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## PROCEDURES MANUAL FOR DEVELOPERS

### *CHAPTER 2 - PWSA WATER AND SEWER USE APPLICATION*

#### *2.1 Purpose of the PWSA Water and Sewer Use Application*

The Pittsburgh Water and Sewer Authority (PWSA) requires that a **PWSA Water and Sewer Use Application Form** be completed by an applicant for public water and sewer facilities planning. This form and its attachments are precursors to any sewage facilities planning modules required separately by the Pennsylvania Department of Environmental Protection (DEP). As of March 24, 2011, the local DEP office modified the Sewage Facilities Planning Module process within the ALCOSAN service area including the City of Pittsburgh (See Appendix M for DEP letter). Due to prevailing DEP regulations, all projects proposing an increase in sanitary sewer flows of greater than 799 gallons per day are required to complete a DEP Sewage Facilities Planning Module Component 3 and submit to the PWSA/City. The PWSA will then review the module for content, complete with the **required approved City of Pittsburgh Resolution** approving the Sewage Facilities Planning Module, and if completed correctly, the PWSA may grant preliminary conditional approval. It is the responsibility of the applicant to forward Application information to DEP for their review and approval.

Accordingly, the applicant is required to demonstrate to the PWSA, the DEP, and other related public agencies that the proposed site sanitary sewage flows will not cause an overload to the present sewer infrastructure, and will not pollute existing streams and waterways located in the Commonwealth of Pennsylvania (Commonwealth). **The applicant is responsible for contacting the DEP and other public agencies to obtain the relevant applications and permits.**

The PWSA requires that the Application be completed and submitted for the following scenarios:

1. New water and/or sewer tap(s) for residential development larger than a single family residential unit (total project flow is greater than 799 gallons per day).
2. New water and/or sewer tap(s) for all proposed subdivisions (2 EDU's or more).
3. New water and/or sewer tap(s) for all proposed multi-units, commercial, industrial, and institutional developments.
4. Change of use of facility/property with an increase in sanitary flows (greater than 799 gallons per day) to an existing sewer tap conveying to an existing PWSA sewer.

The applicant can obtain the Application from the PWSA website (<http://www.pgh2o.com/forms-permits>) or via mail by calling (412) 255-0841 to request a copy. The following pages provide a sample of the Application. Instructions for completing the application are included following the sample.

Note: Please be advised there could be ferrule charges billed for unremoved taps.

Project No. \_\_\_\_\_

(PWSA USE ONLY)

**THE PITTSBURGH WATER AND SEWER AUTHORITY  
ENGINEERING AND CONSTRUCTION DIVISION**

**WATER AND SEWER USE APPLICATION FORM**

*(Return completed submittal package to The Pittsburgh Water and Sewer Authority (PWSA), Engineering and Construction Division)*

This application is used for commercial or residential projects that propose connecting to the PWSA water or sewer system or propose changing the amount of PWSA water consumed and/or flows discharged to the PWSA sewer system.

**A. GENERAL INFORMATION**

1. Name of Land Development Project \_\_\_\_\_  
Location of land development project. *Use landmark or address, if available (e.g., north side of Liberty Ave 75 ft. east of intersection of Liberty Ave and 6<sup>th</sup> St.)* \_\_\_\_\_
2. Nature of Development. Check appropriate box and provide total flows.
- |                                      | Total Water Consumption (gpd) | Total Sanitary Flows (gpd) | Total Storm Flows (cfs) |
|--------------------------------------|-------------------------------|----------------------------|-------------------------|
| <input type="checkbox"/> Residential | _____                         | _____                      | _____                   |
| <input type="checkbox"/> Commercial  | _____                         | _____                      | _____                   |
3. Acreage of development \_\_\_\_\_ acres
4. Allegheny County Block & Lot Nos. \_\_\_\_\_
5. Ownership of Land Development
- | Name  | Address |
|-------|---------|
| _____ | _____   |
| _____ | _____   |
6. Applicant (Subdivider, Developer, or Responsible Project Agent)
- |                 |                        |
|-----------------|------------------------|
| Name _____      | Firm/Agency Name _____ |
| Address _____   |                        |
| Telephone _____ | Cell _____             |
|                 | Email _____            |

**B. WASTEWATER AND STORMWATER FACILITIES**

Provide information on collection and treatment facilities.

