

Peters Township Sanitary Authority

3244 Washington Road

McMurray, PA 15317

(724) 941-6709



Appendix C Developer Information

**PETERS TOWNSHIP SANITARY AUTHORITY
SEWER USE RULES AND REGULATIONS
APPENDIX C
Procedures and Requirements for
Land Development Sewer Extensions**

Adopting Resolution: _____ Effective for Permits Issued After: _____
And for all Installations After: _____

PART I: PROCEDURES FOR LAND DEVELOPMENT SEWER EXTENSIONS

1. Introduction

- A. Any developer considering a subdivision that would require a sewer extension of the Peters Township Sanitary Authority (the Authority) sanitary sewer system, shall comply with the procedures for planning, construction and project closeout as described herein.
- B. To coincide with the planning procedures established in the Peters Township Subdivision Regulations, certain planning procedures involving the Peters Township Sanitary Authority parallel the Townships planning procedures. The Peters Township's Subdivision Regulations are available at the Peters Township Municipal Building, Planning Department, (724)-942-5005.

2. Pre-Application Planning

- A. A letter of intent shall be submitted to the Authority outlining the extent and location of the proposed development. The submittal shall include a location map, the total number of lots, dwelling units, and/or the total gallons per day generated by the proposed development.
- B. If required, either by the Authority or due to the complexity of the sanitary sewer extension, the developer shall schedule an informal meeting with the Authority to discuss any matters relative to sewage service for the development. Following the meeting, the developer shall address any issues the Authority identifies and subsequently prepare the required submissions.
- C. The Authority will provide the current status of the conveyance line and the treatment facility that would serve the proposed development. This status is only preliminary until full investigations are completed and a formal recommendation is provided to the Authority Board.

- D. A positive response from the Authority should be obtained prior to any engineering in preparing for preliminary submittal to Peters Township.
- E. The Developer shall be responsible and charged for all Authority expenses including consulting engineering as necessary during the pre-application planning.
- F. The Authority may waive the requirement for pre-application planning for projects of routine nature.

3. Preliminary Planning Procedures

- A. The Developer shall submit to the Peters Township Planning Department the entire proposed plan showing streets, lots, topography, storm sewer system, sanitary sewer system and a Planning Module for Land Application Mailer.
- B. The Planning Department will forward to the Authority (a) one set of the Plans for review and comments, (b) the Planning Module for Land Development Application Mailer for review and completion of the portions of the Planning Module relating to the Authority's conveyance and treatment systems.
- C. The Authority will notify the Developer that the Township Planning Department has forwarded the aforementioned information and will send to the Developer the necessary application forms and identify the remaining items required to be submitted to the Authority.
- D. Upon Authority receipt of a complete application package, the Authority will initiate its review of the plans and make a determination as to capacity availability.
- E. The developer shall be required to submit the following items to the Authority as a complete package. **Any package not considered complete will be returned without review.**
 - 1) *Application For Review of Development or Subdivision.*
 - 2) Two (2) complete sets of Preliminary Design Drawings. Plan drawings shall identify proposed and/or existing streets, lots, topography, storm sewers, sanitary sewers, etc., as applicable. The Preliminary Design Drawings shall be administratively complete in accordance with the *Developers Plan Checklist for Administrative Completeness* and prepared in accordance with the Design Requirements identified in the most recent revision of *Appendix A Specifications for the Construction of Sanitary Sewer Lines and Appurtenances* of the Authority's Rules and Regulations.
 - 3) A Planning Module for land development to the Sanitary Authority. If the project is eligible for Planning Exemption, submit an exemption application mailer to the Sanitary Authority.

