EAST COCALICO WATER & SEWER TOWNSHIP AUTHORITY

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ADMINISTRATIVE PROCEDURES

FOR THE APPROVAL AND CONSTRUCTION OR EXTENSION OF WATER AND/OR SANITARY SEWER MAINS

The purpose of this guide is to give you a basic understanding of the forms and agreements that may be required and the costs that may be involved. It will also show you the basic order of steps needed to complete your project. This guide is not intended to include every form, agreement or fee that may be required of you. Since every project is unique, the Authority may require additional or modified information, fees, etc. Please read the actual documents referenced in these Procedures to more fully understand the Authority's requirements. It is the Applicant's sole responsibility to be familiar with all of the requirements governing Water, Sanitary Waste/Wastewater and Industrial Waste/Wastewater.

Attached to this document are the following:

- Fee Schedule (Appendix A)
- Minimum Requirements for Development Plans (Appendix B)
- Minimum Requirements for As-Built Plans (Appendix C)
- List of Standard Documents & Forms (Appendix D)
- Materials Submittal Forms (Appendix E)

Any items which require action by the Authority shall be submitted at least one (1) week before the next regularly scheduled Authority meeting. Regular meetings of the East Cocalico Township Authority are held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA, on the last Tuesday of each month at 7:00 p.m.

I. APPLICATION PHASE

A. Pre-Application Meeting

1. Applicants are encouraged to request and attend a Pre-Application Meeting with representatives of the Authority and Township prior to the submission of an application for plan review or a Capacity Review and Request Application. The Applicant may be accompanied by the landowner, consultants, or any other interested parties at the Pre-Application Meeting.

2. The purpose of the Pre-Application Meeting is to give the Applicant an opportunity to present an overview of the proposed development project. The Authority and Township representatives will likewise have an opportunity to raise questions regarding the project and present specific requirements that may relate to the review and approval of the proposed project. It shall be the responsibility of the Applicant to reimburse the Authority and Township for the cost associated with the attendance of Township and Authority personnel and the designated professionals at the meeting.

3. Applicant shall complete and submit to the Authority or Township a Request for Pre-Application Meeting packet at least one (1) week prior to the scheduled meeting. Packets can be obtained from the Authority office or found on the Authority's website.

4. The Applicant, or his designated representative, shall take notes to record the issues discussed at the meeting and pertinent Authority and Township requirements. Within ten (10) days following the meeting, the Applicant shall submit the notes to the Authority for review and approval. The Authority will advise the Applicant of any necessary revisions and the Applicant shall revise the notes accordingly. Once approved by the Authority, the notes will become the official record of the meeting.

B. Capacity Review and Request Application

1. Applicants must submit the following simultaneously to the Authority:

   a. One (1) copy of a completed Capacity Review and Request Application along with Attachments A and/or B, if required. Copies of these forms can be obtained from the Authority office or found on the Authority's website.

   b. Water and/or Sewer Administrative Review Fees as determined from the Capacity Review and Request Application and the Authority's Fee Schedule (Appendix A). Administrative Review Fees are nonrefundable.

   c. One (1) copy of a sketch plan as defined in the Capacity Review and Request Application.

   d. One (1) copy of the Deed to the property as defined in the Capacity Review and Request Application.

2. The Authority shall review the Capacity Review and Request Application and all attachments to confirm the Applicant's requested capacity and the adequacy of the Authority's existing water and sanitary sewer facilities to meet the requirements of the proposed project. The Authority reserves the right to require additional Administrative Review Fees, if necessary.

3. In the case of a sanitary sewer capacity request, a copy of the Capacity Review and Request Application is forwarded by the Authority to the Publicly Owned Treatment Works (POTW) Owner for review and approval, if required.

   In the case of a sanitary sewer capacity request for a non-residential waste discharge, the Applicant is advised of the possible requirement for an executed Industrial Waste Discharge Agreement as specified in Appendix B-SE and Appendix B-SA of the Rates, Rules and Regulations of the East Cocalico Township Authority Sanitary Sewer System.

