
PENN TOWNSHIP MUNICIPAL AUTHORITY



Water Service

Rules and Regulations

And

Schedules of Charges

Revised December 6, 2007

Penn Township Municipal Authority
Water Service Rules & Regulations and Schedules of Charges

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Penn Township Municipal Authority

Water Service Rules and Regulations

I. Rules and Regulations

These Rules and Regulations are a part of the Contract with every person who takes water service, and every such person by taking water agrees to be bound thereby.

These Rules and Regulations are not intended to conflict with any local, state or federal legislation. Any provisions that are found to be in direct conflict with such legislation shall not be applicable.

II. Enforcement

These Rules and Regulations shall become effective on and after December 6, 2007, to all properties then and after connected to the water system. All prior Authority rules, regulations, and resolutions not consistent herewith are hereby repealed, provided, however, that all rights accrued and monies due the Authority under any such rules, regulations, and resolutions are preserved to the Authority. The Authority reserves the right to amend these Rules and Regulations and Schedules of Charges in such manner and at such times as, in its opinion, may be advisable.

III. Definitions

- A. **Applicant** – A person who applies for water service at a premises.
- B. **Authority** – Penn Township Municipal Authority, a Pennsylvania municipal authority.
- C. **Authority's Service Line** – The water service pipe and appurtenances extending from the Authority's main including: the tap in the main, the service pipe to a point at or near the property line, the curb stop or service valve, and the curb box or valve box.
- D. **Borough** – The Borough of Selinsgrove, Snyder County, a Pennsylvania municipal corporation.
- E. **Commercial Water Hauler** – A person delivering the Authority's water supply to retail customers.
- F. **Contractor** – A builder or other person who uses water on a temporary basis for construction purposes.
- G. **Cross-Connection** – Any connection, direct or indirect, that physically joins a customer's service line, or any piping extension thereof, to a non-potable source of water, or to a water system other than that of the Authority.
- H. **Customer** – Any person who receives water service from the Authority.
- I. **Customer's Service Line** – That part of the water service pipe extending from the Authority's service line to the premises, except the water meter.
- J. **Main Extension** – Water service requiring the construction of one or more additional water mains.

- K. **Owner** – The person in whose name the deed for a property is designated.
- L. **Meter** – A device for measuring the quantity of water used, which is a basis for determining charges for water service to a customer.
- M. **Person** – An individual, partnership, company, corporation, association, corporate political body, joint ownership, or any other entity capable of functioning in the context used herein.
- N. **Premises** – The property, building, or other site to which water service is furnished, including:
 1. a building under one roof, owned or leased by one person, and occupied as one residence or business;
 2. each combination of buildings owned or leased by one person, served by one service line, and occupied by one family or business;
 3. each side of a double house or each housing unit;
 4. each apartment, office, or suite of offices located in a building having several such apartments, offices, or suites of offices and using in common one or more means of entrance; or
 5. such other situations as the Authority shall deem proper and advisable.
- O. **Standby Service** – Water service intended to supplement service provided from a source of supply other than that of the Authority.
- P. **Tenant** – A person who leases or rents premises from an owner.
- Q. **Township** – Any of the townships (Pennsylvania municipal corporations) of Snyder County in which the Authority provides water service.
- R. **Water Service** – Provision by the Authority of water as a commodity, or readiness to serve water for any purposes, and of any services related thereto.
- S. **Water System** – The Authority’s water supply and distribution facilities, taken as a whole, or as any portion thereof.

IV. Applications

A. Water Service

1. Any owner desiring the introduction or alteration of a service line or lines from the Authority’s main to his (or her) premises must first make written application on the form furnished by the Authority, at least seven (7) days before service is required. This form is Schedule D in the attached Schedule of Charges. The application shall state the time when the trench from the curb box or valve box to the property will be ready for making the connection.

2. The application must be signed by the owner, or his duly authorized agent, which application shall, together with these Rules and Regulations, regulate and control water service to the premises. The owner shall guarantee continuous service for at least one year. The application shall be binding upon the heirs and assigns of the owner.
3. **When application is made by someone other than the owner, the owner shall consign the application and shall guarantee payment for water service.**
4. **The fact that an application may not exist, or may not be signed by the owner, shall not relieve the owner of his responsibility for ultimate payment of all water service bills related to a premises.**
5. The water service connection application shall be good for eighteen (18) months from the date of application.
6. Separate water service applications shall be made for:
 - a. each building under one roof, owned or leased by one party, and occupied as one residence or business;
 - b. each combination of buildings in one common enclosure, owned or leased by one party and occupied by one family or business;
 - c. each side of a double house having a solid vertical partition wall'
 - d. each side or part of a house occupied by one family or business, even though the kitchen, bath, or other fixtures are used in common;
 - e. each apartment, business establishment, office, or suite of offices located in a building having several such apartments, business establishments, offices, suites of offices, or combinations thereof.
 - f. each fire service connection, whether public or private, or
 - g. such other cases as the Authority shall deem proper and advisable.
7. All water service connection application fees are non-refundable.
8. Any applicant desiring standby service shall so state on the application form.
9. The application will not be approved until the Authority receives full payment of all applicable service connection charges, tapping fees, and other charges as duly adopted by the Authority.
10. When service is initiated or discontinued during a billing period, fixed charges will be prorated according to the days of service rendered during the period.
11. A new application shall be submitted to the Authority for approval upon any change in property ownership.
12. A tenant may **not** make application for a water service connection.

- 13 The Penn Township Municipal Authority reserves the right to inspect, at any time, all PTMA service connections. The purpose of any such inspections is to insure that applicants are in complete compliance with all water and sewer regulations.
14. The Authority may, at its option, waive the application requirement.

B. Deposits

1. Deposits may be required from customers taking service for a period of less than thirty (30) days in an amount equal to the estimated gross bill for the period. Deposits may be required from other customers as the Authority deems necessary.
2. Deposits will be returned only to the depositor when he has paid service bills for a period of twelve (12) consecutive months; or upon discontinuance of service by the customer and payment of all charges due. Any customer of good credit who has been returned a deposit will not be required to make a new deposit unless service has been discontinued for violation of the Rules and Regulations.
3. No interest will be paid on deposits.
4. Any customer having a deposit shall pay bills for water service rendered in accordance with these Rules and Regulations. The deposit shall not be considered as payment for normal water service.

