s project account will be closed and refunded back to the owner of the parcel. The Landscape Architect will be required to resubmit per latest District standards with a new review deposit for both District and DEH.**
 - For plans that are delayed by other agencies, Landscape Architect shall submit a letter of explanation to the District or Consultant prior to reaching



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the six months review period. The letter should include the project status and estimated schedule of next submittal.

INSPECTION AND PROJECT ACCEPTANCE PROCESS:

1. District / 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:
 - District to coordinate the Payment from your deposit account to DEH Shutdown Test Application Fees (a receipt confirmation can be sent to you)
 - 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
 - DISTRICT/Consultant Acceptance Recommendation
 - Final Walks at Project Site
 - Meter Set Coordination / Meter Unlock
 - DISTRICT/Consultant Project Close-Out
 - DISTRICT Project Acceptance & Close-Out



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DISTRICT CONTACTS

Public Services Division
Otay Water District
2554 Sweetwater Springs Blvd
Spring Valley, CA 91978
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Public Services Division
Permit Technicians
pscounter@otaywater.gov

DISTRICT'S CONSULTANT CONTACTS

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