



Otay Water District, Public Services Division
2554 Sweetwater Springs Blvd
Spring Valley, CA 91978-2004

Sewer Hook-Up Check List Within the Otay Water District

1. Is the parcel within a Sewer Improvement District?

If yes, the customer shall contact Public Services in writing and request sewer service at the project address and proceed to step 2.

If no, the owner of the proposed project must submit in letter a request for annexation of the parcels into the Otay Water District and/or Improvement District.

The request must include the following information:

- 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 requirements described in [California Government Code Sections 54900 through 54903](#)
- Proof of Ownership

The written request and map must be addressed to:

Engineering Public Services
Otay Water District
2554 Sweetwater Springs Blvd.
Spring Valley, CA 91978-2004

The written request and map will be reviewed for completeness by the Engineering Public Services Department and then forwarded to various departments for process including Finance and the General Manager's office.

All necessary fees and completed paperwork should be returned by the owner to the Engineering Public Services Department for approval and processing of the annexation request. Public Services can be contacted at (619) 670-2241, or visit the website at www.otaywater.gov for the current District Processing Fee due at the time of petition and for current fees due at the time of connection.

Current Administrative fees are due at petition:

District Processing Fee, [Fees & Deposits](#)

Current links for Annexation fees for member organizations:

- a. [California State Board of Equalization: Change of Jurisdictional Boundary Requirements for Statements, Geographic Descriptions, Maps and Fees Sections 54900 through 54903, Government Code August 1, 2005](#)
[BOE-400-TA, Statement of Boundary Change](#)
- b. [San Diego LAFCO: Change of Organization Form](#)
- c. [San Diego County Water Authority: Annexation Packet provided by Otay Water District](#)
- d. [Metropolitan Water District: The Metropolitan Water District Administrative Code](#)

The District Secretary will notify the applicant in writing upon the approval of the annexation request by the District's Board of Directors.

If applicable, applicant must submit Sub-Area Master Plan (SAMP).

Once the annexation is approved the customer shall proceed to step 2.

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

If a lateral exists at the parcel the cost estimate for services will reflect this

If a lateral does not exist at the parcel, the cost estimate for services will reflect this

Is the parcel 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.

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 occurs