



Downingtown Municipal Water Authority (DMWA) procedures for establishing a new water service or changing an existing service:

1. The Downingtown Municipal Water Authority (DMWA) is a legal entity created under the Pennsylvania Municipality Authorities Act (PA Consolidated Statutes Annotated, Title 53, Chapter 56, as amended). It is separate, distinct and independent of the Borough of Downingtown, and portions of Caln, East Caln, East Brandywine and West Bradford Townships constituting parts of DMWA's service area, with respect to the legal, financial, administrative and other aspects of providing potable water service. Unless otherwise specified in the statute, DMWA is not bound, nor will it be bound, by any decision of the Borough of Downingtown or any of the other municipalities named above, related to providing potable water service within its service area. The DMWA has the sole authority to approve or allow any water service connection within its service area.
2. This document and an "Application to Connect" can be downloaded from www.dtownwater.com, or by contacting DMWA at (610) 269-5362 or by e-mailing dtownwater@verizon.net to request these documents.
3. Unless waived by DMWA, a pre-application meeting at DMWA's office with your engineer is required.
4. Fill out the "Application To Connect" as completely as possible as this will help expedite your request. Return the completed and signed Application to DMWA.
5. In filing an Application to Connect with DMWA, the Applicant agrees that DMWA shall provide water to the Applicant's project to the exclusion of all other providers.
6. When Applicant's project involves more than one single family dwelling unit, then Applicant's Application must be accompanied by a **\$3,500 plan review escrow check**, payable to "DMWA". The escrow fee will be used to cover costs associated with the engineering review of Applicant's plans, preparation of a development agreement as well as DMWA's legal and administrative fees associated with Applicant's project. Upon request, unused escrow will be returned at the completion of Applicant's project, providing Applicant has complied with all other aspects of DMWA's Rules and Regulations.
7. Upon posting of the required plan review escrow, Applicant will be required to submit sufficiently detailed engineering/architectural site plans of all proposed site improvements pertaining to potable water mains and appurtenances to allow review by DMWA's engineer. In order to allow expeditious review of such plans, Applicant should take care to validate their accuracy and should supplement them with whatever additional technical information deemed appropriate to allow clear understanding of Applicant's project.

If requested by Applicant's engineer, DMWA will provide available documents of existing water mains to assist the engineering design. DMWA assumes no responsibility for the accuracy of the provided documents.

DMWA recommends that field verification (such as soft dig or test pits) should be performed by Applicants during design to verify the location and sizes of all existing underground utilities in the areas that may be disturbed during construction.

8. If requested by Applicant's engineer, DMWA will provide static pressure and water main sizes at Applicant's project location, if the information is readily available. Consumptive use and fire flow data must be calculated by the Applicant's engineer. DMWA will use its hydraulic modeling to validate your Applicant's fire flow calculations made by Applicant's engineer.
9. Upon Applicant's receipt of written approval of its engineering/architectural site plans, Applicants must have either its engineer or contractor submit to DMWA a construction cost estimate. The estimate will be considered by DMWA in preparing Applicant's Construction Escrow, Construction Contingency Escrow and Construction Inspection Escrow amounts. All of the aforementioned escrows are used to prepare a development agreement. This agreement must be signed and executed by the developer and DMWA, and must be in force before any construction of facilities covered by this agreement is begun. After Applicant posts the requisite construction escrow amounts but prior to start of construction, a Pre-Construction meeting **is required** and will take place but only after all fees and charges applicable to Applicant's project are paid in full to DMWA.

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10. Without exception, all physical building service line connections to DMWA's existing mains will be made by either DMWA's field crew or a DMWA approved contractor. The entire cost of making the building service line connection to DMWA's main is to be paid by the Applicant directly to either DMWA or to the DMWA approved contractor.
11. Applicant is also required to pay DMWA a Tapping Fee pursuant to the provisions of Pennsylvania Title 53, Chapter 56. This Tapping Fee will be calculated by multiplying the residential dwelling unit equivalency of Applicant's project by DMWA's then current single family residential dwelling unit Tapping Fee. DMWA's current Tapping Fee is \$4,361.37 per equivalent residential dwelling unit or EDU. This Tapping Fee is subject to change annually. Unless otherwise agreed upon by DMWA, Applicant's requisite Tapping Fee must be paid in full prior to commencement of construction of any potable water related aspect of Applicant's project.
12. Following the completion of Applicant's project, all water mains and appurtenances attendant thereto that are to be dedicated to DMWA must undergo a one-year performance maintenance period. Following successful completion of the one-year performance maintenance period, DMWA will accept dedication of the project as long as all other DMWA requirements have been satisfied. All service lines will remain the Applicant's/Site Owner's property and the total responsibility for maintenance of same rests with these parties.
13. DMWA requires Neptune water meters and compatible accessories in its system. Upon DMWA's confirmation of the size of any required meter, DMWA will advise Applicant of the cost of the meter(s) and will, upon receipt in advance from the Applicant of the entire amount of said cost, order the meter(s). All meters are to be installed in either a meter pit or a meter room which complies with DMWA's technical standards for such facilities. The entire amount of the cost to install a meter pit/room is the responsibility of the Applicant.
14. Unless there exists a written agreement to the contrary between Applicant and DMWA, the following summarizes Applicant's fees and charges, the entire costs of which are all the Applicant's responsibility:
 - Plan Review Escrow - \$3,500 (Item #6)
 - Escrows for construction related activities as determined by DMWA (Item #9) and include:
 - a. Construction escrow (based on engineering estimate developed or approved by DMWA)
 - b. Construction Contingency (based on 20% of the construction cost estimate or an amount approved by DMWA)
 - c. Construction Inspection (based on DMWA's estimate for inspection needs)
 - Costs to make building service connection to DMWA's mains (Item #10)
 - Tapping Fee (Item #11)
 - Cost to purchase and install all meters and accessories (Item #13)
 - Cost to construct all exterior and interior mains/valves/hydrants/meter pits/meter rooms required for project

Notwithstanding anything else stated herein, all DMWA fees and charges must be paid prior to use and occupancy of the facility to which the requested potable water service is being provided.

This is a guidance document and is not intended to either replace or amend any provisions of the DMWA Rules and Regulations. This document is subject to change from time to time as may be deemed necessary and appropriate by DMWA.



Date: January 15, 2015

APPLICATION TO CONNECT

Property Owner - Name _____
- Address _____
- Phone _____
- Fax _____
- Email Address _____

Property Owner's Representative - Name _____
- Address _____
- Phone _____
- Fax _____
- Email Address _____

Property/Location - Municipality _____
- Address _____

Services Requested:

Potable: Residential _____ Commercial _____ Institutional _____ Industrial _____ Public _____
Fire: Sprinkler System _____ Hydrant _____ Other _____ None _____
Meter*: Fire _____ Pit or Room _____
Potable _____ Pit or Room _____

Estimated Average Water Usage: _____ gallons per day.

PLAN REVIEW
ESCROW FEE DUE ON SIGNING \$3,500.00 Date Received _____

Signature of Property Owner or Property Owner's Representative _____

* All meters and accessories must be purchased from DMWA by Applicant.
The costs to purchase and install water meter(s) and meter vault(s), connection to DMWA mains, service line from main to meter vault/meter room, and all professional service fees are entirely Applicant's responsibility.