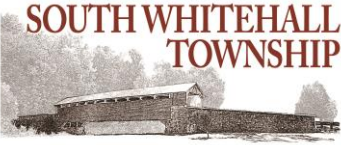


DATE RECEIVED: _____

PROJECT NO.: _____



WATER/SEWER TAPPING APPLICATION

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY

Project Address/Location: _____

PIN: _____ Project Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Application Category (check all that apply)	
<input type="checkbox"/> New Water Tap \$250 Fee Make check payable to <u>South Whitehall Water</u>	<input type="checkbox"/> New Sanitary Sewer Tap \$250 Fee Make check payable to <u>South Whitehall Sewer</u>
<p>SEPARATE CHECKS ARE REQUIRED FOR WATER AND SEWER FEES <i>Engineering Fees will be charged to an established escrow account or billed separately.</i></p>	

MINIMUM SUBMISSION REQUIREMENTS / CHECKLIST:

ALL SUBMISSION REQUIREMENTS MUST BE MET TO BE A COMPLETED SUBMISSION

- | | |
|--|---|
| <input type="checkbox"/> Completed and Signed Application Form | <input type="checkbox"/> Project Narrative |
| <input type="checkbox"/> Non-Residential Uses Only: Include 1 Complete Architectural Plan Set, Including Each Room Square Footage | |
| <input type="checkbox"/> Application Fee(s) as applicable (see the table above) | |

SIGNATURE:

The undersigned represents that to the best of his/her knowledge and belief, all the above statements are true, correct and complete.

The applicant and/or authorized agent agrees to appear to present the application to the Board of Commissioners at any public hearing the Board holds on the application.

Signature of Applicant

Printed Name

Date

To facilitate an accurate and expeditious review of your application, please complete this form as thoroughly as possible.
Please See Process Instructions on Page 2

FOR OFFICE USE ONLY	
Water/Sewer Allocation Project: <input type="checkbox"/> Subdivision: _____ <input type="checkbox"/> PSA: _____ <input type="checkbox"/> None	
<input type="checkbox"/> W/S Manager _____ <div style="text-align: center;">Signature</div>	Tapping Fee: \$ _____
<input type="checkbox"/> Cashier _____ <div style="text-align: center;">Signature</div>	Payment Date: _____

APPLICATION APPROVAL PROCESS

(Applicant actions are in **BOLD**. Township Staff actions are in normal text.)

▷ 1. Applicant shall submit a completed application to SWT Public Works Office. If the Applicant already has a letter from the Township Engineer detailing the Water and/or Sewer Tapping Fees, skip to Step 2.

- | | | | |
|----|---|--------|-------|
| A. | <input type="checkbox"/> Permits Coordinator logs application in and generates payment advice.
Munis Project Number: _____ | Staff: | Date: |
| B. | <input type="checkbox"/> Cashier processes application fee and attaches a copy of the receipt | Staff: | Date: |
| C. | <input type="checkbox"/> Permits Coordinator transmits the Application packet and copy of the receipt to W/S Manager | Staff: | Date: |
| D. | <input type="checkbox"/> If the TAPPING FEE has not yet been calculated, the W/S Manager transmits a copy of the application packet to the W/S Engineer for Tapping fee calculations. If the TAPPING FEE has been calculated, skip to step 2H | Staff: | Date: |
| E. | <input type="checkbox"/> W/S Engineer calculates the TAPPING FEE and transmits the Calculations Letter to the W/S Manager | Staff: | Date: |
| F. | <input type="checkbox"/> PW Admin enters the TAPPING FEE amount into Munis, generates a payment advice and writes the amount on the front of this form. W/S Manager signs the signature block

Tapping Fee: \$ _____ | Staff: | Date: |
| G. | <input type="checkbox"/> PW Admin files a copy of this application, then sends the original application, payment advice and blank ROW Application to the Applicant | Staff: | Date: |

▷ 2. Applicant shall complete a “Work in Street Right-Of-Way or Township Easement” (ROW) permit application, then submit the permit application (with payment), this original Tapping Fee Application and the Tapping Fee Invoice (with payment) to the SWT Permits Office.

- | | | | |
|----|---|--------|-------|
| A. | <input type="checkbox"/> Permits Coordinator processes ROW Permit Application and creates payment advice for payment | Staff: | Date: |
| B. | <input type="checkbox"/> Cashier processes ROW Permit Application payment advice and Tapping Fee, signs the signature block on the front of this form, then transmits 2 copies of both to the Permits Coordinator | Staff: | Date: |
| C. | <input type="checkbox"/> Permits Coordinator attaches one set of copies to ROW permit application and forwards to PW inspector/Locator | Staff: | Date: |
| D. | <input type="checkbox"/> Permits Coordinator forwards other set of copies to W/S Manager | Staff: | Date: |