

**STANDARDIZED PROCEDURES RELATED TO THE REVIEW, APPROVAL AND ACCEPTANCE OF EXTENSIONS TO THE AUTHORITIES SANITARY SEWER SYSTEM CONSTRUCTED BY DEVELOPERS TO SERVE NEW DEVELOPMENT IN THE TOWNSHIP.**

**1. Pre-Application Conference.** An initial meeting will be held between the Developer and the Authority to review the procedures related to review, approval, and acceptance of a sanitary sewer extension by the Authority. A checklist containing the submittals and approvals required of the Developer will be provided to the Developer at that meeting. A copy of the **Professional Services and Review Escrow Agreement** will be distributed to the Developer for execution. This meeting can be held in conjunction with the pre-Application meeting required by the Township.

**2. Professional Services and Review Escrow Agreement (Escrow Agreement).** Before the Authority will authorize its Engineer and Attorney to begin the review process, the Developer will deliver to the Authority the executed **Professional Services and Review Escrow Agreement** with the required escrow amount. The executed Escrow Agreement and escrow can be provided with the **Initial Plan Submittal**.

**3. Formal Request for Capacity.** The Developer, through the Township, must formally request from the Authority a **Determination of Capacity** for the proposed development. The developer must provide with his request detailed information on the total number of EDUs or units, or the projected average daily wastewater flow to be generated by the development at total build-out. The Authority will determine whether sufficient capacity exists in the sanitary sewer collection and conveyance system and treatment plant to accommodate the proposed development. The Authority will advise the Township of its findings by letter after reviewing information provided by the developer. No **Determination of Capacity** will be made by the Authority unless and until projected wastewater flow and/or EDU information is provided by the developer. The Authority's Determination of Capacity represents that adequate capacity exists at the time of the request, but does not in any way guarantee or reserve capacity in the Authority's sanitary sewer system for the proposed development. No capacity in the Authority's sewer system is reserved until the appropriate tapping fees and charges have been paid to the Authority by the developer. The developer can decide at any time to purchase capacity in the Authority's sewer system through the payment of tapping fees. However, no EDUs can be connected to the Authority's sewer system until the appropriate tapping fees have been paid to the Authority.

**4. Initial Plan Submittal.** Following delivery of the Escrow Agreement with the required escrow amount to the Authority, two (2) complete sets of plans (24 by 36-inch in dimensions) and one complete set of digital plans in PDF format for the development shall be delivered to the Authority for review. The Plans must clearly show the locations of all utilities, in plan and profile views, and the point or points of connection to the Authority's existing sanitary sewer system.

In addition to the initial plan review sets, the following information must also be provided:

- All utility easements, including those of utilities other than sanitary sewer, must be shown on the plans. Utility easements having a minimum width of *30 feet* must be provided for all public sewers in the development not located within the public street right-of-way.

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Legal descriptions, ready for recording, shall be provided at the time of the initial plan submittal for all sanitary sewer easements proposed for the development.

- Copies, as appropriate, of the Pennsylvania Department of Environmental Protection (PaDEP) Water Quality Management Part II permit applications and Planning Modules must be included with the initial plan submittal. The developer is responsible, at his expense, for preparing applications for and obtaining all permits required for construction of the extension. Where required by PaDEP or other agencies, the permit applications will be submitted in the Authority's name.
- If the development is to be developed in phases, the boundaries of each phase shall be clearly identified on the plans, and the number of units or EDUs associated with each phase shall be identified. A schedule for the phasing of the project shall also be included. The Authority must be notified of any changes to the phasing plan prior to the beginning of construction of the phase, and revised updated drawings must be submitted to the Authority for review and approval. **A separate Professional Services and Review Escrow Agreement is required for each phase of the development.**
- If not previously submitted with the request for a **Determination of Capacity**, or if the Planning Module requirement has been waived by the Township, the Developer must include with the initial plan submittal detailed information on the number of EDUs and/or the projected wastewater flow to be generated by the development at total build-out.