4. Should the Authority determine that the project will require a feasibility study, the Applicant shall be advised of the estimated cost for the feasibility study to be performed by the Authority Engineer. The Applicant shall deposit such estimated cost with the Authority prior to the initiation of the study. Should the scope of work for the feasibility study increase for any reason, the Applicant shall deposit additional funds as identified by the

Authority's Engineer. Payment of all actual costs associated with the preparation of the feasibility studies must be made by the Applicant prior to the acceptance of the preliminary plan by the Authority.

5. Upon review and acceptance by the Authority of the Capacity Review and Request Application, along with receipt of all required documentation and fees, completion of any feasibility studies, and approval by the POTW if required, the Authority shall then issue a Notice of Available Capacity. This Notice is neither a guarantee of approval of the proposed project nor a guarantee that water or sanitary sewer capacity will be available at the time Applicant wants to make connection.

C. Developer's Agreement/Short Form Developer's Agreement/Administrative Escrow Agreement for Miscellaneous Projects and Administrative Escrow

1. No Developer's Agreement, Short Form Developer's Agreement or Administrative Escrow Agreement for Miscellaneous Projects will be accepted without approved proof of ownership interest. Notice of any change of ownership of the property and request for approval of the same pursuant to the Agreement is the sole responsibility of the Applicant/Owner.

2. Applicant must submit one of the following to the Authority:

   a. If the project is proposing the extension of existing water and/or sanitary sewer mains:

      1) The Applicant shall submit one (1) fully-executed Developer's Agreement for the proposed extension of water and/or sanitary sewer facilities. The Agreement can be obtained from the Authority office or found on the Authority's website. (Executing the Developer's Agreement requires Authority Board action.)

      2) The Applicant shall submit the appropriate initial Administrative Escrow Deposit as determined by the Authority's Engineer using the Authority's Fee Schedule (Appendix A) as a guide. The initial Administrative Escrow Deposit shall include, but is not limited to, estimated reasonable and necessary costs of reviewing the plans, construction inspections, administrative, legal, and engineering services.

      3) The Administrative Escrow funds are a deposit only. The Applicant shall be billed monthly for actual or anticipated costs. Failure by Applicant to pay within thirty (30) days of billing date will result in cessation of work. The Authority reserves the right to require additional deposits to the Administrative Escrow.

   b. If the project is proposing the construction of water and/or sanitary sewer laterals only:

      1) The Applicant shall submit one (1) fully-executed Short Form Developer's Agreement for the proposed construction of water and/or sanitary sewer laterals. The Agreement can be obtained from the Authority office or found on the Authority's website. (Executing the Short Form Developer's Agreement requires Authority Board action.)

      2) The Applicant shall submit the appropriate initial Administrative Escrow Deposit as determined by the Authority's Engineer using the Authority's Fee Schedule

(Appendix A) as a guide. The initial Administrative Escrow Deposit shall include, but is not limited to, estimated reasonable and necessary costs of reviewing the plans, construction inspections, administrative, legal, and engineering services.

3) The Administrative Escrow funds are a deposit only. The Applicant shall be billed monthly for actual or anticipated costs. Failure by Applicant to pay within thirty (30) days of billing date will result in cessation of work. The Authority reserves the right to require additional deposits to the Administrative Escrow.

c. For all other proposed projects:

1) The Applicant shall submit one (1) fully-executed Administrative Escrow Agreement for Miscellaneous Projects. The Agreement can be obtained from the Authority office or found on the Authority's website. (Executing the Administrative Escrow Agreement for Miscellaneous Projects requires Authority Board action.)

2) The Applicant shall submit the appropriate initial Administrative Escrow as determined by the Authority using the Authority's Fee Schedule (Appendix A) as a guide. The initial Administrative Escrow shall include, but is not limited to, estimated reasonable and necessary costs of reviewing the plans, construction inspections, administrative, legal, and engineering services.

3) Monthly invoices for actual costs will be withdrawn from the Administrative Escrow. Should the balance of the Administrative Escrow reach fifty percent (50%) of the initial amount, the Administrative Escrow shall be replenished to the amount originally posted within ten (10) days of the date of written notification from the Authority. The Authority reserves the right to require additional deposits to the Administrative Escrow.

