

## **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 (project size dependent) to the Authority’s Developer’s Escrow Fund for the project. Checks should be made payable to the MATR Developer’s Escrow Fund.
2. DL hires Engineer to prepare design of water and/or sewer main extensions (“facilities”).
3. NIRA provides Engineer, standard details and specifications for the facilities.
4. DL submits design drawings for review by Authority’s Engineer, Nira Consulting Engineers, Inc., (“NIRA”). NIRA’s address is 950 Fifth Avenue, Coraopolis, PA 15108.
5. After obtaining a letter regarding the availability of water and/or sewage system capacities from the Authority, DL submits requisite exemption/planning module to Township and to PA DEP for approval.
6. DL applies for and obtains highway occupancy permit, if necessary.
7. Once NIRA sends written confirmation to the DL that the design drawings have been approved, DL submits a construction cost estimate of facilities to NIRA for approval.
8. DL selects contractor to install the facilities.
9. Authority prepares a Developer’s Agreement for Water and/or Sewer Facilities (“Agreement”) and submits two (2) counterparts of the Agreement to the DL for execution.
10. 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.
11. DL (not the contractor) provides a certificate of insurance (MATR is the certificate holder) naming MATR and NIRA as additional insured.
12. DL (not the contractor) provides performance bond, or acceptable financial security in the amount of 110% of the estimated cost of the facilities.
13. DL submits shop drawings of all materials to NIRA for review and approval.
14. Once all of the preceding steps have been met by the DL, Authority executes and delivers fully executed copy(s) of the Developer’s Agreement(s) to the DL.
15. DL notifies the Authority and NIRA at least seven days prior to the commencement of any work on the facilities covered under the Agreement(s).
16. 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.
17. 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.

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, the easement(s) are recorded in the Office of the Allegheny County Recorder of Department of Real Estate (recording fees are presently \$160.00).

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 makes water service connections at main.