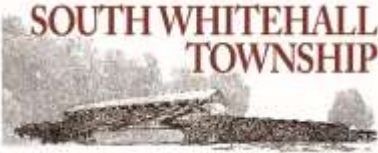


DATE RECEIVED: _____

PROJECT NO.: _____



SEWER ALLOCATION & TAPPING APPLICATION

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY
NOT TO BE USED IF PART OF A LAND DEVELOPMENT PROJECT

Project Address/Location: _____

PIN: _____ Project Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Application Category (check <u>one</u> only)	
<input type="checkbox"/> New Sewer Use \$250 Fee	<input type="checkbox"/> Change In Existing Sewer Use \$250 Fee
<i>Make check payable to <u>South Whitehall Township</u></i>	

MINIMUM SUBMISSION REQUIREMENTS / CHECKLIST:

ALL SUBMISSION REQUIREMENTS MUST BE MET TO BE A COMPLETED SUBMISSION

- Completed and Signed Application Form
 Project Narrative
 Sketch Plan
 Application Fee
 Additional Supplemental Information Listed Below:

A) _____

B) _____

SIGNATURE:

The undersigned represents that to the best of his/her knowledge and belief, all the above statements are true, correct and complete.

If requested, the applicant and/or authorized agent agrees to appear to present the application to the Board of Commissioners at any public hearing the Board holds on the application.

Signature of Applicant

Printed Name

Date

To facilitate an accurate and expeditious review of your application, please complete this form as thoroughly as possible.

APPLICATION APPROVAL PROCESS

(Applicant actions are in **BOLD**. Township Staff actions are in grey-highlighted normal text.)

▷ 1. Applicant submits the complete application package to South Whitehall Township Permits Office for processing.			
A.	<input type="checkbox"/> Permits Coordinator logs application in.	Staff:	Date:
Project Number: _____			
B.	<input type="checkbox"/> Cashier processes application fee and attaches a copy of the receipts.	Staff:	Date:
C.	<input type="checkbox"/> Permits Coordinator transmits the Application packet and copies of the checks, payment advice and receipts to W/S Manager and W/S Engineer	Staff:	Date:
D.	<input type="checkbox"/> W/S Manager transmits Application Packet to W/S Engineer	Staff:	Date:
E.	<input type="checkbox"/> W/S Engineer calculates amount allocated, e.g. in gallons, and Sewer Allocation and Tapping Fees, and attaches WILL SERVE letter to Application	Staff:	Date:
Calculated Sewer Allocation Fee: \$ _____			
Calculated Sewer Tapping Fee: \$ _____			
W/S Engineer transmits WILL SERVE Letter to W/S Manager			
F.	<input type="checkbox"/> PWD updates Project in Munis and places ALLOCATION HOLD and TAPPING HOLD on parcel. Forwards WILL SERVE letter to CDD.	Staff:	Date:
G.	<input type="checkbox"/> Permits Coordinator generates payment advice for Allocation and Tapping Fees, attaches copy of WILL SERVE Letter and transmits to applicant. Scans WILL SERVE letter into Property File and transmits copies to Zoning Officer.	Staff:	Date:
▷ 2. Applicant sends Invoice and Payment to:			
		South Whitehall Township Attn: Permits 4444 Walbert Avenue Allentown, PA 18104-1699	
A.	<input type="checkbox"/> Permits Coordinator transmits Invoice(s) and Payment to Cashier	Staff:	Date:
B.	<input type="checkbox"/> Cashier processes Payment, transmits and scans original Receipt to Permits Coordinator	Staff:	Date:
C.	<input type="checkbox"/> Permits Coordinator releases ALLOCATION HOLD on Parcel in Munis, mails original Receipt to applicant, and files receipt in Property File.	Staff:	Date: