

**PETERS TOWNSHIP
SANITARY AUTHORITY**

111 BELL DRIVE
McMURRAY, PA 15317-3415
PHONE: 724-941-6709
FAX: 724-941-2283
Web Site: ptsaonline.org



James J. Miskis, Manager
Mark A. Chucuddy, Asst. Manager
Gary A. Parks, Special Projects Manager
Patricia L. Mowry, Financial Controller
Diane L. Gregor, Administrative Asst.

**IMPORTANT NOTICE
CHANGE IN APPLICATION PROCESS
PROPERTY TRANSFER DYE TEST INSPECTION**

The Peters Township Sanitary Authority Board of Directors, at their May 13, 2007 meeting, has changed the procedures for obtaining a Dye Test and Document of Certification.

Effective July 1, 2008 Dye Tests will be performed by Authority personnel, not private plumbers. Applications for testing, as well as payment, will be administered by the Authority.

The following Dye Test Inspection procedure has been implemented:

- Contact the Peters Township Sanitary Authority office to obtain an "Application for Dye Test Inspection" packet or download a copy from the Internet at www.ptsaonline.org
- Requests for Dye tests and Documents of Certification must be received at least 10 business days in advance of the closing.
- The homeowner or homeowner's representative completes the application in its entirety
- A check in the amount of \$150.00 is submitted to, and made payable to, Peters Township Sanitary Authority with the Dye Test application prior to scheduling appointment. If the property does not have water service, an additional \$50.00 fee must be paid at application.
- The homeowner or homeowner's representative will contact the Peters Township Sanitary Authority to make an appointment to perform the Dye Test. Dye Tests are performed on Wednesdays and Thursdays by appointment.
- The homeowner or homeowner's representative must be present for entire test or the test will have to be rescheduled. Access to the interior of the property is required.
- If the homeowner or homeowner's representative does not show within 15 minutes of the scheduled appointment, an additional \$50.00 fees is due prior to rescheduling another appointment.

The following "Document of Certification" procedure has been implemented:

A "Document of Certification" letter issued by Peters Township Sanitary Authority is a separate administrative document. It states that the dye test is approved, accesses to any manholes on the property (if any) are not impeded, and any Tap/Assessment Liens are satisfied.

- The homeowner or homeowner's representative completes the "Application for Document of Certification" in its entirety
- A check in the amount of \$15.00 is submitted to, and made payable to, PTSA
- A Sewage Lien Letter is still required and is administered through Jordan Tax Service as it has been in the past. You may contact Jordan Tax Service at 724-731-2300 ext. 135




We trust that the transition will be smooth and welcome your comments and suggestions.

Sincerely,

Gary A. Parks
Special Projects Manager

**Peters Township Sanitary Authority
111 Bell Drive, McMurray, PA 15317
Ph. 724-941-6709 Fax 724-941-2283**

Instruction Sheet for Property Transfer, Refinance or New Construction

-  **Application for Document of Certification**
-  **Application for Dye Test Inspection** *(not necessary for refinance)*
-  **Sewage Lien Letter requests are available from Jordan Tax Service. A Document of Certification is required prior to release of a Sewage Lien Letter**

*Please help us make your closing go as smooth as possible
by following the guidelines below.*

- Application for Document of Certification: required for Sale, Refinance, Relocation, Foreclosure and New Construction.
- Application for Dye Test Inspection: *not necessary for refinance*
- Submit completed applications 10 days prior to closing along with appropriate fees to the above address
- Complete forms in their entirety. Incomplete applications may delay your closing
- Proper payment must be received prior to scheduling dye test appointments or processing your request
- **Results of the Dye Test are valid for one year. Please schedule your Dye Test early.** All repairs must be completed prior to issuance of a Document of Certification.

Effective July 1, 2008 Dye Tests will be performed by Authority personnel, not private plumbers. Applications for testing, as well as payment, will be administered by the Authority.

Peters Township Sanitary Authority

111 Bell Drive McMurray, PA 15317-3415

Ph. 724-941-6709 Fax 724-941-2283

APPLICATION FOR DOCUMENT OF CERTIFICATION

Application Date: _____

Non-Refundable Application Fee: \$15.00
Payable to Peters Township Sanitary Authority

Property Owner(s): _____

Service Address of Property: _____

Mailing Address if different from above: _____

Forwarding Address: _____

Tax Parcel ID: _____

Application Type: Sale Refinance Relocation Foreclosure
New Construction Other _____

Is Structure on this Parcel: YES NO

Requested By: _____ Phone: _____

Closing Company: _____ Phone: _____

_____ Fax: _____

A Certification Packet and additional information is available at: www.ptsaonline.org.