- 4) Payment of a NON-Refundable application review fee of \$300.00 plus \$25.00 per each additional lot in excess of one (1) which is planned for in the proposed development, or existing lots served by the proposed extension.
- F. The Authority Manager and the Authority's Consulting Engineer will review the plans and provide comments to the Authority Board regarding the sewer extension.
- G. If adequate capacity is available in the sewer system and appurtenances downstream of the proposed extension, the Authority Manager will advise the Authority Board at its next regular monthly meeting and the Board will consider acceptance of the proposed sewage flows resulting from the extension. Acceptance of the proposed sewage flow, either via Planning Module or Planning Exemption, is considered by the Authority Board at its regular public meeting, the second Tuesday of the month.
- H. Upon approval by the Authority Board, the Authority will forward to the Planning Department (a) the review and comments on the Plan, (b) the Planning Module with sections completed by the Authority, or a letter acknowledging that the proposed development is eligible for Planning Exemption.
- I. The Planning Commission/Township Council will follow their procedures for considering the proposed development. If approved, the Peters Township Council will pass a Resolution, amending its Sewage Facilities Plan accepting the proposed development and forward the Planning Module to the Pennsylvania Department of Environmental Protection (PADEP), or if eligible for Planning Exemption, sign the Application Mailer and forward it to the Department.
- J. The Planning Module or Exemption is approved or rejected by the PADEP and notification is provided to the Authority, Township, and Developer. The development or sewer extension cannot proceed until the PADEP acknowledges approval of the Planning Module or Planning Exemption.

4. Final Planning Procedures

- A. The Developer or his designer shall submit complete subdivision plans and construction drawings to Peters Township Planning Department.
- B. The Developer or his designer shall submit two complete sets of subdivision plans and construction drawings to the Authority. Construction drawings shall be prepared in accordance with the Design Requirements identified in the most recent revision of *Appendix A Specifications for the Construction of Sanitary Sewer Lines and Appurtenances of the Authority's Rules and Regulations* and the *Sewer Design Drawing Requirements* provided herein.
- C. The Authority will conduct an Administrative Completeness Review of the submission in accordance with the checklist provided to the Developer. Any

submission considered administratively incomplete shall be returned to the Developer without technical review.

D. Upon being considered Administrative Complete, the Authority and its Engineer will provide a technical review of the sanitary sewer drawings and provide construction related comments back to the Developer's Engineer. Any comments regarding easements, rights of way, or other special concerns, are forwarded to the Township Planning.

E. Water Quality Part II Permit:

- 1) If the proposed development requires the installation of a pumping station, an interceptor or trunk sewer (i.e. sewer larger than 8-inch diameter), or has the potential to serve more than 250 EDUs, the developer is required by State regulations to complete a Water Quality Management Part II Permit Application, available by contacting the Regional Sanitary Engineering Department of Environmental Protection, Pittsburgh, PA (412)-442-4000.
- 2) The Developer shall be responsible for preparation of the Part II Permit Application Package.
 - The application shall be completed in the name of the Peters Township Sanitary Authority, and must be accompanied by a check for the filing fee in the amount of \$500.00 made out to the Commonwealth of Pennsylvania, Department of Environmental Protection.
 - The complete application shall include all application forms and modules commensurate with the most recent requirements identified by the PADEP for submission of the Part II Permit. Such components shall include but not be limited to the General Information Form, the Part II Application form, all applicable modules, a design engineer report identifying the plan layout, hydraulic flow diagram, flow calculations, profiles showing all dimensions, elevations, types and size of equipment, and material of construction.
- 3) The Developer shall not prepare the Part II Permit Application package until complying with all of the Authority's conditions and requirements regarding sewer construction, layout, design, and satisfactorily addressing all comments provided by the Authority, its Engineer, and Peters Township.
- 4) The Developer shall submit the Part II Permit Application to the Authority for review. After the Authority and its Engineer has reviewed and approved the Application package, it will be transmitted to the PADEP for review and action. A minimum period of six weeks should be allowed for the Department to process this application.

F. Upon complying with all of the Authority's conditions and requirements regarding sewer construction, layout, design, and satisfactorily addressing all comments provided by the Authority, its Engineer, and Peters Township, and/or PADEP

approval of a Part II Permit, the Authority will notify the Township and Developer in writing that the plans are approved.

G. The Developer shall provide 5 complete sets of the approved plans to the Authority for the following distribution:

- 1) Authority file set
- 2) Authority Engineer's set
- 3) Construction Observation set
- 4) Township Planning Record set of plans approved by the Authority
- 5) Developer's set of stamped drawings approved for construction

All copies will be stamped with their Approval status, and countersigned by an authorized Authority representative.

At this same time the Developer shall also provide the approved construction plan and profile drawing digital files in AutoCAD format or equivalent to the Authority. It should be noted that the Authority's Engineer performs the right of way verification and record drawings using these digital files at the completion of the project. Therefore all digital file plan and profile drawings shall be supplied utilizing State Plane Coordinates and USGS datum prior to start of construction.