3. If the Applicant has filed an Application for Land Development or Subdivision, the Applicant shall provide the Authority with two (2) full copies of that Application, one (1) to the Authority and one (1) directly to the Authority's Engineer, including the plan at the time of application to the Authority, including any comments, and/or reviews received from the governmental body, and all subsequent plans.

II. **PLAN REVIEW PHASE**

A. Preliminary Utility Plans

1. The Applicant is encouraged to obtain a copy of the Authority's Specifications for Water System Construction; Specifications for Sanitary Sewer System Construction; Rates, Rules and Regulations of the ECTA Water System; and Rates, Rules and Regulations of the ECTA Sanitary Sewer System. These documents are available at the Authority office or can be found on the Authority's website.

2. The Applicant shall submit two (2) copies of the preliminary utility plans for the project, one (1) to the Authority and one (1) directly to the Authority's Engineer. The preliminary utility plans shall be prepared in accordance with the general requirements outlined in the Authority's Developer's Agreement, Specifications for Water System Construction,

Specifications for Sanitary Sewer System Construction and the Minimum Requirements for Development Plans (Appendix B).

3. All sanitary sewer and water mains shall be extended to the furthest property lines or corners of the development under consideration. The exception shall be where mains cannot be further extended at the sole discretion of the Authority. The size and location of sanitary sewer and water mains, pumping stations, pressure boosting stations, pressure reducing stations, water storage tanks, fire hydrants, valves and other appurtenances shall be determined or approved by the Authority's Engineer so as to comply with the Authority's long-range facilities planning.

4. The Authority's Engineer shall review the preliminary utility plans and issue a review letter outlining deficiencies in the plan or required revisions to be addressed by the Applicant's engineer. The preliminary utility plans shall be revised in accordance with the requirements of the review letter and be resubmitted to the Authority.

B. Final Utility Plans

1. Once the preliminary utility plans, and all required documentation and fees are received and approved in every respect by the Authority, they shall become the final approved utility plans. The Applicant shall submit three (3) copies of the final approved utility plans, two (2) to the Authority and one (1) directly to the Authority's Engineer.

2. The Applicant shall provide an itemized cost estimate associated with the water and/or sanitary sewer facilities for the project as outlined in the Developer's Agreement. The cost estimate shall be established by submission to the Authority of a bona fide bid or bids from the contractor or contractors chosen by the Applicant. In the absence of such bids, the cost shall be established by an estimate prepared by the Authority's Engineer, at the expense of the Applicant.

3. The Applicant shall provide the Authority with all permits, approvals from governmental bodies, and all documentation as required by the Developer's Agreement and the Rates, Rules and Regulations of the Authority.

4. In the event that water and/or sanitary sewer mains are to be installed within any state highways, the Applicant must obtain a Highway Occupancy Permit from the Pennsylvania Department of Transportation (PennDOT) and provide the required financial security. The Applicant will be responsible to prepare the required documents and provide them to the Authority's Engineer for submittal to PennDOT.

5. The Applicant shall submit a detailed time schedule for construction of the project and connection to the Authority's water and/or sanitary sewer facilities.

6. If applicable, the Applicant shall submit an executed copy of the Industrial Waste Discharge Agreement as specified in Appendix B-SE and Appendix B-SA of the Rates, Rules and Regulations of the East Cocalico Township Authority Sanitary Sewer System.

7. The Applicant's contractor shall obtain and maintain general liability, automotive, and workmen's compensation insurance. The Authority and the Authority's engineering firm should be named as additional insureds.

8. The Applicant shall furnish the Authority with an irrevocable Letter of Credit, bond or cash equivalent guaranteeing the installation and maintenance during the 18-month warranty period of the water and/or sanitary sewer mains and laterals. The Letter of Credit, bond or cash equivalent must be equal to one hundred and ten percent (110%) of the cost to install the extension as determined from the approved cost estimate (see B.2. herein). The Letter of Credit must be in a form approved by the Authority and is available at the Authority office or can be found on the Authority's website. The issuer of the Letter of Credit shall be licensed to do business by the Banking Department of the Commonwealth of Pennsylvania or by the Treasury Department of the United States of America. Presentation for payment shall be authorized at an office with normal banking hours in the Commonwealth of Pennsylvania located within one hundred (100) air miles from the Authority's office. The bond must be in a form approved by the Authority and Authority Solicitor. If water and/or sanitary sewer mains or laterals are to be installed within state highways, the Applicant must provide adequate financial security, as described herein, for the work being performed within state highways.