**5. Initial Plan Review.** The Authority will request its Engineer to review the plans submitted by the developer, and complete the Chapter 94 Consistency section of the PaDEP Planning Modules, if required. The Engineer will complete the initial review and Chapter 94 Consistency Determination within fourteen (14) days of receipt of the plans and Modules, unless the Engineer determines that additional information is required to complete the review or Chapter 94 consistency determination. If the Engineer finds that additional information is required, he will advise the Authority, identifying the additional information required.

**6. Plan Approval by the Engineer.** If the Engineer determines that the proposed sanitary sewer construction complies with the Authority's **Standard Construction and Materials Specifications for Sanitary Sewer Extensions (Standard Specifications)**, he will advise the Authority by letter that the proposed sanitary sewer extension can be approved for construction. If, on the other hand, the Engineer finds that the proposed sanitary sewer extension as presented on the plans submitted by the developer is not acceptable, he will advise the Authority by letter, itemizing his findings and recommendations. The Authority will advise the developer by letter of the Engineer's determination and require revised plans to be submitted for subsequent review.

The review process will continue until the proposed sanitary sewer extension plans are satisfactory to the Authority and the Authority's Engineer.

**7. Plan Approval by the Authority Board.** When the developer's sanitary sewer extension plan has been approved by the Engineer, the Authority will advise the developer and request that nine (9) overall plan sheets presenting the final approved sanitary sewer layout be provided for the

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Authority Board members. The Authority Board members will review the final plan at a regular meeting of the Authority, and if satisfactory to the Board, will approve the sanitary sewer extension for construction. The Authority's approval of the extension plan does not at this time constitute authorization to begin construction.

The Authority will advise the developer of its determination, and provide the developer with a copy of the **Sanitary Sewer Extension Agreement (Extension Agreement)**. The developer must execute the Extension Agreement and deliver the executed agreement to the Authority prior to beginning construction.

**8. Shop Drawings.** Upon approval of the extension, the Authority will instruct the developer to submit five (5) copies of shop drawings describing in detail the materials to be used in the construction of the sanitary sewer extension and appurtenances. A certification must also be provided by all steel products suppliers that the steel satisfies the Steel Products Procurement Act of the Commonwealth of PA. The shop drawings will be reviewed by the Authority and its Engineer for compliance with the Authority's **Standard Specifications**. The Engineer will advise the Authority by letter, of his determination and transmit four (4) copies of the reviewed shop drawings to the Authority. The Authority will retain two (2) copies of the shop drawings and return two (2) copies to the developer. The shop drawings will be marked by the Engineer indicating either *Approval*, *Approved with Changes Noted*, *Returned for Correction*, or *Not Approved*. If any shop drawings were determined to be *Returned for Correction* or *Not Approved*, the developer will submit revised shop drawings that comply with the Authority's Standard Specifications for review by the Authority and its Engineer. The review and notification process will continue until all shop drawings have been approved.

**9. Payment and Performance Bonding Requirements.** Upon approval of the proposed sanitary sewer extension by the Authority Board, the Authority will advise the developer of the Authority's approval and request a construction cost estimate be provided for review. The Authority may submit the construction cost estimate to its Engineer and, upon recommendation of its Engineer, will establish the amount of security that the developer will be required to obtain for construction of the extension. The security may be in the form of an irrevocable letter of credit, or corporate surety bond, payable to the Authority, as prescribed in the Authority's **Standard Specifications**. The Bond will be held by the Authority until the developer has satisfied all of his requirements and obligations as outlined in the Authority's Standard Specifications and the executed Sewer Extension Agreement, and the Authority has accepted dedication of the constructed sanitary sewer extension.

**10. Items Required Prior to the Beginning of Construction of the Sanitary Sewer Extension.** The developer must deliver to the Authority the following items before the Authority will issue an Authorization to begin construction of the extension:

- An executed Sewer Extension Agreement;
- Escrow as provided in the Sewer Extension Agreement;
- Evidence that the final subdivision plan has been filed by the Township at the county courthouse, Recorder of Deeds office, if applicable;
- Performance and Payment Bonds;

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- A letter identifying the contractor(s) who will be constructing the extension;
- Approved shop drawings, including certification relative to the Steel Products Procurement Act;
- Certificates of Insurance coverages required under Section 1, Paragraph 1.21 of the Authority's Standard Specifications;
- All permits required for construction of the extension, including but not limited to Highway Occupancy Permits, stream encroachment permits, and Water Quality Management permits;
- Certification from the pipe manufacturer that the pipe to be supplied meets or exceeds the requirements of the Authority's **Standard Specifications**; and
- Executed Deeds of Easements for all lots and properties that contain a sanitary sewer right-of-way.
- One (1) half-size drawing set (11" x 17" format) for the Authority's inspector.

