# ORLANDO UTILITIES COMMISSION
# WATER ENGINEERING
# SUBMITTAL REVIEW PROCEDURES

**Revised October 13, 2009**

In order to help facilitate the review of plans submitted to OUC for review by Water Engineering the following procedures are provided for information. Prior to submitting plans it is recommended that the Owner/Developer review the following documents located at www.ouc.com

- Design Standards for Potable Water Facilities for New Developments
- OUC Construction Standards Manual
- OUC Supplier Materials Specifications – Water Distribution
- Backflow Information Sheet
- Water Detail Sheet
- Water Engineering Design Information Request Sheet
- FDEP Permit Application Preparation

In particular note the special requirements for water mains located on private property if this applies. OUC's review is limited to the OUC point of service/control valve and water meters only. OUC does not review, approve, inspect or construct the private system. The Owner/Developer is responsible for all other reviews and requirements of all other regulatory agencies with jurisdiction over the project. OUC reserves the right to adjust or modify these procedures as necessary without prior notice.

1. Submit one set of plans by hardcopy or electronically (Adobe pdf or AutoCAD® 2009 or earlier format) to Development Services at OUC, Reliable Plaza, 100 W. Anderson Street, Orlando, Florida 32801. Development Services will send the Owner/Develop an acknowledgement letter for the project. On the acknowledgement letter is a work request number. This number is used to track the project. This number should be used in all correspondence or when inquiring about the project.

   Include with the plans a completed Water Engineering Design Information Request Sheet, located on the website. Provide Development Services with all the information completed and a brief description of the project.

   E-mail address information for all contacts will help to expedite the review process.

   The plans do not need to be signed and sealed for this submittal. It is recommended that a draft copy of any required permit applications and any associated reports or information should also be submitted. Copies of FDEP applications for general permits are located on the website with OUC's information filled in as appropriate. It is the Owner/Developers responsibility to insure that all permit applications are completed correctly and completely. If an FDEP permit is not required a copy of the permit determination letter from FDEP so stating will be required.

   If a copy of the OUC water system maps is required for design it will be necessary to come to Water Engineering at 3800 Gardenia Avenue. A water data security form will have to be filled

out and a recent photo identification will have to be provided.

If you require a computer simulated hydraulic grade line analysis for the fire flows for the project, you may submit by e-mail to hgl@ouc.com indicating the location and description of the project, the fire flow required, the maximum daily domestic flow, and the desired point of connection to the OUC distribution system. Allow approximately 2 weeks for the analysis to be completed.

2. Within approximately 2 weeks of delivery of the plans to Development Services you will be contacted by the plan reviewer with his name and contact information. At this point all further contact on the project will be with the plan reviewer. It may be necessary for the plan reviewer to schedule a meeting to go over the project at any time during the review process. All meetings will be held at the OUC Water Engineering offices located at 3800 Gardenia Avenue, Orlando, FL 32839.

3. Within approximately 45 days of delivery of the plans to Development Services, the plan reviewer will provide comments and questions on the project to the Owner/Developer if necessary. During the review it may be necessary for the plan reviewer to visit the project site to gain familiarity with the onsite conditions. Comments will be provided on the plans and the permit application. If necessary a meeting will be scheduled to go over the project and the comments.

   If it is determined that a easement will be required for any of the OUC owned and maintained facilities the engineer and owner will be notified of the particular easement requirements. Once the plans have been approved by OUC, construction can occur but, water service cannot be provided until OUC has received the executed easement agreement. A warranty deed for the property is required before the easement can be started. For a blanket easement for the utilities, the easement document will be prepared and sent for execution by the Owner/Developer. If a specific easement is required, this easement must be prepared towards the end of the project. The requirements for this are described in item 10 below.

   If an e-mail address has been provided then the comments, questions, comments, and markups will be returned in Adobe pdf format. Otherwise, the Owner/Developer will be contacted to pick up the marked up plans and comments at the OUC Water Engineering offices at 3800 Gardenia Avenue. OUC will not provide or pay for delivery service. If desired the comments and questions will be sent by U.S. mail.

4. Revise the plans and permit applications and any associated reports or information as required and resubmit one set of each for review (hardcopy or electronically in Adobe pdf or AutoCAD® 2009 or earlier format). The plans and associated information do not need to be signed and sealed for this review. The review will be to verify that all comments and questions have been addressed. Additional comments may be required based on this review that will require re-submittal.