III. **CONSTRUCTION PHASE**

A. Preliminary Approvals

1. The Applicant shall submit a list of contractors, subcontractors, and material suppliers for approval by the Authority.

2. The Applicant shall submit all water and/or sanitary sewer materials and shop drawings for approval by the Authority and the Authority's Engineer. All Authority-owned and privately-owned materials are subject to review and compliance with the Authority's *Specifications for Construction*. The Authority's Water and/or Sanitary Sewer Materials Submittal Forms must accompany all submittals (Appendix E).

3. Prior to the initiation of construction, the Applicant shall conduct a pre-construction meeting with the designated representative(s) of the Authority to review all aspects of the project and the construction schedule.

4. The Applicant may not commence construction until a Notice to Proceed is issued by the Authority.

B. During Construction

1. Construction and testing shall be in accordance with the provisions of the Authority's Developer's Agreement; Authority's Rates, Rules and Regulations; Specifications for Water System Construction; and Specifications for Sanitary Sewer System Construction.

2. Inspection of construction shall be performed by the Authority or its designated representative. The resident inspector shall have the right to halt construction if, in the opinion of the inspector, construction is not being done according to Authority's specifications. The Authority shall be contacted a minimum of forty-eight (48) hours prior to the start of construction to coordinate inspection.

3. The Applicant's contractor shall maintain detailed field notes regarding any agreed upon changes to the design plans. These notes will be used by the Applicant to prepare as-built

drawings in accordance with the requirements of the Authority's Developer's Agreement and the Authority's Minimum Requirements for As-Built Plans (Appendix C).

4. As construction of the project proceeds, the Applicant may request the Authority to authorize the release, from time to time, of portions of the project security in accordance with the approved completion of work to date. (*Releasing project security requires Authority Board action.*)

C. Following Construction

1. When the entire water and/or sanitary sewer system is completed and found to be satisfactory by the Authority, a Certificate of Satisfactory Construction will be issued by the Authority.

2. The Applicant shall provide the Authority with documented actual costs for the construction of all water and/or sanitary sewer facilities in the development.

3. The Applicant shall submit two (2) copies of the developer's as-built plans, one (1) to the Authority and one (1) directly to the Authority's Engineer, for review in a format acceptable to the Authority. The Authority has Minimum Requirements for As-Built Plans (Appendix C).

4. Upon review and approval by the Authority's Engineer, the Applicant shall provide the Authority with the approved developer's as-built plans in the following formats:

    a. Two (2) sets of full-size prints (24" x 36")
    b. Seven (7) sets of reduced-size prints (18" x 24")
    c. One (1) digital copy in PDF format
    d. One (1) AutoCAD file, such as .dwg format, as approved by Authority Engineer

5. Following satisfactory inspection and testing of the utility extension construction, the Applicant may be eligible to apply for Water and/or Sanitary Sewer Connection Permits, on an as-needed basis. Hookup and issuance of any Connection Permits shall not be construed as compliance and acceptance of the Developer's water and/or sanitary sewer facilities by the Authority but only as an accommodation to the Developer. Until all Authority requirements have been fulfilled, the Developer assumes all responsibility for maintenance of the project's water and/or sanitary sewer facilities until the facilities have been dedicated to the Authority and the eighteen (18)-month warranty period has been successfully completed. (See D.1. herein)

6. The construction of service line connections to the water and/or sanitary sewer extension shall not commence until all tapping fees, and if applicable, capital contribution fees or any other fees, have been paid in full. Construction shall be in accordance with the Authority's Specifications for Water System Construction and Specifications for Sanitary Sewer System Construction and the Authority's Rates, Rules, and Regulations. Inspection of the installation of service line connections will be performed by the Authority or its designated representative.