V. Conditions of Installation and Use

A. Written Permit for Customer to Supply Persons or Families

1. No customer or any premises receiving water service shall be allowed to supply water to other persons or other premises except by written permit of the Authority. Customers who violate this rule will have water discontinuance procedures initiated against them. Water service that is turned off will remain off until the Rules and Regulations are satisfied.

B. Authority's Service Lines

1. Upon approval of the water service and service connection applications, and payment of all applicable charges, the Authority will install its service line, if not already installed.
2. Separate service lines shall be installed for normal domestic water service and fire protection service.
3. The location of the service line will be designated by the Authority after coordination with the property owner.
4. No other utility line shall be within four (4) feet of the service line trench, unless previous written approval is secured from the authority.
5. If the Authority permits the water service line to be placed in the same trench within a building drain or building sewer, the following conditions shall be met:

- a. The bottom of the water service line shall be at least 18 inches above the top of the sewer line at all points.
 - b. The water service line shall be placed on a solid shelf excavated at one side of the common trench.
6. When a customer desires a change in location or size of an existing service line, he shall bear the entire cost of the change.
 7. The Authority will be responsible for the maintenance and repair of its service line.
 8. Authority's service lines will not be installed on private property, unless the customer provides a duly recorded written easement granting permission for the Authority to install and maintain the service line on said private property.
 9. The Authority reserves the right to construct its service line after the customer installs his service line to the Authority's satisfaction.

C. Customer's Service Lines

1. The customer's service line, beyond the Authority's service line, shall be installed and maintained by the customer at his expense.
2. The size of the service line shall be established by the customer and will be subjected to Authority review and comment. However, the Authority will assume no responsibility for adequacy of service line size.
3. The customer's service line shall be installed as a continuous length of pipe, and shall meet Authority specifications. If the length of the service line is less than 100 feet of coil, then no coupling(s) shall be permitted. If the length of the service line is greater than 100 feet, then one coupling shall be permitted.
4. The customer's service line shall be laid not less than three and one-half (3.5) feet below finished grade.
5. The service line trench shall not be backfilled until the Authority's service line is installed and both service lines are tested. If any defects are found in the customer's service line, water service will not be furnished until such defects are remedied.
6. A curb stop and box shall be installed in accordance with the Authority's standard details. The maximum bury depth to the top of the quarter turn operating nut of said curb stop shall be of 5'-0." Should the operating nut be installed at a depth greater than 5'-0," it must be equipped with an operating nut extension piece as approved by the Authority's inspector.
7. A separate stop or valve, with drain, shall be installed by the customer immediately inside the basement wall between the check valves at service entrance and basement wall and the meter.

8. The applicant shall furnish and install all required plumbing in an approved manner and at a location approved by the Authority. The applicant shall furnish and install a stop or valve immediately after the meter to prevent plumbing drainage when the meter is removed.
9. If service line pressure exceeds 80 psi and/or is deemed excessive by either the Authority, applicant, or customer, it shall be the customer's responsibility to install a pressure regulating valve at his expense.
10. Although service line pressure may be undesirably low, the Authority shall be under no obligation to increase pressure by pumping or other means.
11. The customer shall keep his service line in good condition under penalty of service discontinuance.
12. The customer shall pay all costs for relocating or changing his service line.
13. Installation of all new or replaced customer service lines shall be subject to Authority inspection and approval.
14. If the Authority is required to renew its water service line, and the customer's service line does not meet the Authority specifications, the Authority may issue notice to the customer to renew his service line at the customer's expense, coincident with the Authority's renewal.
15. All fire service line requirements shall reflect the guidelines set forth in Section VII, Part B of these Rules and Regulations and Schedules of Charges, and shall be in accordance with the latest edition of the Authority's General Specifications for Water System Construction.

D. Opening and Closing Valves or Hydrants

1. No unauthorized customer or person shall operate any curb stop, valve, or hydrant in any Authority line or main.

E. Two or More Customers on Same Service

1. Each customer will be supplied through a separate metered service connection unless the Authority grants an exception.
2. No owner of any premises shall furnish Authority water to other persons or premises without written Authority approval.
3. Where two or more customers are supplied from the same service line, a separate service valve and valve box shall be provided for each customer. Each service shall be provided with a separate meter.
4. When two or more customers are supplied from the same service line, any violation of these Rules and Regulations by any of said customers shall be deemed a violation by all, and the Authority may take action against the group of customers as if they were a single customer. However, such action will not be taken until an innocent customer is given the opportunity to install a separate service connection.

F. Temporary Uses

1. Water service may be provided on a temporary basis for special conditions which do not fall under the classification of permanent or standby service. Each case shall be reviewed on an individual basis and service shall be at the discretion of the Authority.
2. Applicants for temporary use of water shall submit a written application to the Authority for approval. The application shall be accompanied by a deposit in the amount of the estimated quarterly charge, as determined by the Authority.
3. All costs for installation and dismantling Authority service connections shall be paid for by the applicant.
4. Temporary water service must be metered. The Authority will install and remove the meter, and all costs shall be paid by the applicant.

G. Prohibited Connections

1. The following connections are prohibited:
 - a. Connection to any water system, other than the Authority water system.
 - b. Any device that may cause water hammer.
 - c. An unprotected connection to a booster pump, boiler plant, or boiler pump.

H. Backflow Prevention Devices

1. Section 109.709 of the Pennsylvania Department of Environmental Resources (DER) Rules and Regulations (25 PA Code Chapter 109) requires that "the public water supplier shall develop and implement a comprehensive control program for the elimination of existing cross-connections, or the effective containment of sources of contamination, and prevention of future cross-connections." The requirements for the cross-connection control program are defined in the DER Public Water Supply Manual, Part VII, and are supplemented herein for the Authority water system.
2. As a minimum, all permanent and temporary water service connections to the Authority water system, regardless of size, including residential service connections and fire service connections, shall be equipped with a single check valve. Single check valves installed on $\frac{3}{4}$ -inch diameter residential service lines shall be furnished by the customer, whether or not they are actually installed by the customer. All single check valves larger, and all other backflow prevention devices, shall be the property of the customer or owner, as the case may be, who shall remain responsible for their installation, inspection, testing and overhaul in accordance with Authority requirements.

