

LEWISBURG AREA JOINT SEWER AUTHORITY
RULES AND REGULATIONS
FOR NEW CONSTRUCTION
AND REPAIRS OF SEWER LINES

Adopted 04/18/2017

Prepared by:

BRANN & LIGHT, P.C.
112 Market Street
Lewisburg, PA 17837

(570) 523-3241

LAJS (Z) @ REGUL9100

LEWISBURG AREA JOINT SEWER AUTHORITY

RULES AND REGULATIONS FOR NEW CONSTRUCTION AND REPAIRS OF SEWER LINES

I. BACKGROUND

1.1 Scope. These Rules and Regulations govern the private development of extensions to the sewage collection system owned and operated by the Lewisburg Area Joint Sewer Authority, referred to throughout the remainder of these Rules and Regulations as the "Authority".

1.1.1 These Rules and Regulations are intended to be supplementary to all prior Rules and Regulations adopted by the Authority. But, to the extent that they are contradictory to such prior Rules and Regulations, the provisions of these Rules and Regulations shall prevail.

1.2 Rejection of Private Extensions. Failure to comply with these Rules and Regulations or any other Rule or Regulation promulgated by the Authority may serve as grounds for rejection of a request for permission to connect to the Authority's sewage collection system.

1.3 Incorporation of Appended Material. All forms to the written portion of these Rules and Regulations are deemed a part of them. All construction and installation governed by these Rules and Regulations must conform to the requirements set forth in those Forms.

II. SUBMITTALS

2.1 Application for Permit. Prior to commencing site development related to sewage collection, a property owner shall file an application for a sewer permit in the form set forth in Form 118 of these Rules and Regulations.

2.1.1 The application must be accompanied by the appropriate fee as determined under Section 5 of these Rules and Regulations.

2.1.1.1 The final fee to be charged by the Authority will be adjusted after actual construction and installation and upon final approval.

2.2 Drawings. The application shall be accompanied by drawings which clearly identify all:

2.2.1 Utilities;

2.2.2 Pump stations;

2.2.3 Manholes;

2.2.4 Lot lines and lateral locations;

2.2.5 Storm sewer and catch basins;

2.3 Pump Station Documentation. Building design and construction prints for pump stations shall be submitted with the application.

III. GENERAL REQUIREMENTS

3.1 Utilities. Irrespective of depth, the horizontal distance between the sewer line and any utility line shall be no less than five feet (5').

3.1.1 Where utility lines cross the sewer line, the intersection shall be a right angle and the vertical distance between the utility line and the sewer line shall be no less than two feet (2').

3.2 Laterals and Maintenance of Records. With respect to the lateral for each lot to be served by the system, the following requirements must be met:

3.2.1 Laterals from the main to the lot must be installed a minimum of twenty four (24") inches past the property line.

3.2.2 Form 115 of these Rules and Regulations must be completed in order to provide a record of distances from the manhole to the lateral connection.

3.2.3 Form 117 must be completed in order to provide a record of the distance from the main to the end of the lateral as well as the distance from the two front property corners to the end of the lateral.

3.2.3.1 On Form 117, depths at the lateral connection to the sewer main and at the end of the lateral must be shown.

3.2.4 Forms 115 and 117 shall be maintained on site at all times through construction. These forms shall be made available to the Authority whenever requested. Carbon copies shall be kept by the owner as his proof of completion.

3.2.5 A treated 2x4 or equivalent extending from the end of the lateral to four feet (4') above finished grade. The 2x4 shall be clearly marked with the lot number and depth at the end of the lateral.

3.3 Backfill. No backfilling shall take place prior to the completion of Forms 115 and 117 plus inspection and approval by the Authority.

3.4 Distance Between Manholes. Manholes shall be located at points where the sewer line changes direction, but in no instance shall any two successive manholes be more than five hundred feet (500') apart.

3.5 Communications. The owner shall designate a representative who has the authority to commit the owner with respect to matters related to the sewage collection system.

