

Conewago Township Municipal Authority
Developer's Checklist of Minimum Requirements for
Sanitary Sewer Extensions

(Planning Module or Planning Module Exemption Required)

Adopted by Resolution 2006-A

- 1) The developer shall submit a letter to the Conewago Township Authority requesting sanitary sewer capacity. The following information must accompany the letter of request: Project location map, site layout plan, and the intended number and type of EDU's to be served.
- 2) The Developer shall be provided one meeting with a Township Representative or one public meeting with the Authority's Board to review and discuss the request at no cost to the Developer. To continue the Authority's discussion and review of the project after the public meeting with the Authority's Board, the Developer shall deposit monies in an escrow fund to pay for professional services incurred by the Authority during the negotiation/discussion, review and comment phase of the project. Establishment of this escrow account does not obligate the Authority in any manner to reserve sewer capacity for the Developer. Capacity is reserved only upon execution of a Wastewater Capacity Agreement and payment of tapping fees as required by the agreement. Initial escrow account payment shall be based upon the following suggested schedule:

1-25 EDU'S	\$ 2,500
25-100 EDU's	\$ 5,000
100 or more EDU's	\$ 10,000

The balance in the escrow account shall be kept above a \$1000 minimum. Escrow funds shall be replenished as directed by the Conewago Township Authority. Any funds not used by the Authority shall be returned without interest.

- 3) After review and discussion at a public meeting, the Conewago Township Authority shall direct the Authority Solicitor to finalize the appropriate Wastewater Capacity Agreement. All appropriate fees under Act 57 relative to the number of EDU's requested shall be included within the agreement. The Authority Board shall also require the Developer to begin paying the standard sanitary sewer user fees on any unused sewer capacity five (5) years after the execution of the agreement. The agreement will require an escrow account for the Authority's administrative, legal, and engineering services and costs for its review of the plans, inspection of the construction, and administration of the project.
- 4) The Developer shall prepare a preliminary subdivision plan or land use plan, where applicable, to submit to the township planning commission. The plan is required as an exhibit for the Planning Module Submission.
- 5) The Developer's engineer shall prepare the required Planning Module or Planning Module Exemption Post Card and submit the card to the township planning commission for approval. The Planning module must include a letter or agreement stating that the Conewago Township Authority has agreed to provide the sewer capacity as requested. The Planning Module or Planning Module Exemption shall not be approved by the Conewago Township Authority until the sanitary sewer capital charges are paid per the Wastewater Capacity Agreement.
- 6) The Developer's engineer shall prepare detailed plans, specifications (if required), modules, and an application for a sewer extension permit (as required). To facilitate the design of the project, the Conewago Township Authority shall provide the Developer with standard specification for the

installation of sewer utilities. The cost of each set of specifications shall be \$100. Developer's contractor shall be required to have a copy of the specifications on the project site.

- 7) The Conewago Township Authority's engineer shall review plans and specifications and issue appropriate comments and recommendations to the Authority Board.
- 8) The developer shall submit a complete package as approved by the Conewago Township Authority of the detailed plans, specifications, related forms, appropriate application(s), and permit free to the PA DEP for a Part II Permit (where applicable). Note: PA DEP may not require a Part II Permit.
- 9) Highway Occupancy or municipal roadway permit application (where applicable for sanitary sewer construction) shall be submitted to PennDOT or the appropriate municipality with permit fee to be paid by the Developer.
- 10) The Sanitary sewer Construction Permit (Part II) shall be issued by PA DEP (if applicable)
- 11) Financial security shall be in place with the Authority before Final Plan approval.
- 12) Township Approval of the Developer's Final Plan is required.
- 13) For the sewer lines, the Developer's contractor shall submit drawings and submittals to the Conewago Township Authority for approval.
- 14) The Developer may authorize the contractor to begin sanitary sewer construction, and related public improvements, after providing proper notice to the Authority Board.
- 15) The project construction by the Developer's contractor shall be undertaken with Authority observation and testing. Developer shall be responsible for all costs associated with this phase, including engineering observation.
- 16) The Developer's engineer shall prepare in a clear and legible manner, record drawings on mylar and an electronic disc file, on the same size sheet and scale as the Authority's existing sanitary sewer plans. The record drawings shall be provided on PA South State Plane Coordinates with first order accuracy, including the location of manholes, valves, and related sanitary sewer appurtenances to match existing data base information.

GIS data currently being logged: manhole number, inverts, water tight cover, manhole lining, surface material (e.g. paved, grass, etc.), number of inverts, manhole condition (good, fair, poor), presence of force main, pipe materials and diameters.

- 17) The sanitary sewers located in a public right of way are to be dedicated to the Conewago Township Authority upon completion. Once the Authority has accepted ownership and maintenance of the sanitary sewer lines, the Authority has the right to charge a connection fee for each lot that has not been built upon at the time of dedication, unless prior payment has been made to the Authority by the Developer. An eighteen (18) month Maintenance Bond shall be provided by the contractor for the dedicated public improvements.

I have read and understand the minimum requirements set forth above for sanitary sewer extension in Conewago Township. I certify that I am authorized by _____(Developer) to receive this information and forward it to the necessary individuals within Developer's organization to ensure compliance with these minimum requirements.

By:
Title:

