

SITE UTILITY PLAN REVIEW Process

Applicant Submittals

Permit Services Unit

Regulatory Services Group

Expert Resources

1 Engineer prepares Site Utility plans in accordance with Site Utility Water & Sewer Design Checklist.

Engineer submits: Site Utility Package for NEW projects and applicable fees to Permit Services Unit.

- Site Utility Water & Sewer Design Check List
- 6 sets – CADD drawn Site Utility Plans
- 1 original Hydraulic Information Sheet (HIS) (Part 1 completed)
- 3 copies – ALL existing site utility (onsite) water and sewer plans (site highlighted)
- 2 copies – WSSC contract plans for water and sewer (property highlighted)
- 2 copies – WSSC 200 Ft Sheet for both water and sewer (property highlighted)
- 1 copy – Recorded plat or preliminary plans (for applicable properties)
- Site Utility Review Fees

2 Engineer makes revisions to Site Utility plan in accordance with comments provided.

Engineer re-submits revised plans (both Minor and Standard) to Regulatory Services Group (RSG).

3 Engineer applies for service connection/abandonment permits.

Engineer brings two (2) paper copies of most recent (Full or Minor) Site Utility plans (unapproved) and completed service connection and/or abandonment application(s) with applicable fees to Permit Services counter.

4 Engineer records service connection / abandonment permit numbers on the pending approval plan (mylars).

Engineer submits the pending approval plan (mylars) and Site Utility Permit to RSG only after RSG has requested mylar submission. A Site Utility Permit is not required for Minor Site Utility Plans.

1b Returns to engineer if incomplete package; or Rejection items missing

Permit Agent

1a Permit Services receives Site Utility package; performs submittal/rejection review; marks up the Site Utility Rejection Checklist; assigns Site Utility number in Site Utility Log. (Process Time: 3 business days)

Permit Agent

1c Site Utility package accepted for review if **ALL** Site Utility Rejection Checklist items are met.

Permit Services retains part of package for review; puts in queue pending full PS review.

- Sends for DSG review.
- Sends for RSG review.
- Sends for PG review (if applicable)

Permit Agent

Queued Items waiting for review. Process time: 2 weeks (10 business days – includes rejection review 3 days)

1g Permit Services completes 1st review. Forwards comments (missing or incorrect items from Site Utility Design Checklist) to RSG via one marked up plan copy & two copies of Site Utility Design Checklist (one copy each for RSG and Engineer).

Permit Agent

2b Permit Services receives copy of revised plan for PS 2nd review.

Puts in queue pending review. Process time: 7 business days

Permit Agent

2c Permit Services completes 2nd review. Forwards comments to RSG via email.

Permit Agent

NOTE: Permit Services sends final email to RSG and engineer stating **ALL Permit Services comments have been addressed** regarding service connections (includes all required documents); informs engineer the service connection applications may be submitted (if applicable).

3a Permit Services issues service connection / abandonment permit(s). Records permit numbers on each paper plan copy; returns one copy to engineer to transfer permit numbers to the pending approval plan (mylars). Generates Building Certification Release (BCR)

Permit Agent

NOTE: Evaluation of this package by WSSC staff does not constitute a formal plan review.

1d RSG Plan Review receives Site Utility package; updates (RSG) Site Utility log; puts package in queue waiting for 1st review by plan reviewer.

Administrative Aide

Queued Items Waiting For Review. Process Times: Minor Site Utility 2 – 4 weeks (10 – 20 business days). Full Site Utility 6 – 8 weeks (30-40 business days).

1j RSG completes 1st review; combines ALL comments (RSG, DSG, PG, PS). Returns Site Utility package to engineer with comments.

RSG Plan Reviewer

2a RSG Plan Review receives revised Site Utility package; updates Site Utility log; puts package in queue waiting for 2nd review by plan reviewer. Process Time: 4 weeks (20 business days) Forwards copy to PS for review.

Administrative Aide

2d RSG completes 2nd review; combines ALL comments (incl. copy of PS email) and returns Site Utility package to engineer.

RSG Plan Reviewer

NOTE: Additional revision submittals from engineer and reviews by WSSC follow this same flow pattern.

NOTE: When ALL WSSC comments have been addressed, RSG will contact the engineer and request mylar submittal. **Please do NOT submit mylars before RSG requests them.**

4a RSG receives review package with pending approval plan (minors and mylars); completes review; signs plan; sends approved plan to Technical Services Group for scanning.

RSG Plan Reviewer

1e DSG Development Planning Unit receives Site Utility package; logs package in; assigns to a Hydraulic Reviewer; puts package in queue pending review by Hydraulic Reviewer.

Development Services Group – Development Planning Unit

Queued Items pending review Process Time: 3 weeks (15 business days)

1h Completes HIS review; forwards comments to RSG. (Includes comments from PG – SPU when applicable)

Development Services Group – Development Planning Unit

1f PG Sewer Planning Unit receives Site Utility package; Projects with 100,000 or more GPD Total Sewage Flow. Process time: 4 weeks (20 business days.)

Planning Group – Sewer Planning Unit

1i Completes sewer model hydraulic review; forwards comments to DSG

Planning Group – Sewer Planning Unit

4b Technical Services Group (TSG) completes scanning process; contacts engineer when mylars are available for pickup at Permit Services counter. Process Time: 2-4 weeks (10 – 20 business days).

Technical Services Group