

**PROJECT DOCUMENT REVIEW (PDR) APPLICATION FORM**

Applicants shall submit a completed form with all required attachments

**I. PROJECT INFORMATION**

Project Number (Aqua): \_\_\_\_\_  
*(Aqua Project Number Format: 00-111-AAA)*

**II. SUBMITTAL INFORMATION**

Current Project Phase (select one):  Planning       Design       Construction

Percent Submittal: \_\_\_\_\_ *(e.g. 30%, 60%, 90%, 100%, Issued for Construction)*

Attached Documents Submitted for Review:

- YES     NO      Basis of Design/Planning Reports
- YES     NO      Design Drawings
- YES     NO      Specifications
- YES     NO      Request for Information (RFI)

*If NO, please indicate reason in the Notes/Comments section (previously submitted, none prepared, etc.)*

Others:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Notes/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. CONDITIONS OF REVIEW**

1. The Applicant shall ensure compliance with the requirements of the "Manual for Army Project Services Related to Wastewater."
2. The design of this project shall comply with Aqua's "Collection System Design and Construction Protocol," the City and County of Honolulu's Wastewater Design Standards, and all applicable engineering/building/plumbing code standards.
3. To help expedite review, please submit a complete application, including all appropriate attachments. If submitting by email, the attachments shall be in electronic format attached to the email or available at a click-to-download link. If submitting a hardcopy, attach one (1) hardcopy set and one (1) DVD set in electronic format.
4. For a special request for an expedited review, please state a requested date and reason in the Notes/Comments portion of Section II. Submittal Information, of this application. As much as reasonably possible, the request will be considered but the actual response time will depend on the complexity of the project and prior requests.

**FOR AQUA ENGINEERS USE ONLY**

PDR P/D/C No.: \_\_\_\_\_  
(Format: 00-111-AAA-B-CCCC-222)

Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date