



April 28, 2019

To: Design Engineers preparing plans for the expansion of the CLWSC water and/or waste water system

RE: Changes to plan review process

Effective immediately, the following changes apply to the plan review process for expansions to the CLWSC water system. These changes shall be incorporated into our next revision of our Standards and Specifications. In the interim, this document serves as a notice of changes to our standards.

All plans are reviewed in the order in which they are received. You may only submit one set of plans for one unit of development at a time. If the intent is to submit several units at once, submittals must be spaced out with not more than three units submitted in one business week.

As a reminder, contractors are required to install improvements in accordance with current design standards at the time of installation. Plan review and approval is a courtesy, not a contract. Design Standards may change without notice, so diligence in keeping up with standards via the CLWSC website (www.clwsc.com) is encouraged.

1. Initial Submittal of Plans

- a. Upon initial submittal, CLWSC shall review the plans and provide comments within 30 calendar days of receipt of the plans. Plans that are grossly out of compliance with CLWSC standards will be returned without review and not be entered into the review process queue. Examples of grossly out of compliance include: improper scale of drawings, references to other utilities standard details, lack of information regarding the location of drainage structures and their size, etc. All plans shall bear the seal of a licensed professional engineer authorized to practice in the state of Texas.
- b. Plans shall be returned to the design engineer with a formal comment letter. All comments must be addressed prior to resubmittal. Failure to respond to all comments in the comment letter will result in a return of plans without further review.

2. Resubmittal of plans

- a. CLWSC shall review plan resubmittals and provide additional comments as necessary within 10 calendar days of receipt. Plan resubmittal shall include a response letter describing the revisions made to the plans based on previous round of comments. PLANS RESUBMITTED THAT FAIL TO ADDRESS ALL COMMENTS FROM PREVIOUS ROUND WILL BE RETURNED WITHOUT FURTHER REVIEW.
- b. Plans shall be returned to the design engineer with a formal comment letter. All comments must be addressed prior to resubmittal. Failure to respond to all comments in the comment letter will result in a return of plans without further review.

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3. Conditional Approval

- a. Once a set of plans meets proper CLWSC design standards, a letter shall be issued to the design engineer granting conditional approval of the plans. Conditional approval shall be valid for a period of 120 calendar days. If plans are not submitted for final approval and construction does not begin on the improvements shown in the plans within 120 calendar days, the plans must be resubmitted for review and approval again.


4. Final Approval and Construction

- a. Once all agencies involved in the plan review process have approved the plans and prior to construction, the design engineer shall submit the plans for final review. Design Engineers shall indicate any changes made to the plans since conditional approval. CLWSC shall approve or return the plans for revisions within calendar 10 days of submittal. A final plan submittal shall be made no earlier than 2 months prior to the beginning of construction of water improvements and no later than 3 weeks prior to the beginning of construction of water improvements.
- b. Final approval shall be granted once the plans meet current design standards and any additional changes made have been reviewed and approved. Final plans must show all proposed utilities. All utility crossings shall be detailed, and all conflicts resolved by design engineer. The plans will be stamped with a red stamp stating "Approved for Construction" and an electronic copy returned to the design engineer. It is the responsibility of the design engineer to ensure the contractor has the Approved for Construction plans. The contractor constructing the improvements must have one set of plans with red approval stamp on site at all times.

5. Mandatory Preconstruction Meeting

- a. A preconstruction meeting shall not be scheduled prior to receipt of Final Approval. No work on the improvements shall begin prior to the completion of a preconstruction meeting.
- b. Contact James Butler, Construction Inspector, to schedule a preconstruction meeting. He can be reached at james.butler@clwsc.com or by phone at 830-743-0176.

For questions concerning this information, please contact the undersigned at brian.waltman@clwsc.com or by phone at 830-312-4548



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