1. **COLLECTION SYSTEM**
- Number of proposed connections (sanitary and/or storm) \_\_\_\_\_
  - Name of existing collection or conveyance system \_\_\_\_\_
  - Name of interceptor \_\_\_\_\_
  - Name of treatment facility \_\_\_\_\_
2. **SITE PLAN (24" x 36" maximum size accepted)**  
The following information is to be submitted on a site plan of the proposed subdivision.
- Existing building.
  - Lot lines and lot sizes.
  - Remainder of tract.
  - Orientation to North.
  - Show proposed sewer line to the point of connection to existing collection system. Including all components (collection & conveyance lines, pumps, etc.)
  - Existing and proposed right(s)-of-way.
  - Existing and proposed street, roadway, etc.
  - Water bodies and wetland areas.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Project No. (PWSA USE ONLY)
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**C. FALSE SWEARING STATEMENT (To be completed by individual completing the form)**

I verify that the statements made in the Component are true and correct to the best of my knowledge, information, and belief. I understand that false statements in this Components are made subject to the penalties of 18 PA C.S.A. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Name of Land Development Project (Same as on Page 1, Section A.1)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**D. CHAPTER 94 CONSISTENCY (See PA Department of Environmental Protection Current Regulations)**

The following certification is to be completed by the Pittsburgh Water and Sewer Authority agent and agency responsible for completing the (DEP) Chapter 94 report for the collection, conveyance, and treatment facilities.

I/we certify that the sewerage facilities proposed to serve the new land development described in this Planning Module are in compliance with the provisions of DEP Chapter 94, Municipal Wasteload Management and have adequate capacity to serve the sewage flows to be generated by this development, without creation of an overload or projected overload.

**Collection System**

**Conveyance and Treatment**

\_\_\_\_\_  
Signature of Responsible Agent  
Pittsburgh Water and Sewer Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Agent  
ALCOSAN

\_\_\_\_\_  
Date

**E. PLANNING AGENCY REVIEW**

**City of Pittsburgh Municipal Planning Agency**

This development/project has been reviewed and:

- is consistent
- is not consistent (objections attached)

with programs of planning for the area of the proposed development administered by this planning agency under the municipalities Planning Code (53 P.S. § 10101-11202).

City of Pittsburgh  
Department of City Planning

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

**Stormwater Management**

This development/project has been reviewed and:

- is consistent
- is not consistent (objections attached)

With programs of planning for the area of the proposed development administered by this planning agency under the current City of Pittsburgh storm water management regulations.

City of Pittsburgh  
Department of City Planning

\_\_\_\_\_  
Environmental Planner

\_\_\_\_\_  
Date

**County or Joint County Health Department**

This development/project has been reviewed and:

- approval is recommended
- approval is not recommended (objections attached)

Allegheny County Health  
Department

\_\_\_\_\_  
Signature of Responsible Agent

\_\_\_\_\_  
Date

## 2.2 Instructions for the PWSA Sewer Use Application

The instructions provided below are numbered according to the sections of the Application.

### A. General Information

1. Print the name of the land development. For location of land development use a landmark coordinate (i.e., north side of Liberty Avenue, 75 feet west of intersection of Liberty Avenue and 6<sup>th</sup> Street). Use the US Postal Service address assigned for the development where possible.
2. Check the type of development. Check commercial if the development is commercial, industrial, or institutional.

Enter the proposed **peak** daily water consumption in gallons per day (gpd).

### Sanitary Flows

Calculate peak sanitary sewage flows in gallons per day. The calculation of total sanitary flows shall be based on the projected peak (not average) daily sewage flows (see Table 2-1). The projected flows are **peak** daily flows from each type of establishment. The table below is to be used as a guide for projecting peak daily flows. Actual flows can vary significantly from the flows listed in the figure below. PWSA revised flows are based upon a number of factors, including such items as industry type, building occupancy, square footage, etc. The applicant is encouraged to submit as much supporting documentation as possible to support **peak** daily flow projections.