3. No water service shall be installed or maintained to any premises where actual or potential cross-connections may exist unless such actual or potential cross-connections are abated or controlled to the Authority's satisfaction. When, in the opinion of the Authority or its authorized representative, an approved backflow prevention device is required, the customer shall install such approved backflow prevention device at each service connection to the premises. No connection shall be installed or maintained whereby water from an unapproved auxiliary source may enter the Authority's water system.
4. When an approved backflow prevention device is required, that device shall be installed at a location and in a manner approved by the Authority and shall be installed by a properly qualified person. The device shall be located on the customer's side of the water meter, prior to any other branch piping to the customer's premises. However, a reduced pressure backflow prevention device shall not be permitted in a meter pit, but shall be installed in the building or above the meter pit in a location where it will not be subject to freezing or flooding and will be maintained free from standing water.
5. The type of backflow protection device required for a particular customer shall be determined by the Authority based on then-current regulatory requirements. An approved air gap separation shall be installed where there are substances that are dangerous to public health. An approved air gap separation or an approved reduced pressure zone device (RPZD) shall be installed where the Authority's water system may be contaminated with a substance that could cause a water system or health hazard. An approved air gap separation, or an approved RPZD, or an approved double-check valve assembly (DCVA) shall be installed where the Authority water system may be polluted with substances that would be objectionable but not dangerous to health.
6. Costs of furnishing and installing the backflow prevention device shall be borne by the customer, who also retains ownership of the device and is responsible for testing and maintaining it. Devices shall be inspected, tested, and overhauled at the customer's expense in accordance with the following schedule:
 - a. Air separation shall be inspected at time of installation and at least every twelve months thereafter.
 - b. Double check valve assemblies shall be inspected and tested for tightness at the time of installation and at least every twelve months thereafter.
 - c. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every five years.
 - d. Interchangeable connections shall be inspected at the time of installation and at least every twelve months thereafter.

Inspections, resting and overhaul shall be performed by a person certified for that work, and repair or replacement shall be made without delay at the customer's expense. The customer shall maintain a complete record of each backflow prevention device and a record of inspections, tests, repairs, and overhauls shall be submitted to the Authority upon request.

7. The customer shall be responsible for conducting periodic surveys of water use practices on the premises to determine whether there are actual or potential cross-connections through which contaminants or pollutants could backflow into the Authority's water system, and the customer shall furnish information on water use to the Authority on request. The customer's premises shall be open to the Authority on request to conduct surveys and investigations related to water use practices and actual or potential cross-connections.
8. The Authority reserves the right to require an approved backflow protection device where the Authority determines that cross-connections are not correctable or that intricate plumbing arrangements make it impractical to determine whether cross-connections exist, where it is impossible or impractical to make a complete cross-connection survey, or where there is a history of cross-connections being established or reestablished.
9. Where a booster pump has been installed on the service line to or within any premises, such pump shall be equipped with a low pressure cut-off device designed to shut-off the booster pump when the pump suction pressure drops to ten pounds per square inch gauge or less for a period of 30 seconds or longer. The customer shall maintain the low pressure cut-off device in proper working order and certify to the Authority, at least once a year, that the device is operating properly.
10. The Authority may deny or discontinue water service to any premises wherein any backflow prevention device is not installed, tested, and maintained as required after reasonable notice to the occupants thereof; or if the backflow prevention device has been removed or bypassed; or if any unprotected cross-connection exists on the premises; or if a low pressure cut-off device is not installed and maintained in working order. Water service to such premises shall not be restored until the customer has corrected or eliminated such conditions or defects to the satisfaction of the Authority.

I. Standby Service

1. Any customer desiring standby water service shall submit a written application to the Authority.
2. The Authority will determine the size and location of service lines and the number and types of meters required for standby service based on information supplied by the applicant.
3. Facilities deemed necessary by the Authority to provide standby service and to protect the Authority's water system shall be installed at the customer's expense.
4. All normal water service charges shall apply unless waived by the Authority.
5. The term of the standby service shall be established by the Authority.

J. Commercial Water Haulers

1. Any customer desiring service as a commercial water hauler shall submit a written application to the Authority.
2. The customer shall provide a location for loading, which location shall be approved by the Authority.
3. The customer shall pay all costs of installing the customer's service connection, meter, meter pit, valves, riser pipe, and facilities to control spillage and surge conditions.

VI. Meters

A. Determination of Metering

1. The Authority will determine when and where meters shall be installed.

B. Size, Installation and Ownership

1. The Authority will determine the meter size, based on water service requirements indicated by the applicant, and will furnish and install all meters. All meters and connections thereto shall become Authority property, and shall be maintained by the Authority at its expense, except as modified hereinbelow.
2. The customer shall provide the Authority access to the meter at all reasonable times for reading, inspection, testing, and repairs.
3. No customer shall remove or disconnect a meter.

C. Payment for Meters

1. The customer shall pay all costs for furnishing and installing the meter and connections according to the applicable schedule of charges.

D. Location of Meters

1. The Authority will determine the location of all meters.
2. When a meter is installed within a building, the customer shall provide, at his expense, an approved installation space, and approved piping connections complete with stops or valves with drains.
3. When a meter is installed outside a building, it shall be placed in an approved meter box, complete with approved stops or valves, with drains all provided at the customer's expense.
4. Each customer unit of any type or class and whether owner or tenant occupied, shall have a separate meter, except as permitted otherwise by the Authority.
5. Multi-unit buildings served through a single service line, where units are tenant occupied, may have a single meter if approved by the Authority.

6. Each owner occupied unit of a multi-unit building shall have a separate service line and separate meter, even if converted to that type of occupancy from other prior use.

E. Protection of Meters

1. The customer shall protect the meter against damage due to freezing, hot water, negligence, and other causes. The Authority will repair any loss or damage at the customer's expense. If payment for loss or damage is not made within 10 days of the billing date, service will be discontinued until the bill is paid.
2. Where steam or hot water is used, the customer shall install a check valve on the customer side of the meter.