3.5.1 Said representative shall be available, on site, to Authority employees at all times (except for reasonable absences in the normal course of business) during the construction and installation of the sewage collection system.

3.5.1.1 In the event of this representative's failure to be reasonably available to Authority employees, the Authority may refuse to inspect the site unless the owner designates a specific time convenient to Authority employees and posts a bond of \$500 which shall be forfeited if the owner's representative fails to be present at the designated time.

3.5.2 Communications from the Authority to the owner's representative shall be deemed communications to the owner as well.

3.6 Owner's Responsibility. The owner shall furnish all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, power, fuel, light, heat, telephone, water and sanitary facilities and all other facilities and incidentals necessary for completion of the work except as may otherwise be arranged in writing with the Authority.

3.7 Contract Provisions. All contracts entered into by the property owner for work related to the construction and installation of the collection system shall include a reference to these Rules and Regulations and shall require that all general contractors and sub-contractors be bound by them.

3.7.1 The inclusion of such a provision will not absolve the owner from responsibility for compliance with the Authority's Rules and Regulations.

3.8 Compliance With Other Laws. The owner shall be responsible for compliance with all laws, ordinances, rules, and regulations applicable to the proposed sewage collection extension, including, but not limited to, those promulgated by the Department of Environmental Resources, the Environmental Protection Agency, or any other entity having legal jurisdiction.

3.9 Commencement of Construction. No work on sewer lines, manholes, laterals, pump stations, or force mains shall be commenced until the Authority has issued a permit to the owner and the Water Quality Management Permit from the Department of Environmental Resources has been received.

3.10 Inspection Time. The Authority will conduct inspections between the hours of 7:30 A.M. and 3:30 P.M. Monday through Friday, excluding Authority holidays.

3.10.1 Any inspection at any other time must be through prior arrangement with the Authority's Manager and will be subject to the on and off-hour inspection rate in effect at that time.

3.11 Hook-up to Authority System. The owner shall not hook into the Authority's system until all sewer lines and pump stations are in place and tested with written approval from the Authority to hook up.

IV. MATERIALS

4.1 Quality. All materials used must be of a quality which conforms to Authority Rules and Regulations. No used material may be installed.

4.2 Gravity Sewer Pipe. All gravity sewers shall be PVC sewer pipe, minimum specifications = ASTM D3033 – ASTM D3034, SDR 35 with flexible elastomeric seals = ASTM D3213; seal material = ASTM F477.

4.2.1 Ductile iron pipe shall be used when the Authority deems necessary. Minimum specifications: class 50 pipe.

4.2.2 Minimum pipe slopes allowed shall be determined by using the latest version of the "PA" DEP's Domestic Waste Water Facilities Manual", the Authorities Manager or the Authorities Engineer.

4.3 Force Main Sewer Pipe. All force mains shall be PVC pressure pipe – SDR 19 minimum with sewer tracing tape twenty four (24”) inches above the pipe.

4.4 Manholes. Manholes shall be precast with precast bottoms and shall have pre-molded rubber boots. All manholes shall include a water catch basin under the manhole lid.

4.4.1 No hammer taps are permitted.

4.4.2 Water tight manhole frames and covers shall be used where flooding is possible or the Authority deems necessary.

4.4.3 Manholes shall be double joint sealed at all barrel joints with material conforming to ASTM C-990.

4.4.4 The top of manholes shall be to finished grade and easily accessible by vehicle.

4.4.5 Manholes shall be externally sealed at all barrel joints with Model #SW-8 seal wrap as manufactured by Infa-Shield, Inc. or proven equivalent.

4.5 Lateral Connections. Lateral connections to the main shall be made with all ring-type connections.

4.5.1 No saddles are permitted during main line installation.

4.6 Construction. All material and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturer, fabricator, supplier or distributor, except as may otherwise be arranged in writing with the Authority.

4.7 Bedding and Cover Material. All gravity and force main sewers and laterals shall be bedded with a minimum of eight (8”) inches of 1-B or 2-B stone and covered with a minimum of twenty-four (24”) of 1-B or 2-B stone. A minimum of three (3”) inch continuous metallic sewer marking tape is required to be installed within the backfill twenty four (24”) to thirty six (36”) inches above the pipe.