H. Upon receiving final approval from Peters Township, the Developer shall be required to enter into a Developer's Construction Agreement with the Authority before proceeding further with the sewer extension. It should be noted that, the Authority does not sign the Subdivision Plan mylar, thereby releasing it for recording, until all performance security and escrows are provided and the Developer's Construction Agreement is executed.

5. Developer's Construction Agreement and Required Financial Security Procedures

A. Prior to the Authority executing the Agreement, the Developer shall be required to provide the following information as relates to the Financial Security and Escrow Deposit:

- 1) Provide a contractor's bid for the cost of installing the sanitary sewers in accordance to the construction plans approved by the Authority. The bid should be as detailed as possible. The contractor's bid shall be approved by the Authority and is used to calculate the required financial security to guarantee completion of the sewer improvements. If a contractor's bid cannot be supplied, the Authority will have its Engineer perform a construction price estimate based on projects of similar nature.
- 2) Upon Authority approval of the contractor's bid submitted or Authority's Engineer's Estimate, the amount of financial security is 110% of the estimated cost of sewer installation. The financial security provided by the Developer may include irrevocable letters of credit, bonds, or restricted escrow accounts.

The Developer may request release of portions of the financial security as construction progresses. The request must be in writing and the portions must be completed sewer segments that have passed all necessary acceptance tests. If the Authority's Engineer certifies the facilities are complete, an amount representing the value completed shall be released.

- 3) If a bond is used as the financial security, it must be provided sufficiently in advance to allow the Authority's Solicitor to review. The bond must guarantee that the improvements will be completed even if the Developer defaults.
- 4) The Developer's contractor's bid, or Authority's Engineer's estimate, is also used to calculate the required escrow amount. At this time the Developer shall bring his/her escrow account balance to zero, should the non-refundable fee provided during the planning phase been exhausted. This is in addition to providing the deposit as outlined in item e) below.
- 5) Provide an Escrow Deposit to cover the cost of drawing review, construction observation, legal, and administrative costs, rights of way verification and record drawing survey by the Authority's Engineer. The deposit shall be a check made out to Peters Township Sanitary Authority, and delivered to the Authority along with the Financial Security and the Agreement, executed on behalf of the Developer. The amount of the deposit shall be based upon the construction the cost of installing the sanitary sewers and in accordance with the following table:

<u>Estimated Installation Cost</u>	<u>Amount of Required Escrow</u>
\$0 - \$10,000	35%
\$10,001 - \$25,000	30%
\$25,001 - \$40,000	25%
\$40,001 - \$75,000	20%
\$75,001 and greater	15%

Please note that the services provided by the Authority's Engineer are to verify that the work performed by the Developer and/or the Developer's contractor is in accordance with the Authority's Rules and Regulations. The Developer is responsible for supervising his/her work forces and those of its contractors.

- B. Upon receipt of the Agreement executed on behalf of the Developer, and satisfactory financial security and escrow deposit the Authority Board will consider entering into the Agreement at the next regularly scheduled Board meeting; and, if so approved, will enter into the Agreement. The Developer is not required to be present at the meeting unless there are items of dispute.
- C. The Authority Board authorizes execution of the Developer's Construction Agreement, which is executed prior to recording of the plan.

- D. The Authority will forward an executed counterpart of the Agreement to the Developer and schedule the pre-construction meeting with the Developer and his Contractor signifying the beginning of the Construction Phase of the sewer extension.

6. Construction Phase Procedures

- A. The proposed project only moves to the Construction Phase after plans have been approved by the Authority and the Township, performance security has been provided, developer's deposit escrow has been provided, and the Developer's Construction Agreement has been executed between the Authority and the Developer.
- B. The Authority will schedule the pre-construction meeting with the Developer and his Contractor. The pre-construction meeting is held to clarify the requirements of the Authority and any questions as to exactly how the construction will be handled and what is expected of the contractor and to avoid any misunderstandings or misinterpretations during construction. The Authority and its Engineer will be in attendance. It is suggested that the Developer and its Contractor's Superintendent also attend the meeting.
- C. Prior to the pre-construction meeting the Developer shall:
 - 1) Provide certificates of insurance showing liability insurance coverage and statutory workmen's compensation for both the Developer and the Contractor. The Peters Township Sanitary Authority shall be identified as "Additionally Insured" on the insurance policies and certificates.
 - 2) Provide shop drawings/catalog cuts submittals of all equipment proposed for use on the project, including manholes, sealants, pipe, bedding stone, pipe boots, manhole frame/covers and any other material. The Authority may require the use of a product other than that proposed by the Developer's contractor.
 - 3) Provide one certified copy of the subdivision plan as recorded at the Courthouse.
- D. Only after any and all items identified at the pre-construction meeting are satisfied and all shop drawing submittals are approved by the Authority or its Engineer, may construction then begin.
- E. The Developer or its Contractor shall be required to provide the Authority or its Engineer a minimum notice of 48 hours before commencing any work.
- F. All sewer extensions requiring connection to existing facilities shall be plugged and blocked in the manhole from which the extension originates to prevent extraneous material (water, dirt, debris, etc.) from entering the existing sewer system. The system shall be blocked and plugged by an inflatable ball plug chained to the manhole steps or by means approved by the Authority. The plug shall remain in place until the