F. Meter Tests

1. The Authority may test or replace a customer meter at any time after notification.
2. After receipt of a written request and deposit, as listed below, the Authority will test the accuracy of a customer's meter in his presence. If the meter accuracy is within 4%, the meter is considered accurate and the deposit will be retained. If the meter accuracy is not within 4%, the meter will be repaired or replaced at the Authority's expense, and the deposit will be returned.
3. Required meter test deposits will be determined based on all costs associated with the meter testing.
4. If a meter is found to be inaccurate, an adjustment will be made for the current billing period only, based on test results or on the recorded consumption for the same billing period during the prior year. If there is evidence to establish the date of inaccuracy, the adjustment will be made from that date.

G. Leaks and Defective Plumbing

1. The Authority is not liable for damage resulting from leaks, broken pipes, or any other causes, occurring at any premises. The customer shall have no claims against the Authority on account of the bursting or break in any main, service pipe, or water system appurtenance.
2. All meter consumption will be billed according to the Schedule of Water Rates, and no adjustment will be made for excessive consumption due to leakage or waste.

VII. Fire Service and Other Special Uses

A. Public Hydrant Installation

1. When a municipality desires the installation of a fire hydrant on the Authority system, the municipality shall make application to the Authority for the installation. The Authority reserves the right to request that a deposit, equal to the estimated cost of the hydrant installation, accompany the application. The hydrant installation will be made by and will become the property of the Authority. All costs of the hydrant installation, including connection, valve, piping, and hydrant, shall be borne by the municipality. The actual cost of the installation of each hydrant shall be paid by the municipality before the water is turned on.
2. Public fire protection service shall be paid by the municipality requesting the public fire hydrant at the rate stipulated in the Authority Schedule of Water Rates.
3. Whenever a municipality desires that the location of a fire hydrant be changed, it shall make application for the change, and the change will be made by the Authority at the expense of the municipality.
4. No fire hydrant shall be used without the Authority's permission for any purpose, except by persons authorized to use them in extinguishing fires.
5. The Authority does not assume any liability as insurer of property or person. Any consumer receiving fire service will not be entitled (in the event of fire) to any service, pressure, capacity, or facility other than that available at the time, in view of the circumstances of the Authority at that time. The Authority shall not be liable for any damage or injury to any person or property by reason of any fire, water, failure to supply water, or pressure, or capacity, or lack thereof, due to any cause beyond the reasonable control of the Authority.

B. Private Fire Service

1. Each person desiring private fire service, such as for a sprinkler system, shall make application for that service to the Authority.
2. If requested by the Authority, the applicant shall submit information on its private fire service requirements including, but not necessarily limited to, flow, residual pressure, and flow duration. The Authority reserves the right to deny provision of fire service until such time as all necessary information is provided for Authority review.
3. Each applicant shall be required to pay all charges associated with the provision of private fire service, in accordance with the Authority's duly adopted rules, regulations and charges, including those charges due and payable before service is provided as well as those due and payable in conjunction with the actual provision of the service.

4. The applicant shall be solely responsible for the design, installation, operation, and maintenance of the fire service system to which the Authority is providing private fire service. It shall be the applicant's sole responsibility to insure the adequacy of his onsite fire protection system and to satisfy all applicable governmental regulations in regard to that system. The applicant should have his fire protection system designed by a qualified and experienced and/or registered fire service protection firm or representative. The Authority reserves the right, both prior to and during the provision of private fire service, to require that the applicant (customer) submit complete detailed information on the makeup of his on-site fire service protection system, for the purposes of review to insure its compatibility with the Authority's water system.
5. Although the Authority may, from time to time, provide information to an applicant or customer in regard to the availability and/or provision of private fire service, any and all information presented by the Authority and/or its agents is provided solely as a matter of convenience. No warranty or guarantee of any sort is furnished or implied with respect to the actual flow, pressure, or other service capability that will be realized from the Authority's water system. The Authority and/or its agents assume no liability or responsibility whatsoever as insurers of property or person, not in regard to any damage or injury to any person or property by reason of any fire, flooding, or water service failure of any type, or any other cause associated with the Authority's provision of water service. No customer is entitled to any service capability (flow, pressure, etc.) except that which is available at the time of service. The manner in which Authority-furnished information is interpreted and/or used by the applicant or customer is the sole responsibility of the applicant or customer.
6. The applicant and/or customer may request the Authority to provide it with a "determination of estimated fire service capability." Such a determination will be provided by the Authority after proper application is made, and the appropriate fee is paid.
7. All aspects of the design, installation, operation, and maintenance of the applicant's fire service protection system shall comply with all applicable requirements of the latest edition of the Authority's General Specifications for Water System Construction. The Authority reserves the right to require the applicant and/or customer to provide it with detailed information on its fire service protection system and also reserves the right to inspect the installed system. The Authority further reserves the right to deny or terminate private fire service if the system is not in compliance with said specifications.
8. When an applicant desires both private fire service and domestic water service to a certain premises, the Authority prefers that such service be provided by means of two independent service connections. However, the Authority will permit such dual service to be provided through a single service connection on condition that all aspects of the installation satisfy the latest edition of the Authority's General Specifications for Water System Construction.
9. In cases where an applicant requests private fire service to a premise after domestic water service has already been installed, the Authority reserves the right to require that a new and separate service connection be installed for the provision of the private fire service.

