

LEOLA SEWER AUTHORITY  
36 HILLCREST AVE.  
P. O. BOX 325 LEOLA, PENNSYLVANIA 17540  
Phone: (717) 656-9755 Fax (717) 656-9609

## WATER SERVICE APPLICATION

Applicant (Owner): \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner Address: \_\_\_\_\_

New Construction                       Addition to Existing Structure                       Additional EDUs

Capacity Requested:	Residential	-	_____	No. of Units	_____	EDUs
	Business	-	_____	No. of Employees	_____	EDUs
	Industrial Use	-	_____	Gallons/Day	_____	EDUs
	<b>Total</b>	-	_____		_____	EDUs

New Service                       Existing Service

Size of Water Service Line:     Up to 1"                       1 1/2"                       2"                       Greater than 2"

Comments: \_\_\_\_\_

### GENERAL INSTRUCTIONS

Acquiring water service from the Leola Sewer Authority is a three step process as follows:

- Step 1: Request for Reservation of Water Capacity
- Step 2: Submittal of Utility Plans and Execution of Developer Agreement
- Step 3: Request for Water Service

In some cases, Step 2 may be waived by the Authority. The Applicant should discuss the waiver of Step 2 with the Authority's office staff. 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 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 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 water permit which is valid for one (1) year from its issue date. Once a water 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 Tapping Fee Invoice is issued.

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

For land developments and subdivisions, or as otherwise determined by the Authority, the Applicant shall submit utility plans for the proposed water facilities to the Authority and its Engineer for review. Plans shall be in accordance with the Leola Sewer Authority's "Specifications for Additions and Extensions to the Water 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 this 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.

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**STEP 1: Request for Reservation of Water 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 Leola Sewer Authority's water system in the amount indicated and for a period of one year from the date of approval of this request.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval by Leola Sewer Authority

\_\_\_\_\_  
Date

**STEP 3: Request for Water Service:** The undersigned applicant hereby requests water service from the Leola Sewer Authority, and understands that all applicable fees will be invoiced to the applicant upon approval of this request.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval by Leola Sewer Authority

\_\_\_\_\_  
Date

cc: Applicant  
Leola Sewer Authority Chairman  
Water Department

Current Tapping Fee: \_\_\_\_\_