**Table 2-1**  
**Sanitary Sewage Flow Estimates**

(Flows are referenced from the PA Code Title 25 Chapter 73 Paragraph 73.17)

Type of Establishment	Projected Sewage Flow (gallons per unit per day)
Single family dwelling (For units of 3 bedrooms or less. For each bedroom over 3, add 100 gallons.)	400
Multiple family dwellings, including townhouses, duplexes, and condominiums	400
Apartments:	
1 bedroom	150
2 bedroom	300
Larger than 2 bedrooms	400
Efficiency Apartments	150
Hotels and motels (per unit)	100
Rooming houses (per unit)	200
Airline catering (per meal served)	3
Airports (per passenger—not including food)	5
Airports (per employee)	10
Beauty shops (per customer chair)	200
Bus service areas not including food (per patron and employee)	5

**Table 2-1  
Sanitary Sewage Flow Estimates (continued)**

(Flows are referenced from the PA Code Title 25 Chapter 73 Paragraph 73.17)

Type of Establishment	Projected Sewage Flow (gallons per unit per day)
Country clubs not including food (per patron and employee)	30
Drive-in theaters (not including food—per space)	10
Factories and plants exclusive of industrial wastes (per employee)	35
Laundries, self-service (gallons/regular washer)	400
Laundries, self-service (gallons/front loading washer)	200
Mobile home parks, independent (per space)	400
Theaters (not including food, per auditorium seat)	5
Offices (per employee)	10
Restaurants (toilet and kitchen wastes per patron)	10
(Additional for bars and cocktail lounges)	2
Restaurants (kitchen and toilet wastes, single-service utensils/person)	8.5
Restaurant, fast food (kitchen and toilet wastes/patron)	6
Restaurants (kitchen waste only, single-service utensils/patron)	3
Stores (per public toilet)	400
Stores (per public urinal)	200
Stores (per public sink)	200
Warehouses (per employee)	35
Work or construction camps (semi-permanent) with flush toilets (per employee)	50
Work or construction camps (semi-permanent) without flush toilets (per employee)	35
Churches (per seat)	3
Churches (additional kitchen waste per meal served)	3
Churches (additional with paper service per meal served)	1.5
Hospitals (per bed space, with laundry)	300
Hospitals (per bed space, without laundry)	220
Institutional food service (per meal)	20
Institutions other than hospitals (per bed space)	125
Personal care home (per bed space)	125
Schools, boarding (per resident)	100
Schools, day (without cafeterias, gyms or showers per student and employee)	15
Schools, day (with cafeterias, but no gym or showers per student and employee)	20
Schools, day (with cafeterias, gym and showers per student and employee)	25
Camps, day (no meals served)	10
Camps, winter and summer residential (night and day) with limited plumbing including water-carried toilet wastes (per person)	50
Campgrounds, with individual sewer and water hookup (per space)	100
Campgrounds with water hookup only and/or central comfort station which includes water-carried toilet wastes (per space)	50
Fairgrounds and parks, picnic—with bathhouses, showers, and flush toilets (per person)	15
Fairgrounds and parks, picnic (toilet wastes only, per person)	5
Swimming pools and bathhouses (per person)	10
HVAC condensate from commercial, industrial & institutional facilities	*

\* Applicant must estimate the flow in gallons per day of HVAC condensate that will be discharged to a PWSA sanitary or combined sewer.

### Surface/Storm Flows

Calculate peak storm flows in cubic feet per second (cfs). Calculation of stormwater flow shall be based on the Rational Method using a 25-year storm event, as described in Section 906.07 of the City of Pittsburgh Code. Additional information may be found in the Pennsylvania Department of Transportation Drainage Manual, Publication 584 (unless otherwise directed).

Other PWSA approved engineering methods may be used to calculate stormwater flows. However all methods and calculations are subject to the review and approval of the PWSA.

