

**PETERS TOWNSHIP
SANITARY AUTHORITY**

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Typical Procedures for Subdivision Sanitary Sewer Extension

Developer's Sewer Extension Procedures:

I. Preliminary Planning

1. Pre-application Planning – informal meeting with Sanitary Authority to discuss any matters relative to sewage service for the development.
2. Submit preliminary plans (2 complete sets) showing proposed streets, lots, topography, storm sewers, sanitary sewers, etc., along with a Planning Module for land development to the Sanitary Authority. If the project is eligible for Planning Exemption, submit and exemption application mailer to the Sanitary Authority.
3. The submission of the items listed in 2 above shall be accompanied by the payment of a NON-Refundable 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. Application enclosed.
4. The final construction plan and profile drawings shall use state plane coordinates and USGS datum and provided to the Authority in AutoCAD digital file format prior to start of construction
5. The Authority and its Engineer will review the plans and provide comments.
6. Acceptance of the proposed sewage flow, either via Planning Module or Planning Exemption, is by the Authority Board at its regular public meeting, the second Tuesday of the month.
7. If approved the completed forms (Planning Module or letter stating capacity is available) are forwarded to the Township.
8. If approved by the Township, the Planning Module or Exemption Application is forwarded to the DEP.
9. DEP review.
10. DEP approves Planning Module or Exemption

II. Final Planning

11. Developer submits complete subdivision plans and construction drawings to the Township.
12. Township forwards two complete sets of drawings to the Authority.
13. The Authority and its Engineer review the sanitary sewer drawings and provides construction related comments back to the Developer's Engineer.
14. Any comments regarding easements, right of ways, or other special concerns, are forwarded to the Township Planning.
15. The Authority does not enter into a Developer's Construction Agreement until the Developer has complied with all of the Authority's conditions and requirements regarding sewer construction, layout, and design.
16. After the Developer complies with all conditions and requirements and revises the plans according, the Agreement may be executed, provided security and escrows have been provided.

17. The Developer’s Construction Agreement is executed prior to recording of the plan. Prior to the Authority executing the Agreement, the Developer shall provide Financial Security and Escrow Deposit as follows:

- a) Provide a bona fide 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 bona fide bid is used to calculate the required financial security to guarantee completion of the sewer improvements.
- b) The amount of financial security is 110% of the estimated cost of sewer installation, as evidenced by a bona fide bid. If a bid is not provided, the Authority’s Engineer shall calculate the required financial security. 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 complete an amount representing the value completed shall be released.
- c) 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 the installation, not only the Contractor’s performance. That is, it must guarantee that the improvements will be completed even if the Developer defaults.
- d) The bona fide 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.
- e) Provide an Escrow Deposit to cover the cost of drawing review, construction observation, legal, and administrative costs, right of way verification and as-built 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 bona fide bid for 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.

18. 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.

III. Construction Phase:

19. The Authority will forward an executed counterpart of the Agreement to the Developer and schedule the pre-construction meeting. The pre-construction meeting is held to verify that the Developer, and its Contractor are aware of the requirements of the Authority. The Developer and its Contractor's Superintendent are to be at the meeting, and the Authority and its Engineer will also be in attendance.
20. Prior to the pre-construction meeting the Developer shall:
 - a) Provide certificates of insurance showing liability insurance coverage and statutory workmen's compensation for both the Developer and the Contractor. Insurance policies shall identify the Peters Township Sanitary Authority and HDR Engineering, Inc. as Additional Insured
 - b) Provide copies of the approved construction plan and profile drawing digital files in AutoCAD format or equivalent to the Authority. Note that the Authority's Engineer performs the right of way verification and as-builts using these digital files at the completion of the project.
 - c) Provide shop drawings/catalog cuts 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.
 - d) Provide one certified copy of the subdivision plan as recorded at the Court house.
21. After any items identified at the pre-construction meeting are satisfied construction may then begin.

IV. Project Closeout:

22. After the sewer installation is completed the sewers are tested by the Developer's Contractor in the presence of the Authority's Engineer. If all sewers pass the required test the Authority's Engineer certifies the installation of the sewers.
23. Using the digital file of construction plan and profiles provided by the Developer the Authority's Engineer performs the right of way verification and as-builts.
24. The sewer extension will not be accepted until the Authority's Engineer has verified that all sewers are within rights of ways.
25. The Developer shall make formal request to the Authority to accept the installation.
26. The Developer shall provide an 18-month maintenance bond to secure the functioning and structural integrity of the improvements. The amount of the bond shall be 15% of the cost of the improvements.
27. The Developer shall provide a release of liens certifying that all contractors and suppliers have been paid in full.
28. If all of the above are satisfied, the Authority Board accepts the improvements at a public meeting.
29. The Authority will notify the Township that the sanitary sewer improvements were accepted.
30. The Authority will release the financial security.
31. Sewer permits can be issued after payment of the sewer tapping fee.
32. 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.

Information to review in conjunction:

- a) Application for Review of Development or Subdivision
- b) Developers Plan Checklist
- c) Appendix C Developer Information