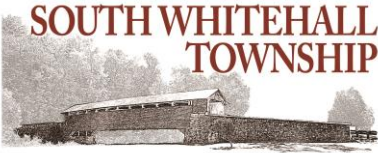


DATE RECEIVED: _____

PROJECT NO.: _____



WATER/SEWER ALLOCATION 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 Use \$250 Fee	<input type="checkbox"/> New Sanitary Sewer Use \$250 Fee
<input type="checkbox"/> Change In Water Use \$250 Fee	<input type="checkbox"/> Change In Sanitary Sewer Use \$250 Fee
Make check payable to <u>South Whitehall Water</u>	Make check payable to <u>South Whitehall Sewer</u>
SEPARATE CHECKS ARE REQUIRED FOR WATER AND SEWER FEES <i>Engineering Fees will be charged to an established escrow account or billed separately.</i>	

MINIMUM SUBMISSION REQUIREMENTS / CHECKLIST:

ALL SUBMISSION REQUIREMENTS MUST BE MET TO BE A COMPLETED SUBMISSION

- Completed and Signed Application Form
 Project Narrative
 Sketch Plan
 Application Fee(s)
 Additional Supplemental Information Listed Below:

A) _____ B) _____

SIGNATURE:

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

If requested, 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.

APPLICATION APPROVAL PROCESS

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

▷ **1. Applicant submits the complete application package to South Whitehall Township Permits Office for processing.**

- | | | | |
|----|--|--------|-------|
| A. | <input type="checkbox"/> Permits Coordinator logs application in and generates payment advice.
Project Number: _____ | Staff: | Date: |
| B. | <input type="checkbox"/> Cashier processes application fee and attaches a copy of the receipts. | Staff: | Date: |
| C. | <input type="checkbox"/> Permits Coordinator transmits the Application packet and copies of the checks, payment advice and receipts to W/S Manager | Staff: | Date: |
| D. | <input type="checkbox"/> W/S Manager transmits a copy of the Application packet to W/S Engineer. | Staff: | Date: |
| E. | <input type="checkbox"/> W/S Engineer calculates amount allocated, e.g. in gallons, and associated fees, and attaches letter to Application

Calculated Water Allocation Fee: \$ _____
Calculated Sewer Allocation Fee: \$ _____
W/S Engineer transmits Allocation Letter to W/S Manager | Staff: | Date: |
| F. | <input type="checkbox"/> PW Admin updates Project in Munis, sends Allocation Request to BOC for approval | Staff: | Date: |
| G. | <input type="checkbox"/> Board of Commissioners approves Allocation Request | Staff: | Date: |
| H. | <input type="checkbox"/> W/S Manager reviews and approves Allocation amount in Munis | Staff: | Date: |
| I. | <input type="checkbox"/> PW Admin generates payment advice for Allocation Fee, attaches Allocation Letter and transmits to applicant | Staff: | Date: |

<p>▷ 2. Applicant sends Invoice and Payment to:</p>	<p>South Whitehall Township Attn: Accounts Receivable 4444 Walbert Avenue Allentown, PA 18104-1699</p>
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