The Rational Method for calculating the quantity of stormwater is defined by the following equation:

$$Q = CIA$$

Q = maximum rate of runoff, cubic feet per second (cfs)

C = coefficient of runoff based on type(s) and character of surface  
(use values as described in Table 2-2)

I = average rainfall intensity, inches per hour  
(use the 25-year storm)

A = drainage area, acre  
(Divide site area in square feet by 43,560 to calculate the area in acres.)

The coefficient values provided in Table 2-2 are provided as a guide. The applicant is encouraged to submit supporting documentation for the C values used.

**Table 2-2**  
**Values for the Coefficient of Runoff**

<u>TYPE OF SURFACE</u>	<u>C VALUE</u>
Improved Surface (concrete, asphalt, brick, surface treated)	0.95
Improved Surface (stone, gravel, or slag)	0.60
Building Footprint	0.95
Unimproved Surface (Dense residential sections)	0.70
Unimproved Surface (Suburban, normal residential areas)	0.60
Unimproved Surface (Rural areas, parks, golf courses)	0.30
Urban Areas – Composite Values	
Flat residential, with approximately 30% of impervious area	0.45
Moderately steep residential, with approximately 50% of impervious area	0.65
Moderately steep built up area, with approximately 70% of impervious area	0.80

A sample calculation using the Rational Method is provided in Appendix B. **Other engineering methods may be approved by PWSA in calculating stormwater flows. Alternative methods will be approved on a case by case basis.** All methods and calculations are subject to review and approval of the PWSA. PWSA requires that all stormwater calculations be signed and sealed by a Professional Engineer registered in the Commonwealth of Pennsylvania. (unless otherwise directed)

3. Enter the total acreage of the development.
4. Enter the Allegheny County Block and Lot numbers for the development property.
5. Enter the name and address of the owner of the land development project.
6. Enter the name, address and other contact information of the applicant. This may be the subdivider, developer, owner, or responsible agent.

## **B. Wastewater and Stormwater Facilities**

### 1. Collection System

- a. Enter the total number of sanitary sewer and/or storm sewer connections to PWSA sewers.
- b. Enter the name of the PWSA collector sewer or trunk sewer to which the proposed development will be connected. Typically this will be a street name or watershed name (i.e., Banksville Road and/or Streets Run).
- c. Enter the name of the ALCOSAN interceptor located downstream of the PWSA collector sewer or trunk sewer(s) that will convey flow from the proposed development. In most cases this will be one of the Allegheny County Sanitary Authority (ALCOSAN) interceptor sewers (i.e., Allegheny River, Monongahela River, Ohio River, Chartiers Creek or Saw Mill Run).
- d. Enter the name of the sewage treatment facility. Typically, this will be the ALCOSAN plant at Woods Run.

### 2. Site Plan

At a minimum the applicant must submit a Site Plan with the Application. Subsequently, the applicant will be required to submit tap-in drawings once the Application is approved. Therefore the applicant can choose to prepare and submit the tap-in drawings in advance and submit those drawings in lieu of the Site Plan. Instructions for preparing tap-in drawings can be found in Chapters 3A, 3B, 4, and 5 of this Manual.

- a. Show all existing structures located within the project property boundary lines.
- b. If development is a subdivision, show all lot lines and indicate lot sizes. If development is not a subdivision, then show property lines.
- c. If development is a subdivision, then show the remaining tract, if any, that is not part of development and label as such.
- d. Show all sanitary and storm connections to PWSA sewers.
  - 1) Where the existing PWSA sanitary sewer and storm sewer are separated, two taps to the existing sewers are required: one for storm flow(s) and one for sanitary flow(s). **If a dedicated storm and/or sanitary sewer abuts and/or is contiguous to the project area, the storm and/or sanitary connection(s) must be made to the dedicated storm and/or sanitary sewer(s). This includes sewers currently designated as combined sewers which are slated for future conversion to either designated storm or sanitary sewers under future separation projects; as directed by the PWSA.**
  - 2) Where the **only** existing PWSA sewer is a combined sewer, the applicant can connect both sanitary and storm flows from the development into the combined sewer(s) unless a storm and/or sanitary sewer is available.
  - 3) Private sewer(s) and/or lateral(s) are not permitted to tap PWSA manholes.
  - 4) Connection to PWSA sewer(s) must be made through an existing wye or through a new PWSA approved tap on the PWSA sewer main. If the connection(s) is proposed to be made through an existing wye(s), then the location of the existing wye(s) must be shown and stationed on the site plan (and sewer tap-in drawing(s)). Certain known existing wye(s) stationing can be obtained from PWSA records/ video location of taps. If a new connection is proposed using a new wye(s), then a detail of the connection must be shown and stationed on the site plan (and sewer tap drawing(s)).

