Upper Leacock Township Municipal Authority

161 Newport Road

Leola, PA 17540

Phone: 717-656-9755 Fax: 717-656-9609 **SEWER SERVICE APPLICATION**

Applicant (Owner): Phone:

Property Address:

Owner Address: Township:

 New Construction Addition to Existing Structure Additional EDUs

Capacity Requested: **Number of Existing EDU’s + Proposed EDU’s Total**

Residential - No. of Units EDUs

 Business - No. of Employees EDUs

 Industrial Waste - Gallons/Day EDUs

 **Total**  **EDUs**

 New Grinder Tank Required Connect to existing grinder tank or gravity line Public Water

Comments:

**General Instructions**

Acquiring sewer service from Upper Leacock Township Municipal Authority is a three-step process:

 Step 1: Submit Planning Module, Request for Reservation & Capacity of Sewer Capacity

 Step 2: Submittal of Utility Plans, Execution of Developer Agreement, and process waste sheet

 Step 3: Request for Sewer Service (Tapping Fee)

In some cases, Step 2 may be waived by the Authority. The Applicant will discuss the waiver of Step 2 with the Authority’s office staff and Township Engineer. If Step 2 is waived, the Applicant may complete Step 1 and Step 3 simultaneously.

If Step 2 is not waived, or approvals or permits from the other governmental agencies are required, the Applicant may make a step 1 request initially, and a Step 3 request at a later date. **In all cases, the Applicant will have one (1) year from the date of approval of the Step 1 request in which submit Step 2 information and to make a Step 3 request, or this application will become null and void.** Within this one (1) year period, it is the Applicant’s responsibility to gain approval of the Utility Plans for the project and to make a Step 3 request.

**INFORMATION REGARDING COLLECTION OF FEES AND ISSUANCE OF PERMITS**

**Immediately upon approval of Step 3 requests, the Authority will invoice the Applicant for all applicable Tapping and Connection Fees. Fees in effect on the date of Step 3 approval will be invoiced.** Current fees are available from the Authority’s office staff. For new customers, payment of the Tapping and Connection Fees and submittal of the appropriate easement forms are required within 60 days of the date of the Authority’s invoice, or this application will become null and void. For additional EDU requests, payment of the Tapping Fees is required within 30 days, or this application will become null and void. Upon receipt of the appropriate fees and forms, the Authority will issue a sewer permit which is valid for one (1) year from its issue date. Once a sewer permit is obtained, the applicant may request a building permit.

For new customers, the Authority will begin regular billing on the day of final inspection. When additional EDUs are added to an existing permit, billing will begin on the day the Tappin Fee Invoice is issued.

**REQUIREMENTS FOR THE SUBMITTAL OF UTILITY PLANS AND SIGNING OF DEVELOPER AGREEMENT (STEP 2)**

For land developments, subdivisions, and extensive building construction, or as otherwise determined by the Authority, the Applicant shall submit utility plans for the proposed sewer facilities to the Authority and its Engineer for review. Plans shall be accordance with the Upper Leacock Township Municipal Authority’s “Specifications for the Additions and Extensions to the Sewer System.” A “Developer Agreement” shall be prepared by the Authority Solicitor to be executed by the Authority and the Applicant setting forth the understanding between the parties.

The Applicant, by completing and filing the application, agrees to pay the cost and expense of the review of the Utility Plans by the Authority’s Engineer, as well as the expense of preparation of the Developer Agreement by the Authority’s Solicitor. These costs will be billed directly to the Applicant by the Authority Engineer and Solicitor. Payment will be due within 30 days of the date of the invoice and will be subject to a finance charge thereafter.

**STEP 1: Request for Reservation of Sewer Capacity:** The undersigned applicant hereby certifies that he/she is the owner or equitable owner of the above referenced property, and that the facts set forth in this application are true and correct to the best of the Applicant’s knowledge. The Applicant hereby requests reservation of capacity in the Upper Leacock Township Municipal Authority’s sanitary sewer system in the amount of **$120.00** per EDU and for a period of one year from the date of approval of this request.

Applicant’s Signature Date

Approval by Upper Leacock Township Municipal Authority Date

**STEP 2: Request for Sewer Service:** The undersigned applicant hereby requests sewer service from the Upper Leacock Township Municipal Authority and understands that all plans for Utility, and an Execution of Developer Agreement will be submitted to the Authority for approval.

Applicant’s Signature Date

Approval by Upper Leacock Township Municipal Authority Date

**STEP 3: Request for Sewer Service:** The undersigned applicant hereby requests sewer service from the Upper Leacock Township Municipal Authority and understands that all applicable fees will be invoiced to the applicant upon approval of this request.

Applicant’s Signature Date

Approval by Upper Leacock Township Municipal Authority Date

**CC: Applicant**

 **Upper Leacock Township Municipal Authority Chairman Current Tapping Fee Rate: $3199.00**

***REVISED 11/9/2023***