4.8 Air Relief Valves. All high points in the force main shall require air relief valves.

V. FEES

5.1 Installation and Construction Costs. The owner shall pay all fees and costs of any kind whatsoever related to the installation and construction of the sewage collection system. The Authority shall be responsible for no such fees or costs.

5.2 Permit Fee. The owner shall pay the Authority an estimated fee at the time of application for a permit.

5.2.1 90% of the fee will be refunded if the permit is denied.

5.3 Fee Structure. The final fee to the owner shall be determined on the basis of the following schedule:

5.3.1 \$100.00 per manhole.

- 5.3.2 \$0.50 per linear foot of sewer main.
- 5.3.3 \$0.35 per linear foot of sewer lateral.
- 5.3.4 \$50.00 for each hour expended in an off-hour inspection.
- 5.3.5 \$500.00 for each pump station.

VI. EXCAVATION

6.1 Excavation Materials. All excavated materials shall be kept back from the trench a minimum of two (2') feet.

6.2 Trench Width. The trench width shall be two (2) times the diameter of the sewer pipe to be installed, minimum.

6.2.1 The trench shall be excavated so the sewer pipe can be laid in the middle of the trench.

VII. PUMP STATIONS

7.1 Information. The owner shall provide the Authority all information requested with respect to pump stations and force mains.

7.2 A Remote Monitor. All pump stations shall have a remote monitor with built-in voice synthesis, minimum of 8 channels and be integrated to communicate with the Authorities Supervisory Control and Data Acquisition (SCADA) system.

7.3 Discharge. All pump stations shall have a minimum of a four-inch discharge.

7.4 Control Housing. All controls shall be housed by a building with proper lighting, insulation and heat.

VIII. TESTING

8.1 Cost. All testing shall be at the expense of the owner.

8.2 Sewer Mains and Laterals. All gravity sewer mains and laterals shall be air tested and shall hold 4 PSI for five minutes with 0 PSI drop.

8.2.1 The Authority requires comprehensive televising reports of all installed sewer lines prior to dedication. All costs associated with the televising reports shall be at the owner's expense.

8.2.2 Any lines with more than one (1") inch of standing water on the bottom of the pipe will be deemed a deficiency and may be considered unacceptable.

8.3 Force Mains. All force mains shall be tested with a hydrostatic test.

8.3.1 The test pressure, time and allowable negative pressure drop shall be accordance with standards established by the Authority Engineer.

8.4 Gravity Sewer Mains: Lamp Testing. All gravity sewer mains shall be lamp tested with a four-fifth/(4/5) circle as the minimum allowable deflection.

8.5 Gravity Sewer Mains: Deflection Tested. All sewer mains shall be deflection tested.

8.5.1 The “go/no-go mandrel” analogous testing device shall be five percent (5%) smaller than the inside diameter of the pipe to be tested.

8.5.2 The deflection test shall be conducted no less than one (1) month and no more than three (3) months after the trench has been backfilled.

8.6 Manholes: Vacuum Tested. All manholes shall be vacuum tested. Testing procedures must be approved by the Authorities Manager or its Engineer.

8.6.1 Testing criteria: Start the test with ten (10”) inches vacuum for the following times:

48” (inch) diameter manhole must hold for 60 seconds.

60” (inch) diameter manhole must hold for 75 seconds.

72” (inch) diameter manhole must hold for 90 seconds.

(Allowable drop is 1” (inch) of Mercury during the time frame.)

8.7 Manholes: Water Testing. As an alternative and at the discretion of the Authorities Manager or Engineer manholes may be water tested.

