



2554 Sweetwater Springs Boulevard
Spring Valley, CA 91978

Sewer Hook-Up Check List Within the Otay Water District

1. Is the property within a Sewer Improvement District?

If **yes**, the customer shall contact Public Services in writing and request sewer service at the project address.

If a lateral exists the customer shall proceed to step 5.

If a lateral does not exist the customer shall request Public Services to provide a cost estimate to install one and the customer shall proceed to step 5 after payment of all required fees.

If **no**, the property owner must petition the District for sewer annexation and the petition shall include:

- Name of project & project number
- Developer name or property owners address & phone number
- Assessor Parcel Number(s) (APN) of project
- Total Acreage of project
- A written geographic description of the area to be annexed according to the requirement described in [California Government Code Sections 54900 through 54903](#)
- Proof of Ownership

Petitions can be sent to:

Engineering Manager
Otay Water District
2554 Sweetwater Springs Blvd.
Spring Valley, CA 91978-2004
OR
E-mail: pscounter@otaywater.gov
Fax: (619) 670-6184

2. Once the annexation is approved:

If a lateral exists at the project address the customer shall proceed to step 5.

If a lateral does not exist at the project address, the customer shall request Public Services to provide a cost estimate to install one and the customer shall proceed to step 5 after payment of the cost estimate.

3. Current fees associated with the annexation process can be found at www.otaywater.gov, and consist of the following:

- District Annexation Processing Fee
- Sewer Connection Capacity Fee
- State Board of Equalization
- LAFCO/SDCWA/Metropolitan Water District

4. Is the project address located below the District's nearest sewer main?

If the project is located below the District's nearest sewer main, the sewage must be pumped and the property owner shall be responsible for the purchase and maintenance of the pump.

5. The customer shall contact Public Services at (619) 670-2241 for issuance of a sewer permit and inspection services.

Public Services will issue the permit and direct the customer to contact the Inspection Division at (619) 670-2203 to schedule a Pre-Construction Meeting **BEFORE** any work or tie-in coordination.

No work shall commence at the project site until a Pre-Construction Meeting occur