10. All private fire service lines, as well as domestic service lines, shall be equipped with Authority approved backflow prevention devices, consistent with Pennsylvania Department of Environmental Resources regulations, and in accordance with the latest edition of the Authority's General Specifications for Water System Construction. All backflow prevention devices shall be the property of the customer who shall be fully responsible for all costs associated with their proper installation, operation and maintenance. The Authority reserves the right to require that customers appropriately test and maintain said backflow prevention devices. Failure to comply with Authority stipulations in this regard shall be grounds for termination of private fire service.
11. All watch meters (bypass meters) installed on private fire service lines shall become the property of the Authority. The Authority reserves the right to charge the customer for metered consumption through such watch meters in accordance with its duly adopted rules, regulations and charges.
12. With the exception of the watch meters (bypass meters), all fire service meters, including detector check assemblies, shall be the property of the customer, who shall be solely responsible for all costs associated with their installation, testing, repair, maintenance, etc. The Authority reserves the right to require customer actions in that regard, and failure to comply shall constitute grounds for termination of private fire service.
13. No cross-connection of any type shall be permitted between any pipe served through a private fire service line and any pipe served through a domestic water service line. If determined to exist, all such cross-connections shall be immediately disassembled. Failure to disassemble such cross-connections shall constitute grounds for immediate termination of private fire service and/or domestic water service.
14. No cross-connection shall be made between a pipe served from the Authority's private fire service connection and any other source of water supply, such as a customer well supply. If determined to exist, all such connections shall be immediately disassembled. If not disassembled, such cross-connections shall constitute immediate grounds for termination of private fire service by the Authority.
15. Private fire service lines are not to be used for water service, except for actual fire service emergencies or for testing of fire protection service systems. Unauthorized use of fire service lines shall constitute grounds for the Authority's termination of private fire service and the customer shall be liable for estimated quantities of unauthorized use.
16. In addition to rendering charges for metered consumption through fire service line meters, the Authority reserves the right to impose flat rates (standing ready to serve) and other appropriate charges, if any, for the provision of private fire service, all in accordance with its duly adopted schedules of rates and charges.
17. No separate charge will be imposed by the Authority for fire hydrants installed on the customer's side of the fire service meter or detector check assembly. However, appropriate flat rates charges will be imposed by the Authority for all hydrants installed on the Authority's side of the fire service meter or detector check assembly at the level of rates and charges set forth in the Authority's duly adopted schedule of rates and charges.

C. Use of Fire Service Facilities

1. No fire hydrant or private fire service line shall be used for any purpose other than extinguishing fires, unless such use is approved by the Authority.
2. Any municipality, fire company, or customer desiring to test hydrants or fire service lines shall notify the Authority at least five (5) working days in advance of the scheduled test. The conduct of such tests shall be subject to Authority approval.

D. Boilers

1. Customers who use the water supply for steam boilers or similar facilities do so at their own risk. The Authority, upon request, will furnish water system pressure data for customer convenience in setting relief valves, but in no way guarantees the results.

E. Heat Transfer Equipment

1. Heat transfer equipment includes air conditioning, refrigeration, heat pump, or other heating or cooling equipment, air compressor, atmospheric condenser, vacuum pan, or similar equipment or heat exchangers attached to any such equipment supplied with water from the Authority water system.
2. Where a customer desires to utilize water for heat transfer equipment, an application shall be submitted to the Authority for that use. The Authority reserves the right to reject approval of such application if projected water consumption is excessive.
3. If the Authority determines that water consumption for heat transfer purposes is excessive, the Authority may discontinue service until the customer reduces consumption to an acceptable level.

VIII. Discontinuance of Service

A. Notice and Charges

1. The Authority reserves the right to shut off water for non-payment of delinquent water bills and for any of the other reasons listed herein below. The Authority will give the customer advance written notice of discontinuance, will post a written notice at the premises prior to shutting off service, and will follow procedures required by Pennsylvania law. Discontinued service will not be restored until a service restoration fee of \$100.00, in addition to any unpaid balance is paid to the Authority.
2. There will be a charge of \$50.00 **each** for shut-off and turn-on of water service at the customers request. Payment must be received prior to shut-off and turn-on of water service. All requests must be made three (3) business days in advance for scheduling purposes.
3. The Authority reserves the right to shut-off water service without notice during emergencies, and the Authority shall not be liable for any damages or inconveniences suffered.

B. Reasons for Discontinuance

1. Service may be discontinued for any of the following reasons:
 - a. Violation of any Authority Rules and Regulations.
 - b. Misrepresentation in application as to property or fixtures to be supplied, or the use of the water supply.
 - c. Use of water for any property or purpose not described in the application.
 - d. Tampering with any service pipe, meter, curb stop or seal, or any appliance of the Authority.
 - e. Failure to maintain, in good order, connections, service lines, backflow preventers, or other fixtures for which the customer is responsible.
 - f. Waste of water through improper or imperfect pipes, fixtures, or other facilities.
 - g. Vacancy of the premises.
 - h. Failure to make payments of any water system charges against the premises.
 - i. Refusal of access to the premises to inspect, read, or remove meters.
 - j. Refusal to conserve water during periods of advertised restricted supply.
 - k. Failure to pay Authority water bills or charges incurred at another premises.
 - l. Existence of any cross-connection at a premise.
 - m. At request of coverage utility.

C. Supply of Water

1. The Authority shall not be liable for any water supply deficiency, or its consequences.
2. The Authority reserves the right to restrict water service in case of scarcity, or whenever the public welfare may require restriction.

D. Vacating the Premises

1. When there is a change in ownership of a premises, the owner shall contact the Authority to arrange for a final water meter reading of said premises.

The owner shall pay for all water used until the final reading. At which time, the new owner of said property shall become responsible for all water service bills from there forward.

2. A change order shall be submitted each time there is a change in ownership at a premises, and the Authority shall have the right to discontinue service until said change is made and approved.
3. The owner of the premises is responsible for all outstanding water bills until the change of ownership. At which time, the outstanding water bills must be paid in full within ten (10) days after the change of ownership. When possible, the outstanding bills shall be included in the current owner's (seller) property closing sheets.

IX. Extension of Service

A. Main Extension Requirements

1. Any person desiring water service shall complete this application for water service and shall file the application with the Authority.
2. The Authority shall determine whether a main extension is required in order to extend water service.
3. Main extensions shall consist of any new main, including mains lying wholly within a new development.
4. When a main extension is required, the policies stated hereinbelow shall apply to the applicant.
5. A Water Main Construction Agreement shall be executed between the applicant and the Authority for each main extension. The applicant shall be in accordance with the terms and conditions set forth in the Agreement.
6. All main extension shall be constructed in public rights-of-way or Authority-owned easements which such a water main easement shall be a minimum of 20 feet wide unless additional utilities are to be installed within the easement in which case the width shall be increased. The applicant shall grant to the Authority any easements across his property that are necessary for the main extension or future extensions thereof by execution of a satisfactory Right-of-Way Agreement between the applicant and Authority.
7. A Right-of-Way Agreement shall be executed between the applicant and the Authority prior to the execution of the Water Main Construction Agreement. The applicant shall be in accordance with the terms and conditions set forth in the Agreement.
8. The standard agreements described above contain standard terms and conditions set forth by the Authority. However, the Authority reserves the right to modify or change such terms and conditions as they pertain to specific circumstances and conditions of each water service main extension.
9. In the event the Authority requires any information from the applicant in order to prepare a Water Main Construction Agreement, the applicant shall submit same to the Authority within twenty (20) days of the Authority's letter of request.