8.7.1 Manholes shall be filled with water and left soak twenty-four (24) hours.

8.7.2 After soaking, the manhole shall be topped off to the manhole lid seat and marked.

8.7.3 The maximum permissible drop over twenty-four (24) hours shall be one (1”) inch.

IX. DEDICATION

9.1 Dedication of Sewer Lines. Prior to the acceptance of sewage from a privately-developed extension of the sewer system, the Authority may require that the property owner have executed the necessary documentation to transfer legal title to all sewer lines, manholes, and pump stations which constitute the owner’s system and have executed the documentation necessary to grant to the Authority all easements necessary for the maintenance of the owner’s sewer system.

9.1.1 The decision to accept a dedication shall be solely within the discretion of the Authority.

9.1.2 A complete set of as built drawings, both paper and electronic with lot numbers and lateral locations must be produced prior to dedication.

9.1.3 Other than with respect to routine maintenance, the property owner shall remain responsible for the cost of any repair, the necessity for which arises within two (2) years of the date of dedication of any sewer lines, manholes, or pump stations. The necessity for such repairs shall be solely within the discretion of the Authority. The Authority will require a maintenance bond to

cover any repairs within the two (2) years of owner's liability for the lines. The maintenance bond shall be produced prior to the time of dedication and the amount will be solely at the discretion of the Authority.

9.1.4 All legal fees and costs associated with the preparation and recording of the Deed of Dedication will be the responsibility of the developer.

LEWISBURG AREA JOINT SEWER AUTHORITY

POST OFFICE BOX 305
LEWISBURG, PA 17837-0305
570-524-7069

ACKNOWLEDGMENT OF RULES AND REGULATIONS

The undersigned is the Owner or the duly-authorized representative of the Owner of property identified on the attached copy of the proposed Deed of Dedication, which is to be dedicated to the LAJSA.

The undersigned as Owner or as duly-authorized representative of the Owner acknowledges receipt of the Rules and Regulations of the Authority governing property dedicated to it and, in particular, acknowledges and understands the provisions of paragraph 9. 1. 3 with respect to the two (2) year obligation subsequent to dedication.

Witness:

OWNER

Print Names Above:

Date: _____

Title: _____

LEWISBURG AREA JOINT SEWER AUTHORITY

POST OFFICE BOX 305
LEWISBURG, PA 17837-0305
570-524-7069

FORM 118

APPLICATION FOR PERMIT

PRIVATE DEVELOPMENT OF EXTENSIONS
TO SEWAGE COLLECTION SYSTEM

NAME OF OWNER _____

MAILING ADDRESS _____

PROJECT NAME _____

PROJECT LOCATION _____

ESTIMATED PROJECT SIZE

NUMBER OF MANHOLES _____

LINEAL FEET OF SEWER MAIN _____ FEET

LINEAL FEET OF LATERALS _____ FEET

DEVELOPMENT ACREAGE _____ ACRES

NUMBER OF LOTS _____ LOTS

NUMBER OF PUMP STATIONS _____

The undersigned owner acknowledges the reading of the Authority's current Rules and Regulations with respect to Private Development of Extensions to the Sewage Collection System of the Lewisburg Area Joint Sewer Authority. The owner understands that full compliance with those Rules and Regulations, including completion of required informational forms, is a prerequisite to acceptance by the Authority of the connection to its system of the project described above.

(Complete set of construction drawing required to process)

FOR DEPARTMENT USE ONLY

_____ Manholes

Linear feet of line to be dedicated to LAJSA _____

_____ Linear feet of sewer main

_____ Linear feet of sewer laterals

Maintenance Bond Amount \$ _____

_____ Pump stations

Total Fees \$ _____

Approved _____

Denied _____

APPLICATION FEE \$ _____ [TO BE DETERMINED BY THE AUTHORITY AND TO BE PAID PRIOR TO THE ACCEPTANCE OF THE APPLICATION]

ATTEST:

[Name of corporation]

, Secretary

By _____
, President

(CORPORATE SEAL)

Date:

OR

Witness:

[name of partnership]

By _____
, Partner

Date:

OR

Witness:

[name of individual]

Date:

LEWISBURG AREA JOINT SEWER AUTHORITY

POST OFFICE BOX 305
LEWISBURG, PA 17837-0305
570-524-7069

Vicarious Highway Occupancy Permit Application

(Complete only if a street opening permit is required)

User(s) Name: _____

Street Address (Physical Location): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Description of Proposed Work: _____

Location of Right-of-Way being occupied: _____

Contractor/Engineer

Name of Company/Firm: _____

Address: _____

Phone #: _____ Email: _____

Type of Service: Gravity Low Pressure

Tentative Schedule for Work: _____

As stated above, the permit shall be maintained by the permittee as a permanent record and remain in effect, subject to the permit conditions and the PA Code, as long as the permittee's facilities authorized by the permit occupy the right-of-way.

