

# **ORLANDO UTILITIES COMMISSION WATER DISTRIBUTION ENGINEERING SUBMITTAL REVIEW PROCEDURES**

**Revised June, 27 2024**

To help facilitate the review of plans submitted to OUC Water Distribution Engineering the following procedures are provided. Prior to submitting plans it is recommended that the Customer/Developer review the following documents located at [www.ouc.com](http://www.ouc.com) under the business tab for water services:

- 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

Note the special requirements for water mains located on private property, if applicable. 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 water system. The Customer/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.

OUC Water Distribution Engineering is located at 6003 Pershing Avenue, Orlando, Florida 32822. OUC Development Services is located at Reliable Plaza, 100 W. Anderson Street, Orlando, FL 32801.

1. Submit one set of plans electronically in Adobe pdf format to Development Services. Development Services will send the Customer/Developer 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 under forms and documents. Provide Development Services with all the information completed and a brief description of the project. An e-mail address for all contacts will help to expedite the review process.

The plans do not need to be signed and sealed for this initial 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

Customer/Developer's responsibility to ensure that all permit applications are completed correctly and completely. If a 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 may be obtained via e-mail by requesting it from [cgriffin@ouc.com](mailto:cgriffin@ouc.com). A water data security form will have to be filled out, located on the website under forms and documents. 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 a request via e-mail to [hgl@ouc.com](mailto:hgl@ouc.com). Provide 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 4 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. At this point all further contact on the project related to water reviews will be with this 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.
3. Within approximately 6-8 weeks of delivery of the plans to Development Services, the plan reviewer will provide comments and questions on the project to the Customer/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 comments.

If it is determined that an easement will be required for any of the OUC owned and maintained facilities, the engineer and Customer/Developer will be notified of the easement requirements. Water service cannot be provided until OUC has received the executed easement agreement, which typically occurs shortly after construction and as built preparation. 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 by OUC and sent for execution by the Customer/Developer. If a specific easement is required, this easement must be prepared towards the end of the project. The requirements for this are described below.

The comments, questions, and markups will be returned in Adobe pdf format via email.

4. Revised plans, written responses, permit applications and any associated reports or information as required shall be resubmitted for review (electronically in Adobe pdf 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 items have been addressed. Additional comments may be required based on this review that may require re-submittal.

The plans and required forms should be resubmitted directly to the assigned plan reviewer via email. Submittal to Development Services will only delay the review process. Each re-submittal may take up to approximately 4-6 weeks to review.

- 5. Once the plans have been finalized, provide an electronic set of signed and sealed plans and any permit applications (quantity submitted to be determined by the Customer/Developer). 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 Customer/Developer and the Engineer of Record and sealed as required. OUC will retain one signed and sealed permit application and permit drawings for each permit. Please retain the original format of the application file. Do not rescan documents. This creates problems with electronic e-mail. Electronic signatures should be utilized and are acceptable to the FDEP.

Plans will be electronically stamped with the stamp shown below with the appropriate information filled in. This stamped set of plans will be provided to the customer/developer via e-mail. This set of plans or a copy of the stamped set of plans must be onsite for review by the OUC Inspector.

<p style="text-align: center;"><b>ORLANDO UTILITIES COMMISSION</b> <b>WATER ENGINEERING AND TECHNICAL SERVICES</b> <b>WATER ENGINEERING PLAN REVIEW</b></p> <p>WR#: _____</p> <p>DATE: _____ APPROVED BY: _____</p> <p>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.</p>
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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 Customer/Developer by Development Services in the form of a cost letter via email. All

costs are to be paid prior to any work on the water system that is to be owned and maintained by OUC will be allowed. In addition to the costs the Customer/Developer will need to provide billing information and a completed Guarantee of Performance (work to be performed by Customer/Developer and deeded to OUC under OUC inspection) to Development Services.

Any costs outlined in the cost letter do not include deposits or other charges associated with setting up your OUC account. Once all completed forms are received, Commercial Business Support will contact the Customer/Developer within 3 to 5 business days to set up your account and quote the required deposit to start services.

At this time the Legal Department will be notified about any easements required for the project. The Legal Department will contact the Customer/Developer with the information and format requirements from the easement. The easements must be completed prior to OUC finalizing the project, however, it is best not to finalize the legal description of the easement until exact locations of the facilities within the easement may be finalized and documented in the as-builts. Both easements and facilities must be accurately depicted on the as-built survey and record drawings so that a determination may be made by OUC engineer's review that the easements cover the proposed OUC facilities being donated.

6. Once all 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 Construction). At this time the Customer/Developer can request a preconstruction meeting for inspection work requests through Water Distribution Inspection at 407-649-4428. If the work is to be performed by OUC, the Water Distribution Construction crew coordinator will contact the Customer/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.
7. Any changes to the plans during construction will have to be submitted to Water Distribution Engineering for review and approval before the work is performed. If required, additional costs will be prepared and sent to the Customer/Developer. These costs must be paid before the changes can be implemented. Any work performed without Water Distribution Engineering review and approval is at the Customer/Developer's own risk and may have to be removed if it does not conform to the standards.
8. Upon completion of the work, submit all certificates of clearance and completion to Water Distribution Engineering for review and signature (this includes FDEP and R/W permits). Other information to be provided will be detailed at the preconstruction conference. The Customer/Developer is to submit As-Built documentation as described in the "OUC Construction Standards Manual" and as required by the regulatory agencies.
9. If a specific easement is required, the Customer/Developer 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 in state plane coordinates on the legal

description, as built surveys, and record drawings. OUC will review the information, prepare any comments, and return them to the Customer/Developer 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 Customer/Developer for his execution. Once the easement has been executed by the Customer/Developer and returned to OUC, Water Engineering can sign off on the FDEP clearance application. If an FDEP clearance is not required, water meters and fire services will not be activated until the final executed easement(s) have been received and recorded by OUC.

10. If a preliminary review of the project is desired prior to the formal submittal, the plans can be submitted to Development Services. 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.