7. If applicable, the Applicant shall submit an executed copy of the Waiver, Indemnification and Hold Harmless Agreement for fire suppression or sprinkler systems connected to the Authority's water facilities and pay the recordation fee as set forth in Appendix A-W of the Rates, Rules and Regulations of the East Cocalico Township Authority Water System. (*Executing a Waiver, Indemnification and Hold Harmless Agreement requires Authority Board action.*)

8. The Applicant shall have the right to enter into an Extender's Agreement with the Authority relative to reimbursement in accordance with the Municipality Authorities Act. The Agreement shall be in the form provided by the Authority. *(Executing an Extender's Agreement requires Authority Board action.)*

9. For all cases where water and/or sanitary sewer mains to be dedicated to the Authority are located on private property, the Applicant shall submit legal descriptions and plot plans for the easements for review by the Authority Engineer and Solicitor. (Individual plot plans and legal descriptions must be provided for each lot impacted.) Upon review and approval by the Authority Engineer and Solicitor, the Applicant shall provide executed and recorded Water and Sanitary Sewer Easement Agreements with Bill of Sale, if applicable, to the Authority in the form then used by the Authority, as required in the Developer's Agreement. If any of the rights of way are in streets and/or roadbeds, the Applicant shall provide executed and recorded Easement Agreements (with Bill of Sale, if applicable) in the forms then used by the Authority, prior to acceptance of dedication by the Authority, and prior to transfer of title to the street or road to the applicable municipality. In all cases, Applicant shall furnish proper title insurance policies and original, recorded Easement Agreements to the Authority. (*Executing an Easement Agreement requires Authority Board action.*)

10. After all of the requirements have been satisfied, the Applicant shall execute and deliver to the Authority a Bill of Sale dedicating the water and/or sanitary sewer mains to the Authority. The Bill of Sale shall include a legal description and plans of the sanitary sewer and water mains being conveyed to the Authority. The date of dedication shall represent the start of the eighteen (18)-month warranty period. *(Executing a Bill of Sale requires Authority Board action.)*

D. <u>Purchasing Capacity/Issuance of Connection Permit</u>

1. Connection Permits are to be obtained prior to the issuance of the Township's building permit. Applicant must submit the following simultaneously to the Authority:

   a. A completed Application for Connection to Authority System(s). This form can be obtained from the Authority office or found on the Authority's website.

   b. Full payment of the water and/or sanitary sewer tapping fees as determined from the Authority's Fee Schedule (Appendix A) for the amount of capacity requested in the Applicant's Application for Connection to Authority System(s).

   c. In the case of water capacity, full payment of the capital contribution fee as determined from the Authority's Fee Schedule (Appendix A) for the amount of water capacity

requested in the Applicant's Application for Connection to Authority System(s). Capital contribution fees are nonrefundable.

d. Full payment of any additional component to the water and/or sanitary sewer tapping fees that may be in effect at the time of purchasing capacity.

2. Upon review and acceptance by the Authority of the Application for Connection to Authority's System(s), the Authority shall issue a Water and/or Sanitary Sewer Connection Permit.

a. In consideration of granting the Connection Permit, Applicant agrees to notify the Authority forty-eight (48) hours prior to when the water and/or sanitary sewer connection is ready for inspection and connection, such notification to be before any portion of the new construction is covered.

b. The Connection Permit shall expire one (1) year from the date of issuance if connection has not been made to the Authority's water and/or sanitary sewer system. However, the permit may be extended pursuant to Section III.G. of the Authority's Rates, Rules and Regulations.

IV. **WARRANTY PHASE**

A. The Applicant shall be responsible to correct any and all defects in workmanship or materials for a period of eighteen (18) months following dedication of the water and/or sanitary sewer main extension at Applicant's sole cost and expense. The Applicant's Letter of Credit or cash equivalent shall be maintained as financial security for the eighteen (18)-month warranty period at fifteen percent (15%) of the actual cost of construction pursuant to law.

B. The Authority reserves the right to conduct periodic inspections of the system during the warranty period. If such inspection indicates excessive infiltration into sanitary sewer mains, leakage from water mains, or any other defects, the Applicant shall be responsible for all necessary repairs at the Applicant's expense.

C. Prior to the end of the warranty period, the Applicant shall flush all sanitary sewer mains, perform a video inspection of the entire sanitary sewer system, and correct all defects noted. A copy of the video inspection must be submitted to the Authority.