By signing this application, the applicant covenants with the Lewisburg Area Joint Sewer Authority (LAJSA) to be listed as a co-applicant on the Highway Occupancy Permit application and to assume all future maintenance and associated financial responsibilities for the utility service within the rights-of-way of PennDOT, Lewisburg Borough, Buffalo Township, East Buffalo Township, as the case may be. The applicant also covenants to provide reference to these responsibilities in any future Deed of Record for the parcel being served. LAJSA will submit the HOP application upon receipt of all required documentation as presented in this form and in its Vicarious Highway Occupancy Permit Policy.

Applicant Name: _____

Date: _____

Applicant Signature: _____

Purpose for Policy:

The purpose of this policy is to offer a method to provide vicarious Highway Occupancy Permits (HOP) for private connections to the Lewisburg Area Joint Sewer Authority's (LAJSA) collection system within rights-of-way. This policy is only for new connections to the collection system. Highway Occupancy Permits required for emergency repairs within the entity's right-of-way are covered in a separate policy.

Reason for Policy:

Consistent with Chapter 459§3(b)(1), Title 67 PaCode, PennDOT District 3-0, the Lewisburg Borough, East Buffalo and Buffalo Townships allow only utility owners (Corporate or Municipal) or Municipalities to procure HOPs on behalf of private entities regardless of the ownership of the facility being installed within the right-of-way.

Policy Process:

- Prospective user shall contact LAJSA to request an application for Vicarious Highway Occupancy Permit. The application shall require the prospective users name; physical address; P.O. Box information; phone number; email address; brief description of proposed work; State Route Number being occupied; name and contact information of contractor or consulting engineer providing services for construction or design (if applicable); proposed type of service (gravity or low pressure), and tentative time schedule for work. In addition, the application shall include a section which will provide a statement which affirms that the prospective user shall be a Co-applicant on the HOP application and by signing the application it covenants with LAJSA to be liable for all future repair and maintenance responsibilities within the right-of-way. Reference shall be made to the following section of the PA Code:

Per 67 PA Code § 459.7 (1) (iii) The permit shall be maintained by the permittee as a permanent record and remain in effect, subject to the permit conditions and this chapter, as long as the permittee's facilities authorized by the permit occupy the right-of-way.

Also, the prospective user shall follow instructions for providing surety to LAJSA for the construction of the private connection. When the application is provided to the prospective user, a utility sketch shall be included.

- For completion of the utility sketch form and supporting documentation, the prospective user may contract with the Authority Engineer, a private contractor, or other engineer for the completion of the form or may complete the form itself. Supporting documentation shall include but not be limited to: PennDOT, the Lewisburg Borough, East Buffalo and Buffalo Townships Straightline Diagram, Pavement History, Pavement Restoration Detail, Right-of-Way information, a list of applicable PATA figures from PennDOT Publication 213, a signed copy of PennDOT form M-950AA and a credible cost estimate for the restoration work within the PennDOT, the Borough of Lewisburg, East Buffalo, and Buffalo Townships rights-of-way as the case may be. A complete list of supporting documentation shall be determined by the Authority's Engineer or an Authority representative.

- Following completion of the utility sketch and supporting documentation, the information shall be submitted to the Authority for review. An application fee to the appropriate entity will be calculated at this point and the prospective user shall remit a check payable to the entity.

