

Tredyffrin Township Public Works Department  
Sewered Subdivisions/Projects  
Sanitary Sewer Plans and Act 537 Planning Reviews

Procedures

Sanitary Sewer Plan Reviews

1. Developer or engineer submits 15 sets of the sanitary design drawings (sewer plans and profiles), together with supporting documents, to Tredyffrin Township for review (Attention: Carol O'Neil).
2. Tredyffrin Township will submit one set of the sanitary sewer design drawings and supporting documents to Tom Brown of Gannett Fleming (GF) for review on the Township's behalf.
3. GF will assign a unique phase number under its Tredyffrin Project Number for each subdivision or project for billing and cost tracking purposes.
4. GF will review the drawings and supporting information for adherence to the Tredyffrin Township Standard Construction and Material Specifications for Sanitary Sewer Extensions and accepted design practices.
  - a. If clarification is needed or if there is missing information, GF will contact the design engineer to obtain the clarification or additional information.
  - b. If there are comments on the design drawings, GF will prepare a review letter with a list of required corrections.
  - c. A draft of the review letter will be provided to Steve Norcini (Tredyffrin) for review. If Mr. Norcini has any additional comments or changes/additions to the comment letter, he will provide his comments to GF.
  - d. The review letter will be finalized and will be sent to the developer's engineer and the developer with copies to Steve Norcini, Steve Burgo, and Carol O'Neil (Tredyffrin Township).
  - e. The GF review shall take three weeks or less from the time of drawing receipt by GF.
5. When responding to a review letter, the developer's engineer will submit two copies of the revised sewer design drawings and supporting documents to Tredyffrin Township and one copy directly to GF. The submission of revised drawings and documents must be accompanied by a letter from the design engineer responding to each of the comments in the GF review letter indicating

how each comment was addressed and on which drawing the correction has been made. All revisions must be highlighted on the plan set.

6. When the drawings are considered to be satisfactory and no revisions are required, GF will confirm that the Township has no further comments. A letter stating that the design drawings are satisfactory and that additional corrections are not required will be prepared by GF and sent to Tredyffrin Township, with copies to the design engineer and the developer.

Act 537 Planning Reviews (Planning Modules and Planning Module Application Mailers)

1. Planning Module Application Mailers

- a. The original Planning Module Application Mailer is to be submitted to the Tredyffrin Township for review (Attention: Jolene Buffman). The submission should include the original Application Mailer and supporting documents plus three copies.
- b. Tredyffrin will provide two copies of the Application Mailer and supporting documents to Tom Brown of Gannett Fleming (GF) for review.
- c. GF will review the Application Mailer and supporting documents for completeness and correctness. If revisions are required, GF will request a revised document from the developer's engineer, copying Steve Norcini and Jolene Buffman (Tredyffrin Township).
- d. GF will also assess the adequacy of Township sewer capacity (collection sewers, pumping stations, trunk sewers, and interceptors, as applicable) for the project.
- e. After the Application Mailer is considered to be complete and correct and if there are no sewer capacity issues, GF will do the following:
  - i. Provide a letter to Steve Norcini of Tredyffrin Township stating that the Application Mailer is acceptable and stating that the Township sewer system has adequate capacity over the next five years for the proposed project.
  - ii. Provide a letter and a copy of the Application Mailer to the owner of the wastewater treatment plant that will receive the sewage from the proposed project stating that the Township sewer system has adequate capacity for the project and requesting a certification of treatment capacity from the treatment plant owner.

- f. If the Township concurs with GF's recommendations, the Township will complete and sign the sewer system capacity certification on the Application Mailer and, upon receiving confirmation from the owner of the wastewater treatment plant that the plant has adequate capacity for the project, will forward the signed, original Application Mailer to PADEP for approval.

## 2. Sewage Facilities Planning Modules

- a. The developer or his engineer shall submit three complete copies of Sewage Facilities Planning Modules, including all supporting documentation to Tredyffrin Township for review (Attention: Jolene Buffman).
  - i. The applicant will provide one copy to the Tredyffrin Township Planning Commission for review with a request that the Planning Commission complete Module Component 4A.
  - ii. Tredyffrin will provide one copy to Tom Brown of Gannett Fleming (GF) for technical/administrative review.
- b. The developer or his engineer will submit complete copies of the Planning Module and all supporting documentation to the Chester County Health Department and the Chester County Planning Commission, together with Module Components 4B and 4C, and requesting a review of the Planning Modules and completion of Planning Module Components 4B and 4C. It is the responsibility of the developer and/or his engineer to solicit the review and comment of the Planning Modules from the County agencies.
- c. The developer or his engineer will submit a complete copy of the Planning Module and all supporting documentation to the owner of the wastewater treatment plant that will treat the wastewater and request that the treatment plant owner provide a treatment capacity certification. It is the responsibility of the developer and/or his engineer to solicit the treatment capacity certification.
- d. GF will review the Planning module and supporting documents for completeness and correctness. If there are comments on the Planning Modules, GF will prepare a review letter with a list of required corrections. A draft of the review letter will be provided to Steve Norcini (Tredyffrin) for review. If Mr. Norcini has any additional comments or changes/additions to the comment letter, he will provide his comments to GF.
- e. The review letter will be finalized and will be sent to the developer's engineer and the developer for correction.

- f. Upon receipt of the GF review comments and the completed Planning Module Components 4A, 4B, and 4C from the Township Planning Commission, County Planning Commission, and County Health Department, the developer or his engineer will assemble a complete copy of the Planning Module and supporting documentation, including Planning Module Components 4A, 4B, and 4C. The original Planning Module package and one full copy will be submitted to Tredyffrin Township (Attention: Jolene Buffman) for formal Township action.
  
- g. The Township will submit a copy of the Planning Module package to Tom Brown of GF for review and confirmation that the Planning Module package is ready for formal action by the Tredyffrin Township Board of Supervisors.

Contacts:

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