D. At the completion of the warranty period, and upon correction of any and all defects, satisfactory inspection by the Authority and payment of any outstanding invoices, the Authority will release the Applicant's Letter of Credit or cash equivalent and return any unused administrative escrow funds. At this point, the Authority will assume responsibility for the operation and maintenance of the system, pursuant to the Authority's Rates, Rules, and Regulations. *(Ending the warranty period requires Authority Board action.)*

E. This document and the requirements contained herein have been incorporated by reference as though the same were set forth in the East Cocalico Township Authority's Rates, Rules and Regulations.

APPENDIX A
ECTA ADMINISTRATIVE PROCEDURES

FEE SCHEDULE

ADMINISTRATIVE REVIEW FEES

Residential/Commercial/Industrial

(Projects resulting in water and/or sanitary sewer usage greater than 2 EDUs (for residential) or 506 GPD (for non-residential); projects resulting in additional physical connections to the Authority's water and/or sanitary sewer systems; and non-residential projects required to complete Attachment B)

Water: $425.00
Sewer: $425.00

Residential/Commercial/Industrial

(All other projects; review by ECTA Staff)

Water: $300.00
Sewer: $300.00

OR

Combined: $500.00

ADMINISTRATIVE ESCROW DEPOSIT

Residential

1 Unit: $500.00 for Water
$500.00 for Sewer

2-3 Units: $1,000.00 for Water
$1,000.00 for Sewer

> 3 Units: $5,000.00 for Water
$5,000.00 for Sewer

Commercial

1 Unit: $7,500.00 for Water
$7,500.00 for Sewer

> 1 Unit: $10,000.00 for Water
$10,000.00 for Sewer

Industrial

Water: $15,000.00
Sewer: $15,000.00

TAPPING FEES

Residential/Commercial/Industrial

Water: $5,000.00 per EDU
($27.32 per gallon)

Sewer: $8,065.13 per EDU
($31.88 per gallon)

CAPITAL CONTRIBUTION FEE

Residential/Commercial/Industrial

Water: $4,000.00 per EDU
($21.86 per gallon)

1 Water EDU = 183 gpd
1 Sewer EDU = 253 gpd

NOTES:

1. The Administrative Review Fees and the Administrative Escrow Deposit values are to be used as a guide. The Authority reserves the right to adjust these amounts based on the size of the project and any other special circumstances.
2. These fees are subject to change.

MINIMUM REQUIREMENTS FOR DEVELOPMENT PLANS

General

- PE Seal on all drawing sheets
- Design engineer's name, project number, date, etc.
- Name of Developer
- Project Name
- Drawing date and revision dates
- Sheet size: 24" x 36"
- Drawings need to be readable when reduced to half size
- Location map with scale and north arrow
- General note on the drawings indicating that all water and sewer facilities shall be constructed in accordance with the Authority's Rates, Rules and Regulations
- Overall utility plan sheet showing entire project area including connection point to existing water and/or sewer systems
- Plan view and corresponding profile view of all utilities shall be shown on the same sheet with matching stationing
- Applicable construction details
- Legend
- Survey datum (U.S.G.S.) and benchmarks

Plan

- North arrow on every sheet
- Plan scale of 1" = 50'
- Direction of flow arrows for all sewer lines
- Manhole numbers
- Lot numbers
- Right-of-way/easement widths (street and utility)
- Encasement location, dimensions and type
- Connection to existing utilities (reference existing ECTA manhole numbers)
- Matchline information

Profile

- Profile scale of 1" = 50' Horizontal, 1" = 10' or 1" = 5' Vertical
- Pipe diameter, material, strength, class, slope, length, encasement location and dimensions
- All utility crossings
- Valve and hydrant stations
- Manhole rim and invert elevations (including all influent pipes)
- Connection to existing utilities (reference existing ECTA manhole numbers)
- Matchline information

APPENDIX C
ECTA ADMINISTRATIVE PROCEDURES

MINIMUM REQUIREMENTS FOR AS-BUILT PLANS

General

- PE Seal on all drawing sheets
- Design engineer's name, project number, date, etc., (if different from as-built preparer)
- Name of Developer
- Project Name
- Drawing date and revision dates
- Full-Size Plan Sheet Size: 24" x 36"
- Reduced-Size Plan Sheet Size: 18" x 24" (drawings need to be readable when reduced)
- Electronic copy of drawings in PDF format
- AutoCAD file, such as .dwg format, as approved by Authority Engineer

