



County of San Diego

Department of Environmental Health

Land and Water Quality Division

5500 Overland Ave, Suite 210

San Diego, CA 92123 (858) 565-5173

LAND USE PROJECT SUBMITTAL CHECKLIST

Project # _____ APN _____

Section 1 - Items Required on Layout Prior to Submittal

- Owner's Name, mailing address, email address, and phone number
- Assessor's parcel number and site address
- Professional's name, mailing address, email address, and phone number
- Type of proposed construction (number of bedrooms for home)
- Scope of work (ex. New dwelling/ # of bedrooms, addition/ # of bedrooms, guest house/ # of bedrooms, 2nd dwelling/ # of bedrooms, etc.)
- Legal Basis of parcel (map and lot number, plat number, etc.)
- Vicinity Map, Scale (engineer scale not to exceed 1"=60'), North arrow
- Property Lines and lot dimensions (provide an over sheet and detail sheet(s) for large parcels)
- Topographic lines and elevation points (pad grade, finished floor, septic tank, leach lines, slope arrows, slope range, etc.).
- Proposed On-Site Wastewater Treatment System (OWTS) design detail
- All proposed and existing grading
- All known, recorded easements on or within 20 feet of lot boundaries (open-space, utility, road, waterline, etc.)
- Identify source of potable water
- Location of all public waterlines on or within 20 feet of property and signed water line statement
- Location of all wells on or within 150 feet of property
- Any soils testing information, such as deep borings and/or percolation tests, plotted on the design
- Sign-off of layout by local water district or company if required (Vista Irrigation District, Rincon del Diablo, Yuima, County Service Areas)
- Sign-off of layout by County Water Authority or Metropolitan Water District as needed where aqueducts or associated pipelines exist
- Layout does not exceed 11" x 17" paper
- Other _____

Section 2 - Items Required on Layout for an Advanced Treatment System (ATU)

- All Items listed in Section 1
- List all ATU components
- GeoFlow worksheet for drip dispersal line (if used)
- Pump(s) specifications and pump(s) curve
- Control/Alarm Box with telemetric reporting
- Sizing calculations from the design professional

- ❑ Friction and head loss calculation
- ❑ Any groundwater monitoring data
- ❑ Documentation of the 24 hour emergency storage above the alarm on float(s).

Section 3 - Items Required Prior to Field Review

- ❑ Site markers
- ❑ Gate codes or keys
- ❑ Dogs or other animals
- ❑ Field staking of disposal system (case by case)
- ❑ Other _____

Section 4 - Items Required Prior to Issuance of OWTS Permit

- ❑ Proof of a potable water source (If potable source is a private well: collection and approval of bacterial and nitrate sample by DEH staff, and copy of recorded well sharing agreement if applicable).
 - Approval to connect to small water company. Need approval letter from DEH or State.
- ❑ Review of stamped building plans
- ❑ Review of completed grading by DEH (note: this is separate from DPLU grading inspection)

Section 5 - Items Required Prior to Issuance of OWTS Permit (ATU)

- ❑ Proof of a potable water source (If potable source is a private well: collection and approval of bacterial and nitrate sample by DEH staff, and copy of recorded well sharing agreement if applicable).
 - Approval to connect to small water company. Need approval letter from DEH or State.
- ❑ Review of stamped building plans
- ❑ Review of completed grading by DEH (note: this is separate from DPLU grading inspection)
- ❑ Maintenance and Service Contract. Repairs will require a signed contract. New construction shall provide a draft, and a signed contract prior to obtaining an Annual Operating Permit (AOP).
- ❑ Annual Operating Permit (Repairs only)
- ❑ Annual Operating Permit for new construction shall be obtained just prior to building final. (This prevents the homeowner from paying for an AOP during an extended construction period.)

The acceptance of this project for submittal does not constitute an approval of the project. Additional items may be required upon completion of the field review by the field specialist.