   The plans and permit applications should be resubmitted to Water Engineering at 3800 Gardenia Avenue, Orlando, FL 32839. Submittal to Development Services will only delay the review process. Each re-submittal may take up to approximately 30 days to review.

5. Once the plans have been finalized, provide 4 sets of signed and sealed plans and any permit applications (quantity submitted to be determined by the Owner/Developer). In addition to the hardcopy sets of the plans; submit the plans in Adobe PDF format. Permit applications will not be signed until all comments and questions have been addressed to OUC's satisfaction. Permit applications are to be signed by the Owner/Developer and the Engineer of Record and sealed as required. OUC will retain one signed and sealed permit application for each permit.

   Three sets of the signed and sealed plans will be retained by OUC. One set of plans will be stamped with the stamp shown below with the appropriate information filled in. This set of plans or a copy of the stamped set of plans must be onsite for review by the OUC Inspector or Crew Chief. The Owner/Developer will be contacted to pick up the plans and signed permit applications.

**ORLANDO UTILITIES COMMISSION**
**WATER ENGINEERING AND TECHNICAL SERVICES**
**WATER ENGINEERING PLAN REVIEW**

WR#:_____

DATE:_____ APPROVED BY:_____

This submittal has been reviewed by OUC. The review is only for the limited purpose of checking for general conformance with the OUC guidelines and standards and shall not be construed as relieving the Developer/Contractor of the full responsibility for providing materials, equipment and work required by the OUC guidelines and standards; the proper fitting and construction of the work; the accuracy and completeness of the submittal; selecting fabrication processes and techniques of construction; performing the work in a safe manner and conforming to all other regulatory agency guidelines. Nothing in this review is intended to authorize any aspect of the work nor be construed as rendering a professional opinion as to the conformance of the work depicted herein with any federal, state, or local code, law or regulation.

6. Once the plans and associated information have been finalized, the costs for the OUC facilities, work, and inspection as required will be prepared and this information will be sent to the Owner/Developer by Development Services. All costs are to be paid prior to any work on the water system to be owned and maintained by OUC will be allowed. In addition to the costs the Owner will need to provide billing information and a Guarantee of Performance (work to be performed by Owner/Developer and deeded to OUC under OUC inspection) to Development Services.

   At this time the Legal Department will be notified about any easements required for the project. The Legal Department will contact the Owner/Developer with the information and format requirements from the easement. The easements must be completed prior to OUC finalizing the project.

7. Once all of the costs have been paid, the information listed above provided and all permits received, the plan reviewer will prepare a work packet for Water Distribution (inspection or crew). At this time the Owner/Developer can request a preconstruction meeting for inspection work requests through the inspection department. If the work is to be performed by OUC, the water distribution crew coordinator will contact the Owner/Developer to schedule the work. Allow additional time for OUC to schedule, prepare, submit, and receive all the required permits including but not limited to FDEP, Right of Way Utilization, etc for work to be performed by OUC after payment has been made.

8. Any changes to the plans during construction will have to be submitted to OUC Water Engineering for review and approval before the work is performed. If required, additional costs will be prepared and sent to the Developer/Owner. These costs must be paid before the changes can be implemented. Any work performed without OUC review and approval is at the Owner/Developer's own risk and may have to be removed if it does not conform to OUC standards.

9. Upon completion of the work, submit all certificates of clearance and completion to OUC for review and signature (this includes FDEP and FDOT permits). Other information to be provided will be detailed at the preconstruction conference. The Owner/Developer is to submit As-Built documentation as described in the "OUC Construction Standards Manual" and as required by the regulatory agencies.

10. If a specific easement is required the Owner must provide a Sketch of Description – Utility Easement signed and sealed by a registered Professional Land Surveyor to the plan reviewer, suitable for recording. The survey must indicate the easement and the location of the OUC facilities within the easement. OUC will review the information and prepare any comments and return to the Owner for re-submittal.

    Once the Sketch of Survey is finalized and accepted by OUC, the specific easement documents will be prepared by OUC and sent to the Owner for his execution. This can take up to 10 business days. Once the easement has been executed by the Owner and returned to OUC the water service can be activated if all other requirements and clearances have been received.

11. If a preliminary review of the project is desired prior to the formal submittal, the plans can be submitted to Water Engineering or e-mailed to wets@ouc.com. This review will be conducted as time allows and will not take precedence over reviews of formally submitted plans. Note that the procedures listed above will be followed when the project is formally submitted. Only one submittal of preliminary plans is allowed.