Plan

- ECTA assigned sheet number located in the bottom, right-hand corner of the drawing
- ECTA assigned manhole numbers
- ECTA assigned matchline information
- North arrow on every sheet
- Plan scale of 1" = 50'
- Water and sewer lateral information (station, length, depth) within a box on the corresponding lot; alternatively, a chart can be used to show this information
- Water line sta. 0+00 location
- Direction of flow arrows for all sewer lines
- Lot numbers
- Right-of-way/easement widths (street and utility)
- Encasement location, dimensions and type
- Connection to existing utilities

Profile

- Profile scale of 1" = 50' Horizontal, 1" = 10' or 1" = 5' Vertical
- Pipe material, diameter, slope, length, encasement location and dimensions
- All utility crossings
- Valve and hydrant stations
- Manhole rim and invert elevations
- Connection to existing utilities

APPENDIX D
ECTA ADMINISTRATIVE PROCEDURES

LIST OF STANDARD DOCUMENTS & FORMS

- Rates, Rules and Regulations of the ECTA Water System*
- Rates, Rules and Regulations of the ECTA Sanitary Sewer System*
  - Appendix B-SA of the Rates, Rules and Regulations of the ECTA Sanitary Sewer System*
  - Appendix B-SE of the Rates, Rules and Regulations of the ECTA Sanitary Sewer System*
- ECTA Specifications for Water System Construction*
- ECTA Specifications for Sanitary Sewer System Construction*
- Developer's Pre-Application Guidance Packet*
- Capacity Review and Request Application*
- Developer's Agreement*
- Short Form Developer's Agreement*
- Administrative Escrow Agreement for Miscellaneous Projects*
- Industrial Waste Discharge Agreement
- Irrevocable Letter of Credit*
- Waiver, Indemnification and Hold Harmless Agreement (for sprinkler systems)*
- Extender's Agreement
- Waiver and Release of Right to File Mechanics' Lien Claims
- Right-of-Way Agreement for Water and Sewer Mains Outside a Street Right-of-Way
- Right-of-Way Agreement for a Water Main Outside a Street Right-of-Way
- Right-of-Way Agreement for a Sewer Main Outside a Street Right-of-Way
- Right-of-Way Agreement for Water and Sewer Mains in a Street Right-of-Way
- Right-of-Way Agreement for a Water Main in a Street Right-of-Way
- Right-of-Way Agreement for a Sewer Main in a Street Right-of-Way
- Application for Connection to Authority System(s)*

* These documents can be found on our website at www.eastcocalicotownshipauthority.com

MATERIALS SUBMITTAL FORMS

- Materials Submittal Cover* – Required with every shop drawing or material submittal

Required Checklists will vary based on the specific type of project:

- Water Main Materials Submittal Checklist*
- Water Lateral Materials Submittal Checklist*
- Water Service Line Materials Submittal Checklist*
- Sanitary Sewer Main Materials Submittal Checklist*
- Sanitary Sewer Lateral Materials Submittal Checklist*
- Sanitary Sewer Service Line Materials Submittal Checklist*

* These above forms can be found on the following pages or fillable electronic versions are on our website at www.eastcocalicotownshipauthority.com.

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MATERIALS SUBMITTAL COVER

** A submittal cover must be included with every shop drawing or material submittal. **
Include additional pages as needed.

Project Name: _____

Project Location: _____

Project Contact: _____

Supplier Name/Contact: _____

WE ARE SUBMITTING:
[Check applicable box(es) & include corresponding submittal checklist(s)]

- ☐ Water Main
- ☐ Water Lateral
- ☐ Water Service Line
- ☐ Sanitary Sewer Main
- ☐ Sanitary Sewer Lateral
- ☐ Sanitary Sewer Service Line

DESCRIPTION OF SUBMITTALS (e.g., Pipe & Fittings for Water Service Line):

Shop Drawing	No.	Description

TRANSMITTAL TYPE:
[Check One]