Authority approves the sewer for use. Where an inflatable plug is utilized, the plug shall be checked daily by the Contractor for proper pressure and seal.

- G. During construction the Developer's Contractor shall assist the Authority's construction observer in gathering reference dimensions for service connections and shall provide the observer with cut sheets showing center line cuts every 25 feet and all manhole depths
- H. The Developer's Contractor shall keep the construction observer current with the planned work schedule and non-work days so that the observer's time may be scheduled efficiently, and thereby reduce the engineering charges to the Developer.
- I. Upon satisfactory completion of the installation in accordance with the approved plans, testing of the sewer lines, manholes, and any appurtenances shall commence. Note that deflection testing of sewer lines shall proceed only after a waiting period of 30 days or longer following final backfilling of the sewer trench.
- J. All testing shall be in the presence of the Authority's authorized construction observer.
- K. Any sewer line, manhole or appurtenance that fails the required tests shall be immediately repaired and retested, until it passes the required test.
- L. If all sewers pass the required test the Authority's Engineer certifies the installation of the sewers.
- M. Using the digital file of construction plan and profiles provided by the Developer the Authority's Engineer performs the right of way verification and record drawings.
- N. The sewer extension will not be accepted until the Authority's Engineer has verified that all sewers are within rights of way.
- O. Once Authority acceptance is provided, all extraneous water, dirt, debris, etc. shall be removed from the sewer by the Contractor at his own cost and consistent with the requirements of all other governing regulatory agencies.

7. Project Closeout Processes:

- A. Upon successful completion of all tests, and provided all facilities have been constructed in accordance with the Authority's specifications, rules and regulations, and in accordance with the Developer's Construction Agreement the developer shall arrange to make formal request to the Authority Board to accept the sewer extension and installation for ownership.

- B. Before the sewer extension is accepted for ownership the following elements and conditions shall be satisfied:
- 1) Developer shall provide a Release of Liens certifying that all contractors and suppliers have been paid in full.
 - 2) Developer shall provide a letter verifying the sewer facilities were installed in accordance with the specifications and the Developer's Construction Agreement, and dedicating the sewer extension to the Authority for ownership.
 - 3) Developer shall provide an 18-month maintenance security guaranteeing the installation. The security shall be 15% of the actual cost to construct the sewer extension and appurtenances.
 - 4) The Authority's Engineer shall conduct a record drawing survey of as-built conditions on behalf of the Developer and at the cost of the Developer to verify the actual grades, elevations, distances, etc. and that all sewer facilities were constructed within rights of way and easements; and provide a verification to the Authority. A copy of the record drawing plans shall be provided to the Developer and the Township as record drawings of the sewer extension.
 - 5) The Developer shall reimburse the Authority for all expenses incurred by the Authority in the course of the Developer's project in the event the expenses exceed the advance deposit collected. If any balance remains in the deposit the Authority shall promptly refund the balance at the completion of the project.
- C. Provided all of the above elements and conditions have been satisfied, the Authority Board will accept ownership of the sewer extension, excluding any service connection stubs or service laterals which shall remain the property of and maintenance responsibility of the property owner.
- D. The Authority shall release the performance security. Note that the Developer may request partial releases of the performance security as construction progress is made. Security will be released, as determined by the Authority's Engineer provided the sewer facilities have been installed, completed, and tested satisfactory. An amount will be retained however to ensure all final project closeout requirements are satisfied.
- E. After the sewer extension is accepted by the Authority Board sewer tap ins may be released upon completion of the required application and payment of the required tap fee for each dwelling unit.
- F. The Authority will notify Peters Township of the acceptance of the sewer extension by letter.

