



APPLICATION PROCEDURE FOR PUBLIC SEWERAGE SERVICE

Required procedure for any applicant for public sewer service in the Montgomery Township Municipal Sewer Authority, Montgomery Township, Montgomery County, Pennsylvania:

No construction of any sewer facilities can commence until the applicant is issued a Sewer Construction Permit.

Application: Every applicant for public sewage service must complete and file the application for "Application for Sanitary Sewer Construction and Connection to the Public Sewers" form for the Authority and submit a copy of the deed for the property.

Single Residential Property: If the applicant is applying to connect one residential property, the authority will inform the applicant of the Capital Contribution (Tapping Fee) for the property and advise the applicant of the location and type of connection required. Upon payment of the Capital Contribution, the authority will issue a Sewer Connection Permit and the applicant may proceed with the necessary plumbing.

Subdivisions and/or Commercial Properties:

Legal and Engineering Escrow Account: The applicant is required to deposit with the Authority an amount determined by the Authority to open a Legal and Engineering Escrow Account. This amount will be based on the size and complexity of the project. The deposit and any further deposits will cover the administrative, engineering, and legal fees incurred by the Authority on behalf of the applicant during the course of the project. When the project is complete, any remaining funds will be returned to the applicant.

Plan Review: Sewer plans must be filed by the applicant with the Authority Director for review by the Authority and its engineer. The **applicant's** engineer will be solely responsible for the preparation of the detailed and technical design aspects of any proposed sewer construction. A review by the Authority's engineer of plans and specifications for the construction of sanitary sewer facilities, including laterals, connecting lines, sewer lines, force mains, pumping stations, and any other facilities will include the general engineering aspects of the proposed construction and the conformity of the plans and specifications with the Authority's standards and specifications, including the standards of the Pennsylvania Department of Environmental Protection. The Authority's engineer will determine the necessity for easements. Final plan approval of any sewer plans and specifications is required by the Authority, based on a recommendation by the Authority's engineer.

Construction Estimate: After the final plan review and approval, the applicant will be required to present construction estimates for infrastructure construction. The Authority's engineer has final approval determination of the estimated construction costs of any project including the required contingency.

Development Agreement: The Authority, with the advice of its solicitor, will determine for each proposed sewer construction project whether a written development agreement is required. If required, the agreement will be prepared by the Authority's solicitor and executed by the applicant as a prerequisite for the issuance of a construction permit. A Capital Contribution for each sewer connection is required.

Sewer Construction Permit: A Sewer Construction Permit will be issued by the Authority on the condition that all prerequisites have been met.

Pre-Construction Meeting: Applicant must attend a pre-construction meeting with the Authority's engineer at which meeting all Authority requirements as to construction and inspection services during construction will be set forth.

Sewer Use Permit: Upon completion of the construction and testing of any sewer facilities, a sewer use permit will be issued by the Authority, which will be a requirement for connection of sewer laterals and subsequent issuance of Use and Occupancy certificates by Code Enforcement.

Certificate of Substantial Completion: Upon completion of the construction and testing of any sewer facilities, the Authority's engineer will prepare a certificate of substantial completion. The applicant will prepare and file with the Authority a set of certified reproducible record drawings showing all sewer facilities "as built". The Record Drawings must be signed by the applicant and by an engineer registered in Pennsylvania. After the certificate of substantial completion has been issued and record drawings have been reviewed by the Authority's engineer and found to be acceptable and in compliance with Authority's standards, the maintenance period for the project will begin.

Maintenance Period: The applicant will be responsible for the proper construction and operation of any completed sewer facilities until such time as the Authority accepts these facilities by way of dedication or until the required maintenance period expires, whichever date is later. Prior to the end of the maintenance period, a punch list will be developed as a result of one or more inspections by the Authority's engineer and will be delivered to the applicant for completion of any stated required work. At the termination of the maintenance period or prior to Authority acceptance of dedication whichever date is later, and upon the satisfactory completion of any required punch list work, the Authority's engineer will recommend acceptance of the project to the Authority.

Any completed sewer facilities located on private property which the Authority does not accept, by way of dedication, the applicant, his or its heirs, successors and assigns, will be responsible as the owner of said facilities, in the future, for maintaining the facilities in a state of good repair and maintenance.

MTMSA Application for Sanitary Sewer Construction and Connection to the Public Sewers

ALL PLANNING MODULES AND EXEMPTION REQUESTS ARE TO BE SUBMITTED TO MTMSA AND
NOT DIRECTLY TO THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Name of Applicant	
Applicant Mailing Address*	
Telephone Number	
Email Address	
Tax ID Number	
Property in Question	
Location	
Area of Property in Acres	
Montgomery County Parcel Number(s)	
Description of existing buildings and use of property (if vacant, so indicate)	
Description of proposed buildings and use(s) of property	
Name and address* of legal owner of property (attach a copy of the deed)	
Name and address* of equitable owner of property (if applicable)	
Name and address* of developer of property (if applicable)	

Name and address* of person or entity that will own the property upon completion of construction of sewer facilities	
Explanation of quantity of sewage generated on property, based on number of people in household, number of employees, estimated average daily water consumption, number of separate stores, users, tenants, etc.	
Does the existing or proposed use of the property include the use of oil or grease products; in which a non-residential kitchen or food preparation or dining facility is located, or which has the capability of producing grease?	
YES	NO
If yes, describe oil or grease use	

Sewer Plan – attach for any connection other than a single-family home.

REQUIRED VERIFICATION: I am the owner or equitable owner of the subject property, or I am authorized to submit this application on behalf of the business entity owner/equitable owner. I verify that the information stated above is true upon my personal knowledge or information and belief. I understand that false statements herein are made subject to the penalties of Title 18 Pennsylvania Consolidated Statutes, Section 4904 relating to unsworn falsification to authorities.

Print Name	
Title	
Signature	
If different from previously listed, state name, address, phone number and email address of primary person for follow-up contact	

*If P.O. Box, also list street address