



PROCEDURE FOR WATER REQUEST

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

PLANS WILL NOT BE REVIEWED UNTIL THE APPROPRIATE FEES ARE RECEIVED