- G. Prior to the expiration of the maintenance bond and periodically during the 18 month period, the Authority shall inspect the installation and require the Developer to promptly correct any deficiencies identified. In particular, buried manholes or manholes below grade resulting from grading changes shall be raised to grade by the Developer.

END OF PART I

PART II: SEWER DESIGN REQUIREMENTS

1. Introduction

- A. The designs of all proposed sewer facilities must be in complete compliance with the requirements of the Pennsylvania Department of Environmental Protection (PADEP), and the Peters Township Sanitary Authority's prevailing *Rules and Regulations Appendix A: Specifications for the Construction of Sewers and Appurtenances*, however, the final designs are subject to the approval of the Authority's Consulting Engineer.
- B. For non-typical appurtenances and components, such as pump stations and treatment plants which require specific design, the specifications will be developed through the plan submittal and shop drawing submittal process.
- C. The Authority's standard specifications for sewer line construction will be appended to the Developer's Construction Agreement.

2. Design Requirements

- A. All plans submitted to the Authority shall be uniform, complete and conform in accordance with the *Developers Plan Checklist for Administrative Completeness* and the requirements identified herein.
- B. It should be noted that the following list provided identifies the design requirements associated with projects of routine nature and shall be fully enforced, unless otherwise noted. Furthermore, the Authority reserves the right to develop and enforce any and all specifications not addressed herein for specific project requirements. The requirements of design shall include but not be limited to:
 - 1. The size of each drawing sheet shall be 24 inches by 36 inches unless otherwise approved by the Authority.
 - 2. Drawings shall be prepared in AutoCAD format or similar computerized drafting format compatible with that of the Authority. A copy of the digital file of the approved plans shall be provided to the Authority concurrent with the submission of the five required sets for PTSA final approval.
 - 3. The title block in the lower-right corner of the drawings shall contain a title description, name of project or plan, name of developer, name of engineer, scale of drawings and date, and revision date block.
 - 4. Each sheet shall bear the seal of a registered engineer, or, where only sewers are involved, the seal of a registered surveyor will be acceptable.

5. A cover sheet with an index and/or index map shall be provided for sets of plans of four design sheets or more.
6. For pump stations and treatment plant drawings, the plans shall consist of plan views, elevations and appropriate sections. Because of the need to design these facilities for the particular application, the Authority's Consulting Engineer will provide more specific guidance of required plans at the time the scope and nature of the project are determined.
7. For sewer drawings, both plan and profile shall be shown.
8. All plans shall be drawn to a horizontal scale of fifty (50) feet to the inch unless otherwise permitted by the Authority to adequately identify all necessary information to be displayed clearly.
9. For sewer drawings, profiles shall have a horizontal scale of fifty (50) feet to the inch and a vertical scale of ten (10) feet to the inch, and plans should be drawn to a corresponding horizontal scale of the profile view.
10. North arrows shall be shown on all plan view sheets.
11. Plans shall be prepared on PA State Plane Coordinate System South, which recognizes NAD 83 and NGVD 88. The drawings shall provide notation confirming such.
12. Plans shall display and identify both existing contours and proposed grading required for the development consistent with the required datum.
13. Plans identifying road construction, storm sewers, storm water management, and erosion and sedimentation control shall be supplied for reference purposes.
14. Plans shall identify all other utilities existing and proposed. Special attention is called to utility clearances, especially sewer distance from water mains.
15. The plans shall include the Authority's Sewer Construction Standard Details Sheet No. 264-STD attached to the proposed construction plans. The title block on the details sheet shall be annotated to identify the project name and the developer's surveyor or engineer. A tif file of the detail sheet shall be provided to the Developer for this purpose.
16. The plans shall indicate that the required Design Utility One-Call was conducted and that all underground utilities are shown.
17. For sewer drawings, profiles shall identify the approximate horizontal and vertical location of all other utilities in reference to the sanitary sewer.

