

WATER AND SEWER MAIN EXTENSIONS – GENERAL PROCEDURAL GUIDELINES

1. Developer/ Landowner (“DL”) completes Developer Water and Sewer Service Information form and Application(s) to Construct Water and/or Sewer Main Extensions and makes an initial deposit of \$2000.00 to the Authority’s Developer’s Escrow Fund for the project.
2. DL hires Engineer to prepare design of water and/or sewer main extensions.
3. DL submits design drawings for review and approval by Authority’s Engineer (“NIRA”).
4. Once NIRA sends written confirmation to the DL that the design drawings have been approved, DL submits a construction cost estimate for the installation(s).
5. DL selects contractor to perform installation of line(s).
6. Authority prepares a Developer’s Agreement for Water and/or Sewer Facilities and submits two (2) counterparts of each Agreement to the Landowner for execution.
7. DL provides performance bond, or acceptable financial security in the amount of 110% of the estimated project cost.
8. DL submits a second Developer’s Escrow deposit to cover the anticipated Authority expenses for engineering, inspection, legal and administrative work, which typically amounts to fifteen (15) percent of the estimated construction cost of the project.
9. DL provides a certificate of insurance naming MATR and NIRA as additionally insured entities.
10. MATR provides DL with water mainline installation specifications and water service installation guidelines.
11. DL submits shop drawings of all materials to NIRA for review and approval.
12. DL applies for and obtains highway occupancy permit, if necessary.
13. Authority executes and delivers fully executed copy(s) of the Developer’s Agreement(s) to the DL.
14. DL notifies the Authority and NIRA 48 hours prior to the commencement of any work on the facilities covered under the Agreement(s).
15. After line(s) are installed, NIRA inspector verifies that contractor has successfully conducted hydrostatic and bacteriological tests with respect to the water lines and that all sewer lines have passed a mandrill and air test and that all manholes have been successfully vacuum-tested.
16. DL provides a maintenance bond or acceptable financial security in the amount of 15% of the value of the completed work. The bond/security must be valid for a period of eighteen (18) months.
17. DL provides as-built drawings and easement drawings for NIRA’s approval. Authority and Landowner execute a Bill of Sale, Easement and Right-of-Way Agreement for Water and/or Sewer Facilities, and the easement(s) and easement Agreement(s) are recorded in the Office of the Allegheny County Recorder of Deeds.
18. After Authority accepts ownership of the facilities, applications for service are filed by new customer(s) and the Authority accepts prevailing water and/or sewer connection fees.
19. After customers’ plumber installs new service line(s) and meter spread, Authority personnel inspect service line(s) and make service connections at main.
20. New customer(s) is entered onto Authority water and sewer billing system.