10. The applicant shall return the fully executed Water Main Construction Agreement and related documents, including but not limited to any deeds of easement, to the Authority not more than one hundred twenty (120) days following mailing of same to the applicant; otherwise, the application for water service shall be null and void.
11. All main extensions shall extend the entire length of the property, from property line to property line, to be served in all directions, unless otherwise approved by the Authority.
12. The Authority may increase or decrease, at its discretion, the main sizes required under its Rules and Regulations for Water Service and the General Specifications for Water System Construction.
13. If the Authority increases the size of a main extension beyond that normally required, as determined by the Authority, the Authority shall bear the increased cost based on the cost data furnished by the applicant and approved by the Authority.
14. The applicant shall pay to the Authority, in advance, all tapping fees, service connection fees, and other special charges applicable to new service connections in accordance with the Authority's Rules and Regulations for Water Service. Applicable tapping fees are defined as follows:
15. No revenue or tapping fee refunds will be granted to an applicant by the Authority, except under circumstances as determined by the Authority.
16. The number and location of fire hydrants, which shall be installed at the applicant's expense, shall conform to municipality requirements, or to Authority's requirements if no municipality requirements are applicable.
17. Until conveyed to another owner, the applicant and his assigns will be responsible for payment of all charges for water service to each service unit.

X. Miscellaneous Regulations

A. Access by Authority Personnel

1. Any authorized Authority employee, upon presentation of credentials, shall be provided with access to any premises supplied with water, at all reasonable hours, for the purpose of reading meters, making inspections or repairs, and securing any other information the Authority deems necessary. If the customer neglects or refuses to provide access, service may be discontinued, and the Authority will not be liable for any damages or inconveniences suffered.

B. Temporary Interruption of Service

1. During any emergency, and during the changing or testing of water meters, the Authority has the right to temporarily interrupt service to make repairs or connections. The Authority will notify customers of such service interruptions if possible. The Authority will not be liable for any damages or inconveniences suffered due to service interruption.

C. Water Emergency

1. The Authority has the right to declare a "water emergency", due to a water shortage or other emergency condition, and to impose any water use restrictions deemed necessary during such an emergency. Water emergency restrictions will continue in effect until terminated by the Authority.
2. The water system operator, inspector or engineer and any officer of the Authority are authorized to act jointly for the Authority to declare a "water emergency" and to impose water use restrictions, but such actions shall be ratified by the Authority within 5 days, or the water emergency declaration shall automatically terminate.
3. Notice of a "water emergency" declaration and water use restrictions will be published in a newspaper in general circulation.

D. Acquisition of Existing Facilities

1. The Authority may acquire or accept ownership, at its discretion, of any existing water mains, distribution systems, or other water system facilities, if the facilities are properly assigned and transferred to the Authority by the previous owner.
2. Water mains, distribution systems, or other water system facilities will not be accepted by the Authority, unless the previous owner furnishes all necessary rights-of-way or easements to the Authority.

E. Encroachments

1. No customer, person, owner, tenant, firm, agency or any other party shall be permitted to install facilities within or upon Authority-owned easements or rights-of-way, or at any other locations that may interfere with the Authority's need to construct, operate and maintain existing and new water service facilities.
2. The Authority reserves the right to remove or cause to be removed any facilities that interfere with its need to construct, operate and maintain its existing or new water service facilities, all at the sole expense of the encroaching party. The Authority further assumes no responsibility for the restoration or replacement of such encroaching facilities.

F. Plumber/Contractor Application

1. Prior to beginning work in the Township, every plumber must register with the Authority providing data relative to experience, equipment available, business location, etc., on the Plumber / Contractor's Application as provided by the Authority. The plumber will also be required to acknowledge in writing the Authority's Specifications for Making Connections with the Penn Township Water System. Any changes in the data supplied on the original Plumber's Application must be supplied, in writing, to the Authority.
2. **The Authority maintains a list of pre-approved plumbers / contractors.**

XI. Terms of Payment

A. Bills Rendered

1. Bills will be rendered at stated intervals, at least quarterly, for a specified service period preceding the billing date, except as modified herein.
2. For special or estimated charges, bills will be rendered, upon application, before service is granted.

B. Computation of Bills

1. Bills for metered service will be determined according to the Schedule of Water Rates.
2. Where a meter fails to register, or is found to be faulty, a bill will be determined based on average consumption for the same billing period of the previous year, or for the total period of service, whichever period is shorter.
3. Bills for a partial billing period will be determined according to the Schedule of Water Rates, based on actual consumption or a prorated minimum, whichever is greater. Prorated minimum bills will be based on the number of days service is rendered in the billing period.
4. When a single meter supplies more than one unit, regardless of types of units served, bills will be determined using the metered consumption per unit (total metered consumption divided by number of units). The total minimum charge will be determined from the per unit minimum charge based on the meter size required to serve each unit.
5. For the purpose of computing bills applicable to master metered multi-unit buildings, the Authority will determine both the number of units within the building and the meter size applicable to each unit.
6. It shall be the responsibility of the building owner to report any unit modifications to the Authority prior to their completion; owner-occupied units require separate service lines and meters.

C. Bills Due and Payable

1. All bills shall be paid by the due date shown on the bill.
2. Charges for connections, temporary uses, and special services shall be payable on demand.
3. Payment delivered to the Authority or Authority's designated collection agency, as evidenced by the date stamped on the bill, on or previous to the due date of the bill, will be considered timely payment.
4. Water use by the same customer in different premises will not be combined, and each installation will be billed separately.
5. Water bills that remain unpaid beyond the due date are considered delinquent, which delinquency constitutes ground for discontinuance of service.