- ☐ Initial
- ☐ Resubmittal
- ☐ Change Request

Name: _____
Date: _____

ENGINEERING REVIEW:

WATER MAIN
MATERIALS SUBMITTAL CHECKLIST

Water Main – The principal supply pipe or line which conveys water for public use (typically in the street)

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Water Main Construction Information

Length (Linear Feet): _____

Size (Diameter): _____

Water Main Construction Materials

	Type/Material	Manufacturer	Submittal
Pipe:			☐
Joints:			☐
Fittings:			☐
Valves:			☐
Fire Hydrants:			☐
Casing Pipe (if applicable):			☐
Air Release Valves:			☐

WATER LATERAL
MATERIALS SUBMITTAL CHECKLIST

Water Lateral – From the water main to the edge of the public right-of-way

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Water Lateral Construction Information

No. of Proposed Laterals: _____

Size (Diameter): _____

Water Lateral Construction Materials

	Type/Material	Manufacturer	Submittal
Saddle or Tapping Sleeve:			☐
Corp Stop:			☐
Pipe:			☐
Joints:			☐
Fittings:			☐
Valves:			☐
Curb Stop*:			☐
Curb Box*:			☐

* The curb stop and curb box are required for construction of a lateral. After project completion and dedication, the curb stop and curb box become the responsibility of the property owner as part of the privately-owned service line.

WATER SERVICE LINE
MATERIALS SUBMITTAL CHECKLIST

Water Service Line – From the edge of the public
right-of-way to the proposed dwelling/building to be served

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Water Service Line Construction Information

No. of Proposed Service Lines: _____

Size (Diameter): _____

Water Service Line Construction Materials
(Specify Domestic & Fire Service Lines)

	Type/Material	Manufacturer	Submittal
Meter Pit:			☐
Backflow Preventer:			☐
Meter (1½" or Larger):			☐
Pipe:			☐
Detectable Warning Tape:			☐
Fittings:			☐
Valves:			☐
Protective Sleeve:			☐
Pressure Regulating Valve:			☐
Booster Pump:			☐

SANITARY SEWER MAIN MATERIALS SUBMITTAL CHECKLIST

Sanitary Sewer Main – The principal pipe or line used for collection and conveyance of sanitary sewage and/or industrial waste (typically in the street)

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Sanitary Sewer Main Construction Information

Length (Linear Feet): _____

Size (Diameter): _____

Sanitary Sewer Main Construction Materials

	Type/Material	Manufacturer	Submittal
Pipe (Gravity/Force):			☐
Joints:			☐
Fittings:			☐
Valves/Valve Box:			☐
Casing Pipe:			☐
Manholes:			☐
Manhole Frames:			☐
Manhole Covers:			☐
Manhole Inserts:			☐

SANITARY SEWER LATERAL MATERIALS SUBMITTAL CHECKLIST

Sanitary Sewer Lateral – From the sanitary sewer main to the edge of the public right-of-way

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Sanitary Sewer Lateral Construction Information

No. of Proposed Laterals: _____

Size (Diameter): _____

Sanitary Sewer Lateral Construction Materials

	Type/Material	Manufacturer	Submittal
Wyes/Tee/Saddle:			☐
Pipe (Gravity/Low Pressure):			☐
Joints:			☐
Fittings:			☐
Cleanouts*:			☐
Casing Pipe:			☐
Valves:			☐
Detectable Warning Tape:			☐
Grinder Pump Calcs (For Sizing):			☐

* 6" cleanout with test tee is required for construction of a lateral. After project completion and dedication, the cleanout becomes the responsibility of the property owner as part of the privately-owned service line.

SANITARY SEWER SERVICE LINE MATERIALS SUBMITTAL CHECKLIST

Sanitary Sewer Service Line – From the edge of the public right-of-way to the proposed dwelling/building to be served

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Sanitary Sewer Service Line Construction Information

No. of Proposed Service Lines: _____

Size (Diameter): _____

Sanitary Sewer Service Line Construction Materials

	Type/Material	Manufacturer	Submittal
Pipe (Gravity/Low Pressure):			☐
Joints:			☐
Fittings:			☐
Cleanouts:			☐
Casing Pipe:			☐
Grinder Pump & Pit:			☐