- Prior to submitting the application to the entity, a surety shall be provided to the Authority from the prospective user. The form of surety shall be a Letter of Credit or Performance Bond payable to "Lewisburg Area Joint Sewer Authority" for a five (5) year period following the date of permit issuance. The surety shall be valued at 1.25 times the cost of restoration listed in the credible cost estimate. Following the relinquishment of the letter of credit, the landowner/prospective user shall remain the responsible party for any repairs or maintenance within the entity's Right-of-Way per their covenant with the LAJSA to accept this responsibility. Any future deed transfers of the parcel being served shall reference this covenant and the grantees' responsibilities.

- Upon receipt of Surety, the Authority's engineer or Authority's representative shall submit the permit application to the entity.

- The prospective user will be listed as a Co-applicant on the HOP application and will be included on contemporaneous correspondence from the entity with regard to the permit status.

- Upon issuance of the permit, the prospective user will be responsible for following all permit conditions and work within the entity's right-of-way and shall not commence until all conditions have been met. All associated inspection fees charged by the entity are the responsibility of the prospective user.

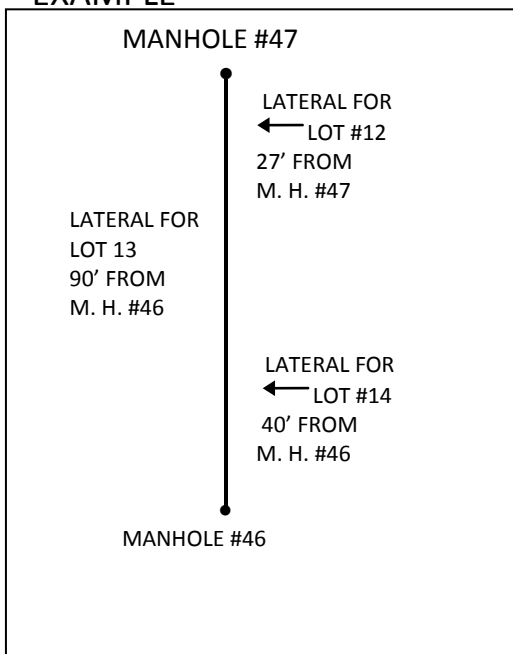
- The prospective user shall be required to pay any and all tapping fees prior to connection to LAJSA's system.

- The Authority shall be given the right to provide for inspection of the private connection before, during, and after construction and all fees incurred by the Authority for inspection shall be paid by the prospective user.