6. The Authority reserves the right to take any legal action it deems necessary, including the lien of property, in order to recover amounts due and payable.
7. The owner of any multi-unit building served through a master meter shall be responsible for the payment of bills for all units within the building, whether occupied or vacant.
8. If a water bill applicable to one or more units of a multi-unit building served through a master meter remains unpaid, the entire multi-unit building shall be considered delinquent.

D. Bills of Doubtful Accuracy

1. Any customer who doubts the accuracy of a bill shall bring or mail the bill, within 10 days of receipt, to the Authority office. The Authority will check the bill, and either confirm the original billing or issue a corrected bill. The due date will be adjusted by the time required to check and reissue the bill.

E. Failure to Receive Bill

1. The presentation of a bill to the customer is only a matter of accommodation. Failure to receive a bill shall not exempt a customer from the obligation to pay the bill by its due date.

F. Charge for Late Payment

1. Bills remaining unpaid after the due date will be assessed a 20% penalty.

G. Bad Checks

1. When a customer's check is returned to the Authority by the bank for insufficient funds, the Authority will impose a service charge of \$35.00 to the bill for each occurrence plus all associated bank fees.

H. Connection Charge

1. Each applicant for a service connection shall pay a connection charge in accordance with the Charges for Service Connections and Meter Installations as contained in Schedule C-1 herein. The connection charge is in addition to all other charges, fees, and deposits required by the Authority. The connection charge may be waived by the Authority when the applicant finances the Authority's service line.
2. The connection charge shall be established by the Authority based on the size of service line and meter required to serve the building.
3. The connection charge shall be applied each time a service connection is installed, even if the installation is a modification of a prior service connection, or involves the installation of individual services and meters to a building previously served by a master meter.

I. Tapping Fees

1. Each applicant for water service shall pay a tapping fee, prior to receipt of service, in accordance with the Schedule of Tapping Fees, Schedule B-1.
2. When two or more customers are served through a single service line for convenience, the tapping fee will be determined based on the accumulation of individual unit requirements.
3. The Authority will waive the main-related part of the tapping fee, in situations where it can be shown that the applicant has incurred the cost of the main extension to which the tap is being made, either directly or through acquisition from a prior owner, except in those situations where the applicant or prior owner received partial or total refunds for the main extension. This waiver policy is subject to any restrictions contained in prior legal agreements of the Authority.
4. When a building that is receiving water service is divided or modified in a manner that adds additional customer units, or significantly changes water service requirements, the Authority may determine and apply additional tapping fees, over and above those previously applied, according to its discretion and judgment.

Penn Township Municipal Authority

Schedules of Water Rates and Charges (Effective December 6, 2007)

| <u>Schedule No.</u> | <u>Description</u> |
|----------------------------|--|
| A-1 | Water Rates for Penn Township Operating Division |
| B-1 | Tapping Fees for Penn Township Operating Division |
| C-1 | Charges for Service Connections and Meter Installation |
| D-1 | Determination of Charges for New Service Installation |

PTMA SCHEDULE A-1

**WATER RATES FOR
PENN TOWNSHIP OPERATING DIVISION**

I. Quarterly Metered Water Rates

- A. All PTMA Water Districts: \$6.60 per 1,000 gallons of water used per quarter
- B. Quarter Minimum Meter Charges:

| METER SIZE | GALLONS ALLOWED | MINIMUM QUARTERLY CHARGES |
|------------|-----------------|---------------------------|
| 5/8" | 8,000 | \$52.80 |
| 3/4" | 15,000 | \$99.00 |
| 1" | 24,000 | \$158.40 |
| 1 1/2" | 48,000 | \$316.80 |
| 2" | 75,000 | \$495.00 |
| 3" | 150,000 | \$990.00 |
| 4" | 240,000 | \$1,584.00 |
| 6" | 540,000 | \$3,564.00 |
| 8" | 1,701,000 | \$11,226.60 |
| 10" | 2,733,000 | \$18,037.80 |

- C. All rates are net. Bills remaining unpaid after the due date shall be subject to penalty of Twenty Percent (20%).
- D. Water and sewer billing shall be billed quarterly according to the calendar year and shall be billed on one bill.

II. Fire Service

- A. Flat Rate (Standing Ready to Serve)
 - 1. Private fire protection service: \$150.00 per quarter for each service line
- B. Service Restoration Fee
 - 1. Each discontinued service, whether a normal or fire service, will not be restored by the Authority until a restoration fee of \$50.00 per service is paid to the Authority in advance.

III. Fire Hydrant Tax

- A. The Penn Township Board of Supervisors shall annually, by resolution, fix a millage rate to be applied to all properties within 780 feet of any fire hydrant within Penn Township as described in Penn Township Ordinance No. 95-3 and Tax Levy Resolution No. 96-2.

IV. Miscellaneous Charges

A. Pool Water

1. There is a ten dollar (\$10.00) per thousand gallons charge for water to fill swimming pools. It shall be required that all hydrants must be monitored by a PTMA representative at all times while distributing water for pools. It shall be noted that all costs for this service shall be paid in advance.

B. Bulk Water Sales

1. The fee for bulk water sales to other municipal authorities shall be the same as it is currently with all individual customers.

PTMA SCHEDULE B-1

**TAPPING FEES FOR
PENN TOWNSHIP OPERATING DIVISION**

I. Tapping Fees

- A. A water permit to connect to the PTMA public water system will be issued to the applicant upon receipt of the following:
1. An inspection fee in the amount of Seventy-Five Dollars (\$75.00) for Residential Establishments and One Hundred, Twenty-Five Dollars (\$125.00) for Commercial Establishments payable to the Authority or such greater fee according to the Authority's schedule of Rates and Charges.
 2. A capacity fee in the amount of Two Hundred, Eleven Dollars and Fifty-Six Cents (\$211.56) per EDU payable to the Authority, with one EDU equaling 172 gallons per day.
 3. A Special Purpose fee for all properties directly or indirectly serviced by the PTMA consolidation water main in the amount of Nineteen Hundred, Nine Dollars and Twenty-Five Cents (\$1909.25) per EDU payable to the Authority, with one EDU equaling 172 gallons per day.
 4. An administrative fee in the amount of One Hundred Dollars (\$100.00) payable to the Authority or such greater fee according to the Authority's schedule of Rates and Charges.

