
PROCEDURES MANUAL FOR DEVELOPERS

INTRODUCTION

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The Pittsburgh Water and Sewer Authority (PWSA) Procedures Manual for Developers is divided into nine distinct chapters. Each chapter is written as its own stand-alone document. However, some types of development may require the applicant to follow the instructions in more than one chapter and/or coordinate with other agencies. The flow charts in this section are provided as a general guide for the applicant to determine which chapters and appendices of the manual apply to his/her development.

The term “development” is used throughout the manual to describe changes to private and/or public infrastructure such as a new sanitary sewer tap, new storm sewer tap, new water service tap, termination of existing taps, and/or construction (by a private entity) of new public PWSA sewers or water mains. The term development also includes the types of buildings that will be served by the proposed changes. Therefore, the type of development is defined by both the type of building and the type of infrastructure change.

Submittal Process

PWSA now requires electronic submission using e-Builder of all applications and drawings for development projects. Prior to the submittal of the permit application, the applicant/developer is required to schedule a pre-development meeting with the PWSA staff in order to discuss the available water and/or sewer service for the proposed development. After the meeting, PWSA will issue a unique e-Builder email address for the development which will be utilized for all submissions and reviews.

To schedule a meeting, the Predevelopment Meeting Request Form can be found at <http://www.pgh20.com/forms-permits>. This Predevelopment Meeting Request Form may only be submitted via email to inbox@workflow.e-builder.net. Any other required documents must also be attachments to the email. PWSA staff will not be able to see any message written in the body of the email, so please use the Comments Section of this document to communicate if needed. The applicant/developer is encouraged to bring a site location map, site plan or survey and must be prepared to discuss the existing and proposed use(s).

The applicant/developer is also required to coordinate with all related local, state and/or federal agencies such as the City of Pittsburgh Department of City Planning, Bureau of Building Inspection and Department of Public Works as well as the Allegheny County Health Department, the Pennsylvania Department of Environmental Protection, and/or the Pennsylvania Department of Transportation to ensure familiarity and compliance with the most current policy standards.

The PWSA submittal process varies for each type of development. There are three basic categories of applications submitted to the PWSA:

- Water and/or sewer service for a single family residential home.
- Water and/or sewer service for multi-residential development (larger than one single family residential home), commercial development, institutional development, and/or industrial development. **Land that has been subdivided or re-subdivided to include multiple single family residential homes shall be considered a multi-residential development.**
- Construction of an extension of a PWSA system or facility (i.e., PWSA water main or PWSA sewer main).

The permit application process for these categories can be described as follows:

- The permit application process for one single family residential home occurs at the PWSA permit counter.
- Please note that all submittals that are larger than one single family residential home are required to submit the PWSA Request Form for Water and Sewer Availability.
 - The form requires the applicant to notify the PWSA of where the water and/or sewer service is needed.
 - The PWSA will return a copy of the form to the applicant stating if a public water main or sewer main is located contiguous to/in the vicinity of the address provided.

The following additional requirements apply to developments that are larger than one single family residential home (e.g., water consumption or sanitary sewer flow is greater than 799 gallons per day calculated per PA Code Title 25 Chapter 73 Section 73.17):

- The PWSA Water and Sewer Use Application (Application) shall be submitted to the PWSA for any project larger than one single family residential home.
- A completed Administrative Checklist (see Appendix A) shall accompany every Application, tap-in drawing, and construction drawing submittal sent to the PWSA.
- Refer to each chapter for other checklists or attachments that are required when submitting the Application or any other materials discussed in the Manual.

The flowcharts at the end of the Introduction depict the steps in the permit application process for these three scenarios.

Review Process

The review process for applications for water and/or sewer service for the single family residential home may occur at the PWSA Permit Counter. The majority of these single family residential permits are issued same-day.

The review process for other types of development mandates that an Administrative Checklist be submitted with each permit application form and tap-in drawing. The applicant will complete all portions of the Administrative Checklist and shall provide reasons why any items listed on the checklist are not included in the submittal. Once the submittal is received by the PWSA, the checklist along with the submittal materials will be used to determine if the submittal is administratively complete. The PWSA will make this determination typically within one week of receiving the submittal.

If the submittal is deemed to be administratively incomplete (e.g., a check for the review fee is not included or a required attachment of the submittal is not included), then the submittal shall be returned to the applicant. PWSA will include a copy of the checklist indicating the reason(s) why the submittal is administratively incomplete.

If the submittal is determined to be administratively complete, then the PWSA will conduct a technical review of the submittal and issue an electronic response using the development's e-Builder email address to the applicant within 30 working days contingent upon project complexity and completeness.

Review Fees

The PWSA Review Fee for the Application, tap-in drawings, and private construction drawings is \$250. **This \$250 check will cover only the first and second technical reviews.**

- The initial submittal must be complete with the PWSA Water and Sewer Use Application, Tap-In Drawing(s), and any other documents required based upon the scope of work to be completed.
- If the submittal is administratively incomplete, then PWSA will return the submittal package and the check to the applicant.
- It is the responsibility of the applicant to ensure a complete packet.

During the first technical review, PWSA will evaluate submittal for technical completeness and correctness. PWSA will process the applicant's check. If the submittal is technically incorrect, then the submittal will be returned to the applicant and PWSA will retain the applicant's check. The applicant will correct the deficient items and resubmit the entire package. Should the second technical review result in a determination that the submittal is still technically incomplete, the applicant is required to send an additional check in amount of the \$250 for each subsequent review submittal to the PWSA. **No additional reviews will be conducted without additional fee payment being made.**