### C. False Swearing Statement

The property owner/designee completing the Application must complete the False Swearing Statement in ink making sure to complete all parts including the name of the project as it is written on the first page of the form and signed as directed. Submittals without the False Swearing Statement properly completed and/or signed will not be accepted.

The applicant is to complete Sections A, B, and C. Submit the Application with all required attachments to the PWSA. Additional contact information can be found at the end of this chapter.

#### **D. Chapter 94 Consistency**

##### *PWSA Signature*

PWSA will sign the Application Form after the document and all its required attachments have been reviewed and approved. Once PWSA approves the Application, PWSA will upload the application for other responsible agencies to review electronically. The applicant does not have to mail the original Application to the other related agencies for their review.

##### *ALCOSAN Signature*

The Application must be reviewed, approved, and electronically accepted by ALCOSAN in conjunction with prevailing regulations for the conveyance and treatment of wastewater. Contact information for ALCOSAN can be found at the end of this chapter.

#### **E. Planning Agency Review**

The Application must be reviewed, approved, and electronically accepted by the City of Pittsburgh Zoning Administrator, the City of Pittsburgh Environmental Planner, and the Allegheny County Health Department. The appropriate officials and addresses are included in the Contact Name and Addresses section at the end of this chapter

Once the Application has been electronically accepted by all agencies, PWSA will contact the applicant. It is the applicant's responsibility to also obtain Pennsylvania Department of Environmental Protection (DEP) approval. See Section 2.7.1 for additional information defining the DEP Planning Module process. The applicant must provide PWSA with a completed original DEP Sewage Facilities Planning Module Application. PWSA will sign the Module and the applicant will be required to forward the information to the DEP for its review.

### **2.3 Flow Calculation Sheet and Project Narrative**

The flow calculation sheet and project narrative are required attachments to the Application and must be completed by the applicant or the applicant's designee. These attachments must provide more detailed information on the current and proposed uses of the facility and the proposed changes to water consumption and sewer flows.

#### **2.3.1 Sanitary Flow Calculation Sheet**

The flow calculation sheet shall be typed and include the name of the proposed development and the name of the applicant. A brief summary of the existing and proposed uses of the facility is required (e.g., existing use of the property is a church

which will be converted into a restaurant). The applicant shall provide calculations of all proposed water demand and sanitary flows from the proposed development. The water and sanitary calculations may be presented together. The calculation of total water demand and sanitary flows shall be based on the peak daily flow estimates found in Figure 1 or PA Code Title 25 Chapter 73. However the applicant can choose to submit PWSA approved flow calculations based on alternative estimation methods, but all methods must reflect the peak daily flow(s). Any alternative method shall be explained by the applicant. All calculations are subject to PWSA approval. Commercial, industrial and institutional properties must include HVAC condensate in the sanitary flow calculations.

The calculated sanitary flows must be shown for each floor of an establishment and also for each type of establishment if the proposed development is a multi-use facility (e.g., hotel with a restaurant). The calculations will be based upon the peak maximum use of space within the establishment or occupancy per building code. Square footage of each floor and the total square footage of the proposed establishment shall be provided. The flow calculations shall be provided for the following categories where applicable:

- Restaurant and/or Bar:
  - Number of seats and/or barstools.
  - Number of turnovers per day (3 typically).
  - Number of sinks and water closet fixtures in bathrooms.
  - Number of public and private (employee only) restrooms.
  - Number of employees.
  - Estimate of any condensate from HVAC units.
- Hotel:
  - Number of hotel rooms, including number and types of beds (1½ people per bed).
  - Number of sinks and water closet fixtures in bathrooms.
  - Presence of a swimming pool, hot tub, and/or gym with showers.
  - Number of public and private (employee only) restrooms.
  - Presence of any retail or restaurant facilities (see above).
- Residential:
  - Number of single family residences (Per EDU).
  - Number of multiple-family residences, including apartments, townhouses, duplexes, and condominiums (Per EDU).
  - Type of laundry facilities provided, if any.

