

**PETERS TOWNSHIP SANITARY AUTHORITY**

3244 Washington Road, McMurray, PA 15317-3153

**LAND DEVELOPMENT SEWER EXTENSION PROCEDURAL CHECKLIST**

DEVELOPMENT NAME: \_\_\_\_\_ DEVELOPER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**I. PRE-APPLICATION PLANNING**

	<b><u>Date Complete</u></b>	<b><u>Description of Milestone or Required Action</u></b>
1.	_____	Developer files Letter of Intent to the Authority.
2.	_____	Informal meeting between Developer and the Authority to discuss any matters or complex issues relative to sewage service for the development.*
3.	_____	The Authority provides the current status of the conveyance line and the treatment facility and formal recommendation is provided to the Authority Board.
4.	_____	Authority provides positive response to the Developer to proceed with further planning.
5.	_____	The Authority may waive the requirement for pre-application planning for projects of routine nature.

**II. PRELIMINARY PLANNING**

	<b><u>Date Complete</u></b>	<b><u>Description of Milestone or Required Action</u></b>
1.	_____	The Developer submits plans and a Planning Module for Land Application Mailer to the Peters Township Planning Department.
2.	_____	The Planning Department forwards the Developers plans and the Planning Module for Land Application Mailer to the Authority.
3.	_____	The Authority sends to the Developer the necessary application forms and identifies the remaining items required to be submitted to the Authority.
4.	_____	The Developer submits the following items as a complete package to the Authority. Any package not considered complete will be returned without review.
4a.	_____	<i>Application For Review of Development or Subdivision.</i>
4b.	_____	Two (2) complete sets of Preliminary Design Drawings.

- 4c. \_\_\_\_\_ A Planning Module or Exemption Application Mailer for land development.
- 4d. \_\_\_\_\_ Payment of a NON-Refundable fee of \$300.00 plus \$25.00 per each additional lot served in excess of one (1).
- 5. \_\_\_\_\_ The Authority provides review and comments to the Authority Board.
- 6. \_\_\_\_\_ The Authority Board accepts the proposed sewage flows.
- 7. \_\_\_\_\_ The Authority forwards to Peters Township Planning Department required forms and review comments.
- 8. \_\_\_\_\_ The Peters Township Council passes a Resolution, amending its Sewage Facilities Plan accepting the proposed development and forwards the Planning Module (or Exemption, if eligible) to the PADEP.
- 9. \_\_\_\_\_ The PADEP approves the Planning Module (Exemption, if applicable) and notification is provided to the Authority, Township, and Developer.

**III. FINAL PLANNING**

<b>Date</b>	<b><u>Complete</u></b>	<b><u>Description of Milestone or Required Action</u></b>
1.	_____	The Developer submits complete subdivision and construction drawings to Peters Township Planning Department.
2.	_____	The Developer submits complete subdivision and construction drawings to the Authority.
3.	_____	The submission is Administratively Complete.
4.	_____	The Authority completes and approves technical plan review.
5.	_____	PADEP provides approval to construct.*
6.	_____	The Authority notifies the Township and Developer that the plans are approved.
7.	_____	Developer provides 5 complete sets of approved plans to the Authority for distribution.
7a.	_____	Approved construction plan and profile drawing digital files in AutoCAD format or equivalent
7b.	_____	Five (5) complete sets of Approved Plans.
8.	_____	The Township provides Developer with approval to construct.

**IV. DEVELOPER’S CONSTRUCTION AGREEMENT AND REQUIRED FINANCIAL SECURITY**

<b><u>Date</u></b>	<b><u>Complete</u></b>	<b><u>Description of Milestone or Required Action</u></b>
1.	_____	Developer submits contractors bona fide bid for Authority review.
2.	_____	Authority approves the Developer Contractor’s bid amount.
3.	_____	The Developer submits required Financial Securities and Escrows
4.	_____	The Authority Board authorizes execution of the Developer’s Construction Agreement

**V. CONSTRUCTION PHASE**

<b><u>Date</u></b>	<b><u>Complete</u></b>	<b><u>Description of Milestone or Required Action</u></b>
1.	_____	Pre-construction Meeting held.
2.	_____	Developer provides certificates of insurance showing liability insurance coverage and statutory workmen’s compensation for both the Developer and the Contractor. The Authority shall also be listed on the policies and certificates as “Additional Insured”.
3.	_____	Developer provides Provide digital files of the approved construction drawings.
4.	_____	Developer provides shop drawing submittal to the Authority.
5.	_____	Authority approvals all shop drawing submittals.
6.	_____	Start of construction activities (Developer to provide Authority with 48 hours notice prior to start of construction).
7.	_____	Completion of sewer line construction.
8.	_____	Low Pressure Air testing of sewer lines complete and accepted.
9.	_____	Vacuum testing of Manholes complete and accepted.
10.	_____	Mandrel testing of Sewer Lines complete and accepted.
11.	_____	Television inspection of sewer lines complete and accepted.*
12.	_____	Completion of Restoration (Submit property owner release forms to the Authority).*
13.	_____	Authority’s Engineer performs the right of way verification and record drawings.

## **VI. PROJECT CLOSEOUT**

	<b><u>Date</u></b>	<b><u>Description of Milestone or Required Action</u></b>
1.	_____	Developer makes formal request to the Authority Board to accept the sewer extension and installation for ownership
2.	_____	Developer provides a Release of Liens
3.	_____	Developer provides a letter dedicating sewer extension ownership to the Authority.
4.	_____	Developer provides an 18-month maintenance security.
5.	_____	The Developers escrow account is reconciled against expenses incurred by the Authority. Any balances owed or remaining are paid to or refunded by the Authority.
6.	_____	The Authority accepts ownership of the sewer extension.
7.	_____	Authority notifies Peters Township of the acceptance of the sewer extension
8.	_____	Authority inspects the installation prior to expiration of the maintenance guarantee period.

*Items marked (\*) may not apply to all projects.*