LEWISBURG AREA JOINT SEWER AUTHORITY

FORM 115

EXAMPLE



MANHOLE # _____



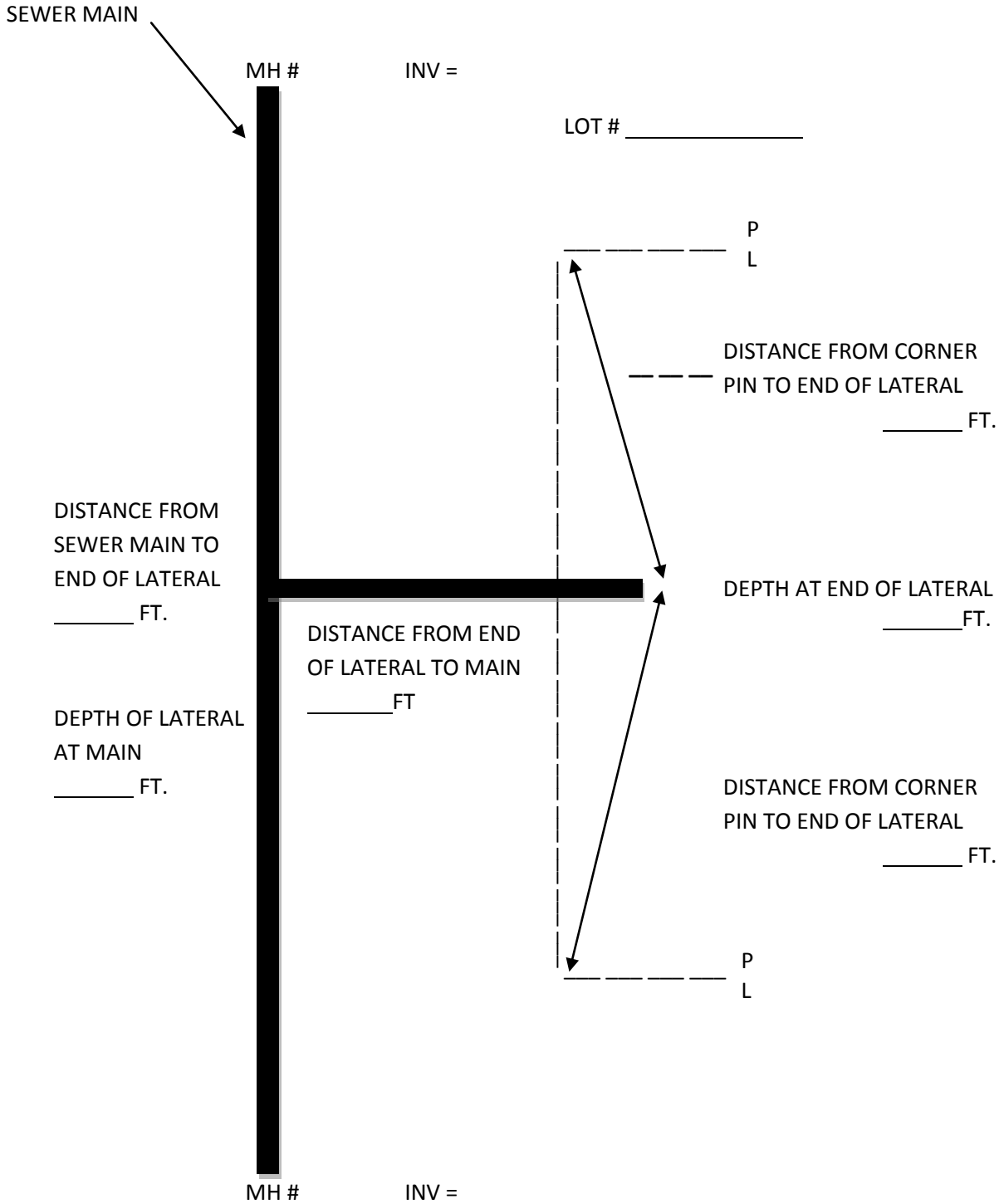
APPROVED BY: _____



MANHOLE # _____

LEWISBURG AREA JOINT SEWER AUTHORITY

FORM 117 (R)



