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## PROCEDURES MANUAL FOR DEVELOPERS

### CHAPTER 1 - WATER AND SEWER AVAILABILITY LETTER REQUEST FORM

#### 1.1 Purpose of the PWSA Request Form

The Pittsburgh Water and Sewer Authority (PWSA) requires that all permit applications for water and/or sewer service begin with the **PWSA Water and Sewer Availability Letter Request Form**. The applicant is asked to complete a Request Form and submit the form to the PWSA Engineering Department. PWSA will respond by completing the bottom section of the Request Form, indicating if PWSA-owned waterlines and/or sewer mains are physically located near the project site. A copy of the form will be returned to the Applicant along with known Facility Mapping.

PWSA's response to the Request Form is not a permit. Once the applicant receives the Request Form from PWSA then the applicant must follow the existing procedures for obtaining approval for the water and/or sewer service(s) needed for the development(s). 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. Instructions to schedule this appointment are covered in the Introduction section of this document. 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).

A copy of the Request Form is found in Appendix D.

#### 1.2 Single Family Residential Development

As per current DEP regulations, a single family residential development is considered a development equal to or less than one single family residential unit. Land that has been subdivided or re-subdivided to include **multiple** single family residential homes will be required to submit the Request Form and follow the process for multi-residential developments.

Applications for water and sewer service for one single family residential home **are not** required to submit this Request Form. If the applicant desires to apply for water and/or sewer service for a single family residential home, please contact the PWSA Permit Counter at (412) 255-2443. The applicant must pay any associated fees related to the water and/or sewer tap-in permit before the work can proceed.