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May 23, 2016

Re: TWA's Sufficiency and Commonly Missing Items Checklists

To whom it may concern:

Recently, the Tohopekaliga Water Authority (TWA) Engineering Department, in an attempt to better serve the development community, retained Matrix Consulting Group to review TWA's Private Development processes. A number of recommendations were provided by the Matrix team to improve customer service and streamline the development review and inspection processes. Two recommendations included creating a sufficiency review checklist to ensure plans have the minimum elements to provide a complete review, and providing TWA development community a list of frequently missing items that cause plans to be revised and resubmitted. The goal of these checklists is to ensure TWA staff has all items to complete a thorough and timely review resulting in a reduction in the number of resubmittals and a reduction in the time necessary to achieve TWA plan acceptance. The two documents are attached for your use. These checklists are also available on our website at www.tohowater.com under the Contractor/Developer tab.

The first document is the Sufficiency Review Checklist. The Sufficiency Review Checklist will be used when a new set of plans are submitted to TWA. This review will be completed within the first 24 hours of submission and if any items are missing, the engineer will be notified immediately via email. TWA's plan review 10 business day timeframe will not begin until all items in the Sufficiency Review Checklist are provided by the engineer of record. The Sufficiency Review requirement will be in effect beginning October 1, 2016. We are providing this checklist to get your feedback and to acclimate the engineering community to this new step in the review process.

In addition to the Sufficiency Review Checklist, TWA has also developed a checklist of frequently missing design drawing items. This checklist is simply provided as a courtesy to the development community. The checklist outlines items that are most often found missing from plan submittals and result in comments that must be addressed by the design engineer. All items on this checklist are current TWA requirements and do not constitute any new information, nor are they all inclusive of the types of comments that are made on design drawings. The checklist is provided as a convenient format to help expedite TWA plan acceptance. Your feedback on the two checklists would be greatly appreciated. If you should have any questions or comments about either checklist, please feel free to contact Ray Biron at rbiron@tohowater.com or 407.944.5029.

Sincerely,

Ray Biron
Manager of Private Development and
Construction Inspection Services