- Presence of a community center or other central facility.
- Presence of a swimming pool(s).
- Offices:
  - Estimated number of employees. The method of estimation chosen by the applicant must be shown and explained on the calculation sheet. If the applicant does not have a preferred method, then the number of employees can be estimated by dividing the gross square footage of the facility by 150 square feet per employee.
  - Number of any public restrooms.

All applicable items described above are to be shown in the flow calculations. The total peak daily flow for the proposed development is to be shown on the plans and is used to determine proposed flow demands. PWSA credit for past uses is only in regard to fees.

Once the peak daily flow has been calculated for the proposed development, the peak daily flow may be calculated for the PWSA approved previous use of the property, if any, using the same methods as the calculation for the proposed development. Note that PWSA only grants credit for past uses if the structures were existent at the time the property was purchased by the current owner or developer and the lot maintains the same contiguous lot limits. PWSA may not grant credit for parcels where the lot lines have been altered and will not for vacant properties and/or for demolished structures. Also note that PA DEP bases sanitary sewage credit requirements for past use on overall system capacity, whereas the PWSA bases credit requirements for past use on local system capacity and thus credit from one entity does not imply credit from the other. If there is a question regarding credit for the past use of a property, PWSA should be contacted for a specific answer in writing.

Once the peak daily flows are calculated, subtract the past use flow from the proposed development flows. The result is the net proposed PWSA approved increase in sanitary flow. Tap-In Fees are based on this final agreed net increase.

### 2.3.2 Project Narrative

The project narrative must include the name of the land development project, name of the applicant, and the location of the land development project. The document shall be typed double-spaced, and attached to the completed application.

The project narrative describes the existing conditions and use of the site in addition to the new proposed use for the site. The project narrative shall elaborate upon the calculations and descriptions included in the calculation sheet and shall discuss the existing and proposed uses as they relate to:

- The type of establishment (e.g., restaurant, hotel, residence, etc.).
- Number of public and private bathrooms.

- Number of fixtures in bathrooms and kitchens.
- Occupancy of the facility (e.g., restaurant that serves three meals per day seven days per week, hotel with X number of rooms, single-family residence, etc.).
- Any other items with flow calculations on the calculation sheet and any additional information the applicant deems applicable to accurately describe the proposed development.

#### ***2.4 Plumbing Floor Plans***

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The applicant is required to submit complete plumbing floor plans for the proposed development. The minimum size of plans accepted is 11-inch x 17-inch sheets. The plans shall be drawn to scale and shall be readable and scalable. The PWSA will review the plans in conjunction with the project narrative. The drawings shall display the square footage of each floor and the total square footage of the proposed establishment and also noting any special conditions or features.

#### ***2.5 Administrative Checklist***

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The applicant is required to submit the Administrative Checklist with the Application. Submittals received without a completed and signed checklist will be returned to the applicant. A copy of the Administrative Checklist is included in Appendix A.

#### ***2.6 Technical Checklist***

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The applicant is required to submit the Technical Checklist for the Application along with the Application and all other attachments. Submittals received without a completed and signed checklist will be returned to the applicant. A copy of the Technical Checklist is included in Appendix C.

#### ***2.7 Additional Information***

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All submittal items can be delivered to the PWSA office or mailed to the following address:

Pittsburgh Water and Sewer Authority  
 Penn Liberty Plaza I  
 1200 Penn Avenue  
 Pittsburgh, PA 15222  
 Attn: Engineering and Construction – Development Services

- The applicant's signatures on the Application must be original and in ink.
- The site plan, calculation sheet, project narrative, plumbing floor plans, Administrative Checklist, and Technical Checklist are to be included with the completed Application when submitting to PWSA.
- Allow a maximum of 30 days for review of the Application by the PWSA.
- The applicant is responsible for contacting/completing all the DEP forms to obtain the DEP Sewage Facilities Planning Module.