PTMA SCHEDULE C-1

CHARGES FOR SERVICE CONNECTIONS AND METER INSTALLATION (ALL OPERATING DIVISIONS)

I. Service Connection

- A. Penn Township Municipal Authority policy shall require any request for water service adjustments (valves to be opened or closed for non-emergent, non-leak situations) to be made at an hourly rate of Thirty Dollars (\$30.00) with a minimum of an hour service charge.
- B. There will be a charge of \$50.00 **each** for shut-off and turn-on of water service at the customer's request. Payment must be received prior to shut-off and turn-on of water service. All requests must be made three (3) business days in advance for scheduling purposes.

II. Water Meters

- A. PTMA customers will be charged the current cost of the water meter at the time of purchase along with any addition administrative fees.

PTMA SCHEDULE D-1

**DETERMINATION OF CHARGES FOR NEW SERVICE INSTALLATIONS
(ALL OPERATING DIVISIONS)**

Penn Township Municipal Authority

P.O. Box 155, Selinsgrove, PA 17870
(570) 374-8256 * FAX: (570) 374-6026
EMAIL: ptma@ptd.net

Permit Application Number
PTMA FORM 11/00

PTMA Billing Account Number

APPLICATION FOR PERMIT TO CONNECT TO THE PTMA WATER SYSTEM

| | |
|---|----------------------------|
| PROPERTY OWNER _____ | DEVELOPMENT/LOT NO. _____ |
| PROPERTY ADDRESS _____ | TAX MAP/PARCEL NO. _____ |
| OWNER'S ADDRESS _____ | OWNER'S PHONE NUMBER _____ |
| PROPERTY TYPE _____ | TYPE OF SEWER SYSTEM _____ |
| DESCRIPTION IF OTHER THAN SINGLE FAMILY RESIDENTIAL _____ | |
| PTMA APPROVED _____ | |
| CONTRACTOR/ADDRESS _____ | PHONE NO. _____ |

PERMIT FEE DETERMINATION:

METER INFORMATION:

| | | |
|-----------------------------|-------------------|-------|
| # OF ESTIMATED EDU'S | (1 EDU = 172 GPD) | _____ |
| SPECIAL PURPOSE TAPPING FEE | (\$1909.25/EDU) * | _____ |
| CAPACITY TAPPING FEE | (\$211.56/EDU) | _____ |
| DISTRIBUTION TAPPING FEE | | _____ |
| INSPECTION FEE | | _____ |
| ADMINISTRATIVE FEE | | _____ |
| TOTAL PERMIT COST | | _____ |

| | |
|-------------------------|-------|
| METER SIZE (INCHES) | _____ |
| METER PAD ROM NO. | _____ |
| METER SERIAL NO. | _____ |
| INITIAL METER READING | _____ |
| METER REC'D BY CUSTOMER | _____ |
| TOTAL METER COST | _____ |

* **Serviced By Consolidation Lines Only.**

| | | | |
|----------------------------------|--------------|------------------|-------|
| TOTAL PERMIT AND METER COST PAID | | _____ | |
| PAYMENT DATE | PAYMENT TYPE | PAYMENT DOC. NO. | _____ |

****METERS MUST BE PURCHASED FROM PTMA AT THE TIME THE PERMIT IS PURCHASED.****

As an applicant for a permit to the Penn Township Municipal Authority Consolidated Water System, I hereby acknowledge awareness of the requirements of the rules and regulations adopted by the Penn Township Municipal Authority and certify that the water facility to be installed under this permit shall conform to those requirements. Prior to excavation, the owner/plumber/contractor is responsible for compliance with act 172, Pa One Call System, Inc. Tel: (800) 242-1776. Please note that it is the installer's total responsibility for compliance with all department of labor, occupational safety and health administration rules and regulations for safety on construction sites. The Penn Township Municipal Authority reserves the right to inspect, at any time, all PTMA service connections. The purpose of any such inspections is to insure that permittees are in complete compliance with all water and sewer regulations. **NOTICE: If the water service is located BELOW a poured floor, the PTMA inspector MUST be contacted 48 hours PRIOR to the floor being poured to enable a complete inspection to be performed. The property owner is responsible for any and all additional inspection fees incurred in excess of the standard inspection fees.** As per Penn Township Municipal Authority regulations it is the property owners responsibility to connect from the curb shut-off valve to the building, including water meter, pressure reducing valve and other equipment. The cost for equipment and installation is totally the owners' responsibility.

| | | |
|-------------------------------|---|------------|
| APPLICANT _____ | SIGNATURE OF APPLICANT _____ | DATE _____ |
| APPLICATION ACCEPTED BY _____ | SIGNATURE OF AUTHORIZED PTMA REPRESENTATIVE _____ | DATE _____ |

UPON ACCEPTANCE OF THIS APPLICATION, THE APPLICANT IS AUTHORIZED TO CONSTRUCT THE WATER LINE.

APPROVALS/INSPECTIONS:

| | |
|---|--------------------|
| INSPECTOR ON THIS PROJECT _____ | PHONE NUMBER _____ |
| APPROVAL TO CLOSE WATER LINE TRENCH _____ | DATE _____ |
| APPROVAL OF CONNECTION _____ | DATE _____ |
| INTERNAL BUILDING INSPECTION PERFORMED <input type="checkbox"/> YES _____ <input type="checkbox"/> NO _____ | REASON _____ |
| PRESSURE REDUCING VALVE <input type="checkbox"/> YES _____ <input type="checkbox"/> NO _____ | TYPE _____ |
| SIZE & TYPE OF PIPE INSTALLED _____ | WELL STATUS _____ |

PERMIT ISSUED _____ DATE _____ BY _____ SIGNATURE OF AUTHORIZED PTMA REPRESENTATIVE _____

PERMIT EXPIRATION DATE: _____ (18 MONTHS FROM DATE OF APPLICATION.)

COMMENTS:

