



PROCEDURE FOR WATER REQUEST

1. Fill out the Request for Service Application:
 - a. Include the appropriate fees (as adopted in RTWA Resolution 2006-1).
 - b. Provide two (2) sketch plans (if available).
2. Upon receipt of the service application and the appropriate fees:
 - a. The Water Authority's staff and professionals will review the application and inform the Authority of availability.
 - b. A letter of intent will be issued upon approval of the Water Authority.
3. If the project will continue, the Water Authority will need the following:
 - a. Two (2) sets of Preliminary drawings (this does not reflect the amount of copies that will be required by Richland Township).
 - b. Signed Preliminary Agreement for Escrow.
 - c. Appropriate review fees (RTWA Resolution 2006-2).
4. Upon reviewing the plans by the Water Authority staff and professionals:
 - a. A letter will be sent from the Water Authority's engineer recommending the necessary changes (if required).
5. Subsequent to the recommended changes, the Water Authority will need two (2) copies of the final plans.

PLANS WILL NOT BE REVIEWED UNTIL THE APPROPRIATE FEES ARE RECEIVED



REQUEST FOR WATER SERVICE APPLICATION

In accordance with the Rules and Regulations of the Richland Township Water Authority (RTWA), and pursuant to your desire to extend and/or connect to the water system operated by the Authority, the undersigned Developer/Property Owner hereby requests that the Authority consider the provision of residential/commercial water service to the below described development, agrees to the payment of the fees herein required, and warrants and represents that the information provided below is true and correct.

1. DEVELOPER (Include name, address, type of entity, and phone number)

2. OFFICERS OR PARTNERS OF DEVELOPER

3. PROPERTY OWNER (Include name, address, and phone number)

4. IS PROPERTY UNDER AGREEMENT OF SALE? YES or NO (circle one)

5. DEVELOPER/OWNER'S ENGINEER (Include name, address, and phone number)

6. PROPERTY PROPOSED FOR DEVELOPMENT AND/OR CONNECTION TO WATER SYSTEM (Include acreage, tax parcel number, location and boundaries)

7. PROPOSED DEVELOPMENT (if applicable) (Include name, type of development, number of units, number of EDU's, estimated time frame for completion)

DEVELOPER/OWNER hereby agrees to remit, contemporaneously with the submission of this application, to the Richland Township Water Authority the applicable Request for Service Review Fee as determined by Exhibit A.

In addition to the above referenced Review Fees, Developer/Owner hereby agrees to reimburse the Authority for all reasonable Engineering and Legal fees (including the costs associated with the preparation of a Water Service Agreement and any other required Agreements) incurred by the Authority in connection with the within described development.

DEVELOPER/OWNER

DATE _____

BY _____

TITLE _____

THE RICHLAND TOWNSHIP WATER AUTHORITY HEREBY ACKNOWLEDGES RECEIPT OF \$ _____, AS REQUIRED ABOVE.

RICHLAND TOWNSHIP WATER AUTHORITY

BY _____

TITLE _____

Exhibit A

**RICHLAND TOWNSHIP WATER AUTHORITY
APPLICATION FEES**

Water service application

2 to 4 units	\$ 150.00
5 to 15	350.00
16 to 29	700.00
30 to 49	1,000.00
50 to 79	1,300.00
80 to 100	1,600.00
Over 100	1,750.00

Water service application with fire protection

2 to 4 units	\$ 200.00
5 to 15	400.00
16 to 29	750.00
30 to 49	1,050.00
50 to 79	1,350.00
80 to 100	1,650.00
Over 100	1,800.00

Commercial service application

0 to 5 acres	\$ 750.00
6 to 20 acres	1,300.00
Over 20 acres	1,600.00



PRELIMINARY AGREEMENT

WITNESS THIS Preliminary Agreement entered into on the _____ day of _____, A.D., 20____, between the Richland Township Water Authority (hereinafter "Authority") and _____ whose business address is _____, with a telephone number of _____ (hereinafter "Developer"), who is represented by Attorney _____, with a business address of _____ and business telephone number of _____, and by the engineering/architectural firm of _____ with a business address of _____ and business telephone number of _____.

WHEREAS, DEVELOPER has requested the consultation of the AUTHORITY concerning the providing of services to a tract of land owned by DEVELOPER located at _____ in the municipality of _____ consisting of _____ acres, tax parcel number _____ in which the DEVELOPER is the legal/equitable owner.

WHEREAS, AUTHORITY is willing to cooperate with DEVELOPER, but both recognize that certain fees and costs will be expended by AUTHORITY to its Solicitor, Engineer and allocated to in-house review activity; and,

WHEREAS, DEVELOPER realizes that these efforts of AUTHORITY at DEVELOPER'S request will accrue to the benefit of DEVELOPER, DEVELOPER agrees to deposit, with AUTHORITY, an amount of cash determined by the Executive Director of AUTHORITY to reimburse or defray the expenses of AUTHORITY incurred in the consultation or review of DEVELOPER'S plans.

NOW, THEREFORE, in order to be legally bound, DEVELOPER and AUTHORITY agree:

1. DEVELOPER will deposit, on the signing of this agreement, the sum of _____ (\$_____) Dollars as determined by Exhibit B in accordance with RTWA Resolution 2006-2, to be held by the AUTHORITY and applied to the aforesaid expenses.
2. Upon the approval of this agreement by the Board of this AUTHORITY, AUTHORITY will proceed with the review as necessary.
3. In the event that the above deposit should be depleted before the AUTHORITY'S review is completed, the Executive Director shall give written notice by regular mail to the above stated address of DEVELOPER and DEVELOPER will, within seven (7) days of the date of the Executive Director's letter, deposit an amount as determined by the Executive Director to be necessary to continue the review requested by DEVELOPER.
4. In the event that the DEVELOPER advises AUTHORITY to discontinue further review, it shall notify AUTHORITY in writing and, upon receipt of this notice, AUTHORITY will discontinue the review, pay all bills accrued to date and return the balance, if any, of the deposit to DEVELOPER.
5. DEVELOPER and AUTHORITY recognize and agree that this Preliminary Agreement does not bind either to any other commitment and that this is not tacit or actual approval of any plan of DEVELOPER nor any tacit or actual approval of AUTHORITY to supply services to DEVELOPER such items to be the subject of separate agreement or agreements between the parties.

WITNESS our hands and seals the date above.

Developer

Richland Township Water Authority

By: _____
President or Authorized Representative

By: _____
Authorized Representative

Attest:

Attest:

Exhibit B

**RICHLAND TOWNSHIP WATER AUTHORITY
PLAN REVIEW FEES**

Residential

1 to 5 EDU's	\$ 850.00
6 to 20 EDU's	3,250.00
21 to 100 EDU's	5,500.00
Over 100 EDU's	7,500.00

**EDU's = Equivalent Dwelling Units

One EDU shall be equivalent to 260 gallons per day of water use.

Non-residential

0 to 5 acres	\$ 2,000.00
6 to 20 acres	3,500.00
Over 20 acres	7,500.00

Adopted July 10, 2014

EXHIBIT "A"

TAPPING FEE SCHEDULE

LINE SIZE	CAPACITY	FACTOR	CAPACITY PART		DISTRIBUTION PART	TAPPING FEE
			EXIST FACILITIES	FUTURE FACILITIES		
3/4" (5/8" x 3/4" Meter)	15 GPM	1.00	\$2,939.90	\$2,242.28	\$17.82	\$5,200.00
3/4" (3/4" Meter)	30 GPM	2.00	\$5,879.80	\$4,484.56	\$35.64	\$10,400.00
1"	50 GPM	3.33	\$9,789.87	\$7,466.79	\$59.34	\$17,316.00
1-1/2"	100 GPM	6.67	\$19,609.13	\$14,956.01	\$118.86	\$34,684.00
2"	160 GPM	10.67	\$31,368.73	\$23,925.13	\$190.14	\$55,484.00
3"	320 GPM	21.33	\$62,708.07	\$47,827.83	\$380.10	\$110,916.00
4"	500 GPM	33.33	\$97,986.87	\$74,735.19	\$593.94	\$173,316.00

LARGER THAN 4" - TO BE DETERMINED BY THE AUTHORITY

SPECIAL PURPOSE FIRE SERVICE TAPPING FEE SCHEDULE

FIRE LINE SIZE	FACTOR	CAPACITY PART		DISTRIBUTION PART	TAPPING FEE
		EXIST FACILITIES	FUTURE FACILITIES		
3/4"	1.00	\$928.50	\$0.00	\$0.00	\$928.50
1"	1.78	\$1,652.73	\$0.00	\$0.00	\$1,652.73
1-1/2"	4.00	\$3,714.00	\$0.00	\$0.00	\$3,714.00
2"	7.11	\$6,601.64	\$0.00	\$0.00	\$6,601.64
3"	16.00	\$14,856.00	\$0.00	\$0.00	\$14,856.00
4"	28.44	\$26,406.54	\$0.00	\$0.00	\$26,406.54
6"	64.00	\$59,424.00	\$0.00	\$0.00	\$59,424.00
8"	113.78	\$105,644.73	\$0.00	\$0.00	\$105,644.73

LARGER THAN 8" - TO BE DETERMINED BY THE AUTHORITY