



APPLICATION FOR PLAN REVIEW, MAJOR ENCROACHMENT AND / OR CONSTRUCTION INSPECTION

Mail Completed Application and Fee to:

SAN DIEGO COUNTY WATER AUTHORITY
 4677 Overland Avenue, San Diego, CA 92123-1233
 Attention: Engineering Department – Right of Way Group
 Telephone Number: (858) 522-6900

OWNERSHIP INFORMATION:

REPRESENTATIVE INFORMATION (If applicable) :

Fee Owner Complete Name(s):	Representative Name and Title:
Mailing Address:	Name of Firm:
City, State and Zip Code:	Address:
Telephone Number(s):	City, State and Zip Code:
Email:	Telephone Number(s):
	Email:

LOCATION OF PROPOSED ENCROACHMENT:

Assessor Parcel Number:	Thomas Guide Page:	Legal Description:
Address:		
City and Zip Code:		
Have you ever applied for an Encroachment Removal Agreement (ERA) for this location? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, list ERA Permit Number(s) Issued:		

DESCRIPTION OF PROPOSED ENCROACHMENT:

Application shall be accompanied by a \$2,000.00 deposit payable to *San Diego County Water Authority* (see Part 2-A of the attached Fee Schedule) along with a drawing or set of plans of the proposed improvement to be placed within the San Diego County Water Authority easement. The deposit will be placed in a Project Account from which all charges assigned to the project will be deducted. All approved encroachments will require an Encroachment Permit signed by the fee owner of the property and recorded with the County Recorder. The fees for recording shall be paid by fee owner (typically \$29 for 6 pages) and payable from the applicant's deposit.

I understand that this application is subject to the approval of the San Diego County Water Authority.

X _____
Fee Owner (1) Signature **Date**

X _____
Fee Owner (2) Signature **Date**

*******AUTHORITY USE ONLY*******

Fee Received:\$ _____ Check No. _____ Date: _____

File Name: _____ ROW# _____

Pipeline(s): _____ TG: _____ Sta: _____

Reviewed by: _____ Date: _____

Authority Parcel(s) affected: _____

APPROVED BY: _____ ON: _____ PERMIT No: _____



PLAN REVIEW AND CONSTRUCTION INSPECTION FEES

Water Authority staff must review and approve all development projects that affect the Water Authority's facilities before any project can proceed. Projects requiring plan review and construction inspection are usually initiated by government agencies, utility companies, and private developers or engineers. Examples of such projects include: the design and improvement of subdivision lots and streets, installation of utilities such as, water, sewer, gas, electric, and cable TV, streetlights, fire hydrants, curbs and sidewalks, equestrian trails, and fences.

After the Water Authority receives the project plans, a one-time, no-charge consultation between Water Authority staff and the developer will be scheduled. At this consultation, the Water Authority will provide the developer with official guidelines and information about the review/inspection process. The developer will provide the Water Authority with the details of the proposed project.

The next step in the process is that the developer submits three sets of plans and a \$2,000 (two thousand dollar) deposit to the Water Authority's Engineering Department, Right of Way Group. The deposit will be placed in a Project Account from which all charges assigned to the project will be deducted. The Right of Way Group will prepare an estimate of the total cost for reviewing and processing the plans. Charges for this estimate will be deducted from the Project Account. The remaining funds in the Project Account shall apply to the actual cost of plan review and processing.

If, during the plan review process, the cost becomes greater than the estimate, additional funds will be obtained from the developer. Any excess funds remaining after the plan review process is completed will be refunded to the developer and any costs not previously paid will be due. A cost summary will be provided indicating all charges placed against the Project Account.

Each utility placed within the Water Authority's right of way requires a Joint Use Agreement. The Joint Use Agreement allows the developer to install its utility within the Water Authority's property; however, the Water Authority always retains its prior rights in interest to its property. The charge to the developer for a Joint Use Agreement will be included in the Water Authority's total actual cost for review and approval of the project plans, including the granting or quitclaiming of easements.

Construction Inspection Fees – Actual Cost

Upon the completion of the plan review process and signing of the plans by the Water Authority and before construction begins, the Water Authority will estimate construction inspection fees and charge them to the developer. Actual payment of construction inspection fees must be made thirty (30) days prior to construction. The estimated amount of construction inspection fees will be deposited into a Project Account and administered in the same manner as Plan Review accounts.

If the time between the Water Authority's approval of the project plans and actual construction exceeds ninety (90) calendar days, a revised estimate may be required. If plans need to be reviewed again because of changes in design between the initial plan review and the beginning of construction, a flat \$1,000 (one thousand dollar) deposit fee will be charged.

Any excess funds left over after the construction inspection process is completed will be refunded to the developer, and any costs not previously paid will be due. Upon completion of the construction inspection process and finalization of accounts, a cost summary will be provided to the developer.