Please enclose proper payment and allow (10) Business Days to process

TO BE COMPLETED BY PTSA

Date Application Received: _____ Fee paid: _____ Check #: _____

Comments: _____

ATTENTION:

When a prohibited connection has been detected, the Authority will notify the homeowner of the findings in writing. It is the responsibility of the homeowner to have prohibited connections corrected by a plumber or contractor of their choice. A "Document of Certification" will not be issued until it has been demonstrated to the Authority that the prohibited connections have been eliminated.

Peters Township Sanitary Authority

111 Bell Drive McMurray, PA 15317-3415

Ph. 724-941-6709 Fax 724-941-2283

**APPLICATION FOR DYE TEST INSPECTION
For Property Transfer**

Application Date: _____

Name of Property Owner(s): _____

Service Address of Property: _____

Tax Parcel ID No. (If Known): _____

Contact Person: _____ Daytime Phone: _____

Email: _____

Fees: (due upon application)

Inspection Fee: \$150

Inspection Fee if **no** water is available: \$200

Non-Refundable \$50 no show fee for scheduled appointment

**Mail to: Peters Township Sanitary Authority
111 Bell Drive McMurray, PA 15317**

Make check Payable to: *Peters Township Sanitary Authority*

If the property fails the Dye Test, any remedial work must be completed immediately even if a property sale or transfer does not take place.

Additional Form Required: Please be advised that the Document of Certification application and fee is also required for the transfer of property (*May be submitted separately.*

Applicant Signature: _____ Date: _____

I, the above signed property owner and/or agent, hereby gives my consent for the PTSA, or their delegated representatives, to enter upon our property for the purpose of performing dye testing in accordance with the Sewer Use Rules & Regulations Appendix D.

TO BE COMPLETED BY PTSA

Date Application Received: _____ Fee paid: _____ Check #: _____

Date Scheduled Inspection: _____

Time Scheduled Inspection: _____

Comments: _____

PETERS TOWNSHIP SANITARY AUTHORITY HOMEOWNER DYE TEST CHECKLIST

Days and Times Dye Testing is Performed:

Peters Township Sanitary Authority performs dye testing on Wednesdays and Thursdays by appointment only. Please allow approximately two hours for the test.

Peters Township Sanitary Authority makes every effort to conduct, review and issue test results to each applicant in a professional and timely manner. To minimize delays to you in the process, we ask that you spend some time prior to our scheduled visit to confirm if access is available for our staff. Please complete the following checklists prior to the test:

Checklist - Outside of the Structure:

- 1.) Walk the property and provide access to any known cleanouts or vents that are along the existing building sewer. The building sewer is the privately owned line connecting the Peters Township Sanitary Authority main line to your structure. Check the clean out cap. It must be above grade and have a cap. *If the cap is broken/missing, or below grade, the property will fail the test.*
- 2.) Walk the property around the main structure (and detached garage) and identify the location of all roof leaders (downspouts). Once visually located, make sure that they are not clogged either at the base or under the ground. Too often, our staff visits a site only to find that the lines are clogged and that the gutters cannot be tested. *If the lines are blocked, the property will fail the test.*
- 3.) Walk the property to determine if a sanitary manhole is located on the property. Peters Township Sanitary Authority Resolution No. 98-7-1 states that it is the responsibility of the current homeowner to ensure that the manhole is not buried or is obstructed in any way as to not permit free and clear access by Authority personnel. *If the manhole is buried or obstructed, the property will fail the test.*

Checklist - Inside of the Structure:

- 1.) Ensure that water and electric service is available. Ensure suitable lighting exists as well.
- 2.) Should the plumbing of the structure be winterized, understand that Peters Township Sanitary Authority will be using water in certain fixtures to conduct the test and will not re-winterize those fixtures. The owner or representative on site is responsible for ensuring the fixtures are properly winterized after PTSA leaves the premises.
- 3.) Provide access to all sump pumps and floor drains. Move any personal items stored in the basement away from all plumbing fixtures and piping. If you have a sump pump, provide access to the pit, piping and pump. Ensure that the pump is operational so that we can verify its point of discharge.

Thank You for your cooperation,

Peters Township Sanitary Authority