18. The plans shall indicate the distances between manhole centers, angles, type of pipe, pipe diameter, pipe grade, manhole top elevation and invert elevation, exact station location of building sewer wye connection relative to the nearest downstream manhole, proposed manhole numbers and manhole numbers of any existing manholes.
19. For special items not covered by these design requirements and specifications, supplemental specifications shall be issued by the Authority to cover such items as deemed necessary by the Authority for each project. Supplemental specifications will be issued by the Authority upon receipt of the plans or request from the private developer.
20. For projects involving other than sanitary sewer construction, such as pumping stations and treatment plants, it will be the responsibility of the developer's Engineer to submit detailed design and specifications for such construction. These design and specifications shall be subject to review by the Authority and revision, if considered necessary by the Authority, to assure that acceptable construction will be performed.
21. A permanent easement of at least twenty-five feet in width shall be provided for all proposed sanitary sewers and the easements shall be shown on the Subdivision Plan. If other proposed utilities are intended to occupy the same easement the Authority may require the easement width to be greater than 25 feet. For proposed sewers to be located on property outside the limits of the subdivision plan, rights of way acceptable to the Authority shall be obtained by the Developer and furnished to Authority. The Authority will require that the property owners provide a release to the Authority that all restoration has been completed to their satisfaction before the Authority accepts ownership of the sewer extension. The special requirements of the Authority for these rights of way will be discussed with the developer upon his pre-application or preliminary planning submissions.
22. The signature and seal page of the Subdivision Plan shall include the Authority's note regarding use of utility easements.
23. An 8-inch diameter public sewer shall abut each lot or be immediately adjacent to each lot across the public road right of way. In such cases the 6-inch service connection stub shall be installed to the property of each property served. When crossing the public road right of way the service connection shall be installed with select backfill and the road restored in accordance with the prevailing State or Township standards.
24. Maximum distance between manholes shall be 400 feet.
25. The influent (entering) and effluent (exiting) elevations of all sanitary sewer in each manhole shall be identified. A minimum 0.2 foot elevation differential

shall be required between the influent and effluent lines within the manhole invert.

26. The slopes of all sanitary sewers identified will be the difference of the effluent elevation of the upstream manhole and the influent elevation of the downstream manhole divided by the horizontal center-to-center distance between the manholes. Slopes calculated on the basis of actual length of pipe are not acceptable.
27. Sanitary sewers shall be designed such that changes in direction are not less than 90 degrees.
28. One 6-inch diameter wye and sewer connection stub shall be shown for each property to be served. Connections shall not be into manholes unless authorized by the Authority.
29. Minimum basement elevations shall be shown for each lot.
30. The minimum basement elevations shall be used to determine which basements are lower than the rim elevation of the upstream manhole, and all such basements shall be identified on the Subdivision Plan as being required to have backwater valves, and the Authority's standard note regarding backwater valves shall be placed on the Subdivision Plan.
31. Manholes shall be located in berms out of the cart way where possible.
32. Sewers shall not be located in streams and stream crossings shall be held to a minimum and shall be at right angles where crossings are required.
33. Six (6)-inch service wyes and service connection stub shall be located 10 feet from the low side of the property line.
34. Concrete anchors shall be provided when pipe slopes exceed 20%. The required number and spacing of the anchors shall be commensurate with the prevailing PADEP published requirements.
35. A manhole shall be provided at the end of all gravity sewer line extensions. Lamp holes are not acceptable.
36. Manholes installed at a depth of 20 feet or greater shall have an inside diameter of 5 feet.
37. The maximum depth allowable for PVC pipe installation shall be 20 feet. At depths beyond 20 ductile iron pipe shall be utilized.
38. A minimum 4 feet of cover in all areas including cart ways, berms, and off roads.

39. The maximum cover above the top of the outside pipe diameter shall not exceed 20 feet. If the extension requires cover in excess of this special conditions shall apply, such as, but not limited to stronger pipe material, 5 foot diameter manholes, and special backfill requirements. The Authority and its Engineer will provide more specific guidance of requirements as the scope and nature of the project are determined
40. The location of sanitary sewers in Township and State roads shall require occupancy permits obtained by the developer. Lines installed in Township and State roads must be bored or jacked and may not be open cut unless prior approval from the prevailing owner is provided to the Authority before construction commences.
41. The acceptable minimum pipe slope shall be 0.50% for 8-inch sewers and 1.00% for sewer segments at end of lines.
42. Splash manholes are permitted for 2 foot or less difference between sewer inlet and invert of manhole, with transition invert. See detail. For differences greater than 2.0 feet, drop manholes shall be used.
43. Watertight manhole covers shall be provided where prone to high water.
44. Stream crossings shall be encased in concrete and comply with all PADEP stream crossing regulations.
45. Sewer runs that are close to and paralleling streams shall be concrete encased as determined by the Authority's Engineer.
46. All existing manholes shall be cored and booted when sewers are extended from them. The invert shall be reconfigured to the Authority's satisfaction to accommodate the new pipe and flow entering the manhole.
47. Where applicable, easements meeting the requirements of the prevailing *Rules and Regulations* of the Authority shall be provided for future extensions.
48. Sewers shall be designed with sufficient depth to facilitate possible future extensions.
49. Easements of a minimum of 5 feet in width beyond the public road right of way shall be provided where sewers are installed on or abut the edge of the public road right of way.