PROJECT: _____

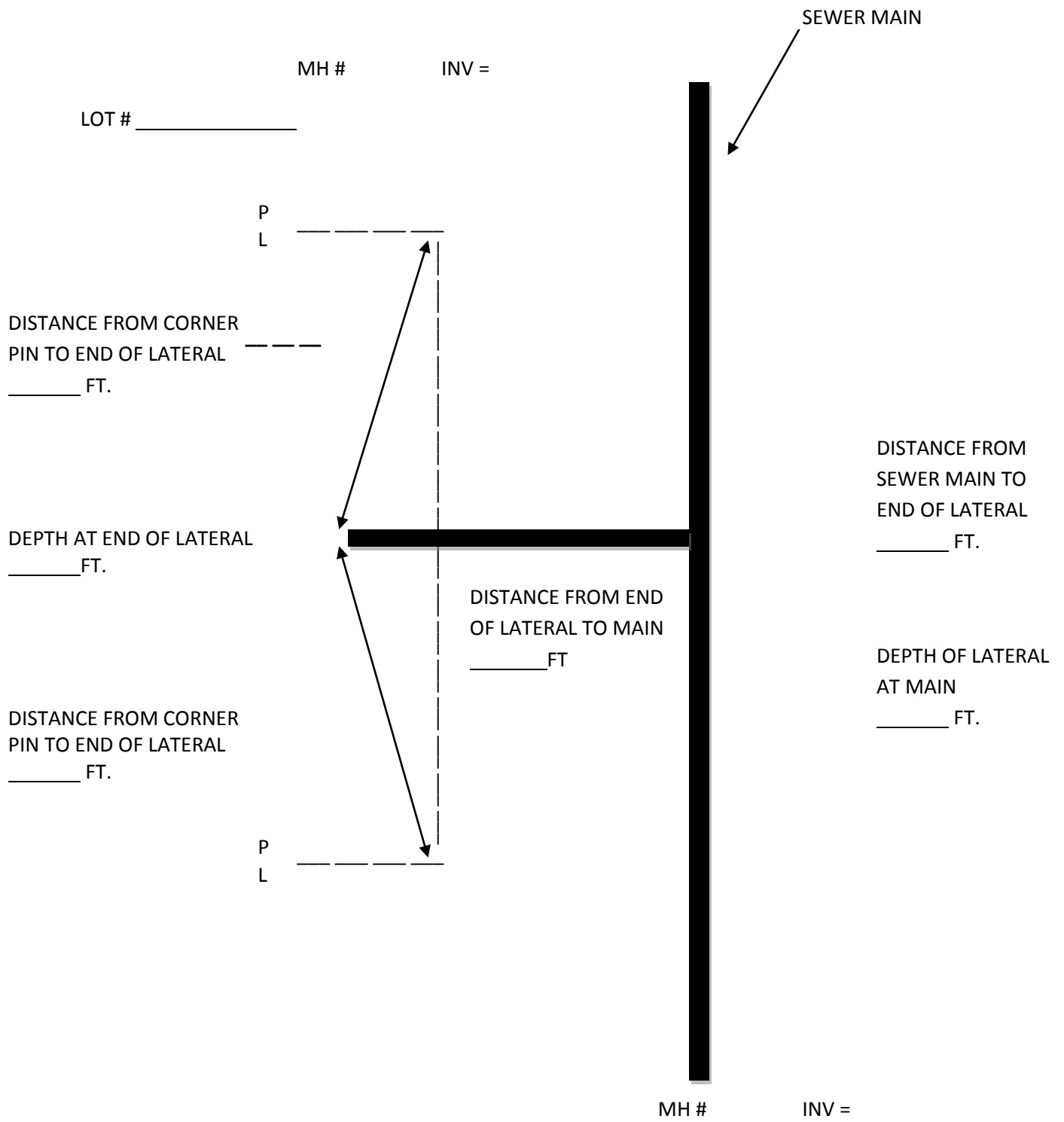
MUNICIPALITY: _____

LOCATION: LEWISBURG , PA

APPROVED BY: _____

LEWISBURG AREA JOINT SEWER AUTHORITY

FORM 117 (L)



PROJECT: _____

MUNICIPALITY: _____

LOCATION: LEWISBURG , PA

APPROVED BY: _____

LEWISBURG AREA JOINT SEWER AUTHORITY

POST OFFICE BOX 305
LEWISBURG, PA 17837-0305
570-524-7069

MANHOLE TEST REPORT

Date: _____

Location: _____

Authority: _____

Manhole No: _____

Manhole Dia: _____

Test Criteria: Vacuum of 10" Mercury

48" Dia. – 60 sec.

60" Dia. – 75 sec.

72" Dia. – 90sec.

Allowable Drop: 1" of Mercury

CONTRACTOR:

AUTHORITY:

BY: _____

BY: _____

LEWISBURG AREA JOINT SEWER AUTHORITY

POST OFFICE BOX 305
LEWISBURG, PA 17837-0305
570-524-7069

SEWER AIR TEST REPORT

DATE OF TEST: _____

TYPE OF PIPE: _____

SIZE OF PIPE: _____

MANHOLE NUMBER: _____ TO MANHOLE NUMBER: _____

TEST CREW: _____

OWNER AND LOCATION: _____

TEST RESULT: _____ PSI FOR _____ MIN: DROP _____ PSI

PASSED: _____

FAILED: _____

BY: _____

MUNICIPAL AUTHORITY: _____

REMARKS: _____