- The applicant should expect additional review time (approximately 60 days) once the application is submitted to the City of Pittsburgh City Council for Approval Resolution and then final submission to the DEP. **DEP approval must be obtained prior to the issuance of PWSA construction permits.**

### 2.7.1 DEP Planning Module

As of March 24, 2011, the local DEP office changed the Sewage Facilities Planning Module process within the ALCOSAN service area including the City of Pittsburgh (See Appendix M for DEP Letter). Due to the prevailing regulations made by DEP, all projects proposing an increase in sanitary sewer flows of 799 GPD or more are required to submit a DEP Sewage Facilities Planning Module Component 3 to the PWSA. The PWSA will review the module for content. If acceptable to the PWSA, the PWSA will sign the DEP Sewage Facilities Planning Module and return it to the applicant for further processing. The applicant must contact the City to initiate the City Council resolution process. An approved City of Pittsburgh resolution approving the proposed sewer connection named in the Sewage Facilities Planning Module is required after obtaining the required signatures from ALCOSAN and the PWSA. The applicant must then forward all of the above mentioned documentation to DEP for their review and approval. **Be advised the PWSA cannot approve Tap In Plans or issue permits without DEP approval.**

The following information is meant to assist developers in preparation of the required documents; however, DEP must be consulted. DEP may require additional and/or different documents to be filed. The information below does not replace nor supersede the directions provided on the PA DEP website at [http://www.depweb.state.pa.us/portal/server.pt/community/dep\\_home/5968](http://www.depweb.state.pa.us/portal/server.pt/community/dep_home/5968).

The following information is only meant as a supplement containing select information specific to the PWSA service area.

- Calculation of site flows:  
The **peak** daily sanitary flow (do not use average) for the proposed development must be calculated using the criteria from Table 2-1 of this manual and/or PA Code Title 25 Chapter 73 Paragraph 73.17. All occupancies must be based on maximum sanitary flow capacity and/or occupancy per current building code(s). Any situations not covered in the document(s) must be accounted for based on **peak** daily flow(s) (not average flows).
- Credit for previous flows:  
Once the **peak** daily flow has been calculated for the proposed development, the past **peak** daily flow must be proven historically for the previous use of said property credit(s), if any, using the same methods as the calculation for the proposed development. **Note that this is a DEP document and the DEP has different criteria than PWSA regarding credit for past uses. If there**

**is a question regarding credit for the past use of a property, DEP should be contacted for a specific answer(s).**

Once the peak daily flows are calculated, subtract the past use flow from the proposed development flow. The result is the net proposed increase in sanitary flow. If the net proposed increase is 799 GPD or less, submit the calculations with a brief narrative and PWSA approved back up historical documentation for credit review. If the documentation and calculations are accepted by DEP, no farther action is required regarding the DEP Planning Module Component 3. If the net proposed increase in sanitary sewer flow is 799 GPD or greater, DEP Planning Module process must be followed as per DEP regulations.

- City of Pittsburgh Resolution process:  
Component 3 requires an approval resolution by the City of Pittsburgh City Council. This approved City resolution must be included with the final DEP Sewage Facilities Planning Module documentation submitted to DEP.
- Other DEP Sewage Facilities Planning Module approval:  
In general, PWSA is responsible for sewage collection. ALCOSAN is responsible for conveyance and treatment. ALCOSAN must be contacted directly regarding the proper information and signatures for the conveyance and treatment portions of DEP sewage facilities Planning Module Sections G & J of Component 3. These portions must be filled out properly and approved by ALCOSAN (in addition to the portions signed by the PWSA) prior to submission to City Council and DEP.
- Client (Municipality) Information must include the PWSA, Deputy Director of Engineering or his designee as the Contact Individual. See Section 2.9 for complete contact information.
- In Section G 1. b. The existing collection system is typically named after the street right-of-way or watershed that the sanitary or combination sewer is located. The public collection system(s) is typically owned by PWSA. The interceptor is typically owned by ALCOSAN.
- In Section J Part 2., the table must be filled out properly. PWSA does not maintain flow records for individual sewer mains. The dry weather depth of flow must be measured and/or monitored and the average flow rate calculated from this. The slope of the sewer is also required to calculate the flow. The slope can be taken from PWSA records if available, or measured in the field. Per DEP criteria, the peak flow is 3.5 times the average flow for combination sewers or 3.0 times the average flow for sanitary sewers. The peak design flow is the full flow pipe capacity. The average design flow is the peak design flow divided by 3.5 for a combination sewer or 3.0 for a sanitary sewer. The projected flows should represent a 5% increase from the sum of the present flows and the project flow due to increased density (i.e. conversion of houses