END OF PART II

PETERS TOWNSHIP SANITARY AUTHORITY

3244 Washington Road, McMurray, PA 15317-3153

**DEVELOPERS PLAN CHECKLIST FOR ADMINISTRATIVE COMPLETENESS
FOR FINAL PLANS/CONSTRUCTION PLANS**

DEVELOPMENT NAME: _____ DEVELOPER: _____

LOCATION: _____

PTSA REVIEW DATE: _____ REVISION: _____

1. PLAN SIZE

- 1a. ___ 24" x 36"
- 1b. ___ Two Complete Sets of Subdivision and Construction Plans (initial review)
- 1c. ___ For Subsequent Reviews, include two sets and cover letter addressing how all PTSA comments were incorporated into the revised set being submitted.

2. TITLE BLOCK

- 2a. ___ Title Description
- 2b. ___ Name of Plan
- 2c. ___ Developer Name
- 2d. ___ Property Owner's Name (if different from Developer)
- 2e. ___ Engineer/Surveyor Name
- 2f. ___ Date
- 2g. ___ Revision Date Block

3. REGISTER SEALS

- 3a. ___ Engineer
- 3b. ___ Surveyor

4. SUBDIVISION PLAN

- 4a. ___ Easements Identified with Bearings
- 4b. ___ Authority Standard Language Signature Line on Signature Page
- 4c. ___ Proof of Design Utility One Calls Made
- 4d. ___ Easement widths for Sanitary Sewers shall be 25 feet wide, except where sewers are installed parallel to public roadways, then minimum of additional 5 feet of easement paralleling road right of way. Where other utilities occupy same easement, widths greater than the above will be required.
- 4e. ___ Authority's Standard Easement Clause with Signature Line on Signature Page
- 4f. ___ Minimum Basement Elevations provided for all properties in plan
- 4g. ___ Identification of Backwater Valves Required

5. PLANS SHEETS

- 5a. ___ North Arrow
- 5b. ___ Drawn at 1"=50' Scale
- 5c. ___ Existing Contours / Grading Plan Demonstrated at 2 foot intervals
- 5d. ___ Proof of Design Utility One Calls made and identification of all existing underground utilities.
- 5e. ___ Wye/Service Connection for proposed lots. (Not into manholes unless otherwise approved).

5f. General Notes Required

“Upon approval of the subdivision plans and prior to construction, the Developer shall provide the PTSA with all required shop drawing submittals.”

“The inverts of existing manholes that do not adequately accommodate the proposed sewer extensions shall be removed and reformed in accordance with PTSA requirements to accommodate the new sewers extending from the existing manholes.”

6. PROFILE SHEETS

6a. Horizontal Scale: 1"=50' Scale

6b. Vertical Scale: 1"=10' Scale

6c. Existing and Proposed Grades

6d. Storm sewers and other utilities crossing sanitary sewers identified

7. OTHER REQUIRED SHEETS

7a. Authority Provided Sewer Construction Standard Detail Sheet

7b. Erosion and Sedimentation Prevention Plan

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

	<u>Date</u>	<u>Description of Milestone or Required Action</u>
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

	<u>Date</u>	<u>Description of Milestone or Required Action</u>
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

Date	<u>Complete</u>	<u>Description of Milestone or Required Action</u>
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

<u>Date</u>	<u>Complete</u>	<u>Description of Milestone or Required Action</u>
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

<u>Date</u>	<u>Complete</u>	<u>Description of Milestone or Required Action</u>
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

	<u>Date</u>	<u>Description of Milestone or Required Action</u>
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.*