Upon receipt of all of the above items, the Authority will provide to the developer a written Authorization to Begin Construction and schedule a time for a pre-construction conference. No work can begin prior to the pre-construction conference. The developer will notify the Authority at least ten (10) days prior to beginning construction.

**11. Obligations of the Developer During Construction.** During the construction period, the developer will be required to maintain on the site a set of drawings and specifications. The developer will maintain accurate records of the installation of the extension to facilitate the preparation of Record Drawings at the completion of the project. The developer will maintain the surety and insurance coverages required throughout the construction period. The developer will provide access to all construction areas for the Authority's resident representative for the purposes of observation of construction. The developer is responsible for safety at the site.

**12. Final Testing and Inspection.** Following completion of the construction of the extension and appurtenances, the developer will notify the Authority that the extension is ready for testing and final inspection. When all components have passed testing and final inspection, the Authority will notify the developer by letter that the system has successfully passed final inspection.

**13. Record Drawings.** The developer will prepare Record Drawings that incorporate all deviations from the original construction drawings made during construction of the extension. Two (2) sets of Record Drawings as well as two (2) digital copies of the Record Drawings in both PDF as well as a second in a format compatible with ARCGIS (.gdb or .dwg showing only the sewer locations for laterals, manholes, mainlines etc.), will be delivered to the Authority for review. These will be provided along with a recordable Deed of Dedication for the extension. The Authority and its Engineer will review the Record Drawings and the Deed of Dedication. The Engineer will submit his review comments and recommendations to the Authority.

When the Record Drawings and Deed of Dedication are determined to be acceptable, the Authority will advise its Solicitor. The Solicitor and Engineer will recommend to the Authority Board that the extension is acceptable. The Authority Board will consider the recommendations at a regular Board meeting and, if satisfied, will accept the project, execute the Deed of Dedication, and authorize the Solicitor to record the Deed.

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The developer will provide Two (2) sets of Record Drawings as well as two (2) digital copies of the Record Drawings in both PDF as well as a second in a format compatible with ARCGIS (.gdb or .dwg)

**14. Return of Securities and Remaining Escrow.** The Authority will return any unused escrow and advise the developer that remaining Performance and Payment Bonds may be closed after the Authority's Sewer Index Mapping has been updated to incorporate the new extension, and when the developer has completed the following:

- Provided Record Drawings in the manner described in Number 13 above;
- Provided a recordable Deed of Dedication for the extension;
- Provided all Deeds of Easements for sanitary sewer right-of-way within the development;
- Paid all of the Authority's fees for testing and inspection of the construction; and
- Provided an 18-month Maintenance Bond, the term of which will begin on the date that the Authority accepts the extension and executes the Deed of Dedication.

**15. Standard Construction and Material Specifications.** Materials and methods used in the construction of the sanitary sewer extension, service laterals and building sewers, and force mains shall be in accordance with the latest version of the Authority's **Standard Construction and Materials Specifications for Sanitary Sewer Extensions**. Copies of the Authority's **Standard Specifications** can be downloaded from the Authority's Website at <http://www.whatsa.com> . The developer is strongly encouraged to procure a copy of these **Standard Specifications** prior to design of the extension.

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**ACKNOWLEDGEMENT OF RECEIPT OF STANDARDIZED DEVELOPER  
PROCEDURES FOR SANITARY SEWER EXTENSIONS**

I hereby confirm that I have received a copy of the West Hanover Township Water and Sewer Authority's Standardized Developer Procedures for Sanitary Sewer Extensions.

Name of Development: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_