to apartments). (5% represents an average projected flow for current city developments.)

- Section J.3.b. Collection System must include the PWSA, Deputy Director of Engineering or his designee as the Contact Individual. See Section 2.9 for complete contact information.
- Refer to DEP instructions for the proper way to fill out the remaining sections.

## ***2.8 PWSA Review Process***

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Refer to the Introduction of this Manual for a description of the review process and discussion of review fees.

## ***2.9 Contact Names and Addresses***

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The contact information presented below is current as of December 2015.

1. Mr. George Robinson II, Manager of Development Services  
Pittsburgh Water and Sewer Authority (PWSA)  
Penn Liberty Plaza I  
1200 Penn Avenue  
Pittsburgh, PA 15222  
Phone: (412) 255-8800 Ext. 8975; Fax: (412) 393-0517  
Email: GRobinson@pgh2o.com

Ms. Michelle Carney, Engineering Technician III  
Pittsburgh Water and Sewer Authority (PWSA)  
Penn Liberty Plaza I  
1200 Penn Avenue  
Pittsburgh, PA 15222-2219  
Phone: (412) 255-0841; Fax: (412) 393-0517

2. Mr. Michael Lichte, P.E., Manager of Planning  
Allegheny County Sanitary Authority (ALCOSAN)  
3300 Preble Avenue  
Pittsburgh, PA 15233-1092  
Phone: (412) 732-8004
3. Ms. Corey Layman, Zoning Administrator  
Office of Zoning Administrator  
City of Pittsburgh, Department of City Planning  
200 Ross Street, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15219  
Phone: (412) 255-2470

4. Mr. Joshua Lippert, Neighborhood Planner  
Office of Neighborhood Planner  
City of Pittsburgh, Department of City Planning  
200 Ross Street, 4<sup>th</sup> Floor  
Pittsburgh, PA 15219  
Phone: (412) 255-2516
  
5. Ms. Michelle Buys, Environmental Health Engineer  
Public Drinking Water & Waste Management  
Allegheny County Health Department  
Frank B. Clark Health Center  
3901 Penn Avenue, Building #5  
Pittsburgh, PA 15224-1347  
Phone: (412) 578-8046; Fax: (412) 578-8053  
  
Mr. Michael Scheer, Compliance Coordinator  
Public Drinking Water & Waste Management  
Allegheny County Health Department  
Frank B. Clark Health Center  
3901 Penn Avenue, Building #5  
Pittsburgh, PA 15224-1347  
Phone: (412) 578-8388; Fax: (412) 578-8053
  
6. Mr. Thomas E. Flanagan, Sewage Planning Specialist II  
Pennsylvania Department of Environmental Protection  
400 Waterfront Drive  
Pittsburgh, PA 15222  
Phone: (412) 442-4047; Fax: (412) 442-4328
  
7. Allegheny County Conservation District  
400 N. Lexington Street, Suite 102  
Pittsburgh, PA 15208  
Phone: (412) 241-7645; Fax: (412) 242-6165  
E-mail: [conservation@accdpa.org](mailto:conservation@accdpa.org)
  
8. U.S. Army Corps of Engineers, Pittsburgh District  
2200 William S. Moorhead Federal Building  
1000 Liberty Avenue  
Pittsburgh, PA 15222-4186  
(412) 395-7100  
Fax: (412) 644-2811

