

**Procedures for Application for Partial Release of Escrow Funds  
Associated with Construction of Sanitary Sewers**

**Upper Saucon Township Municipal Authority**

1. All sanitary sewers must be tested as required in the Upper Saucon Township Municipal Authority's "*Standard Technical Specifications and Requirements for the Construction of Sanitary Sewers and Appurtenances*" and UST Ordinance No. 91-A.
2. Prior to submission of any application for release of escrow funds, the Developer must clean and perform a television inspection of those sewer segments for which a partial release of escrow funds is requested. Also, the Developer must assure that all areas to be inspected have necessary access for the television inspection equipment.
3. The Developer must clean all sanitary sewers prior to initiation of television inspection. This procedure must remove all mud, rocks, stones, and other debris from the main sewer line and all sewer laterals serviced by the sewer main to be inspected. Failure to properly clean the sewers prior to any television inspection will be grounds for disapproving any inspection work with additional costs to be paid for any re-inspection work required.
4. The Developer must televise the sewer lines associated with the request using Township television inspection equipment prior to submission of the application for the partial release of escrow funds. If Township equipment is unavailable, the Developer may use the services of television inspection equipment approved by the Authority Engineer prior to commencement of inspection work. The Developer must request this any inspection service in writing to the Superintendent of the Wastewater Treatment Plant. If an outside Contractor is to be used for this work, the Developer must submit the name of the Contractor to be used and the television inspection equipment to be used for the sewer inspection prior to commence of work. All inspection services will be billed to the Developer at current Township rates provided to the Developer at time of service authorization. In addition, the Developer must notify the Township at least 2 weeks prior to any inspection request to allow for scheduling of personnel and equipment. Any scheduling of television inspection work by Township staff will be subject to the availability of the Township inspection equipment.
5. All television video inspection material must be provided to the Authority Engineer for review and approval. The Authority Engineer will consult with the Township Wastewater Superintendent as part of the review process. The Authority Engineer will provide the Developer with a letter summarizing the results of the review. This letter will summarize all noted construction and/or material defects that are noted as part of the material review process. The

Authority Engineer will have up to 4 weeks to review inspection material submitted by the Developer.

6. The Township can supply a DVD copy of the video inspection to the Developer for review. The cost for generating the DVD disc will be established by the Township and paid by the Developer.
7. The Developer must address all noted deficiencies once notified by the Authority Engineer. Once the Developer has addressed the deficiencies (either repair or other means as required), the sewer segments must be re-televised and the results of the inspection forwarded to the Authority Engineer for re-evaluation. If Township resources are used for this inspection work, the Developer will be responsible for all costs associated with any re-inspection work. The Authority Engineer will notify the Developer of the revised status of all sewer segments. Those segments that still have deficiencies must be addressed by the Developer and re-inspected to the satisfaction of the Authority Engineer. All sewer segments to be re-inspected must be clean of all mud, rocks, stones, and other debris in both the main sewer line and all sewer laterals serviced by the sewer main that will be inspected.
8. Once all sewer segments have been inspected and approved by the Authority Engineer, the USTMA will be notified that certain sewers have been inspected and meet minimum requirements as outlined in the current edition of the Authority's "*Standard Technical Specifications and Requirements for the Construction of Sanitary Sewers and Appurtenances*".
9. The Developer must apply to the Authority for a partial release of escrow funds associated with the construction of the sanitary sewers. This application must include the following:
  - Name of Subdivision
  - Listing of Sewer Segments to be included as part of the release request including length and type of pipe
  - Agreement to pay all costs associated with television inspection (if requested to be completed by Township staff)
10. Construction of all sanitary sewers located within the Subdivision for which the Developer is requesting a partial escrow release must have been completed at least 30 days prior to the date of the request. Prior to this request, all sanitary sewers and associated manholes and appurtenances must be tested and documentation must be provided by the Township observers documenting that the sewer pipe and appurtenances passed all applicable tests including mandel testing of sewer pipe, pressure testing of sewer pipe, and vacuum testing of manholes. In addition, the Township observers must provide documentation that the sewers were constructed per the Authority's "*Standard Technical Specifications and Requirements for the Construction of Sanitary Sewers and Appurtenances*" and

UST Ordinance No. 91-A. All results must be provided to the Authority Engineer at the time of the request for inspection.

11. The Authority will adopt a resolution at the next scheduled Authority meeting to either accept or reject the request for partial release of escrow funds. The USTMA will forward all approved requests to Upper Saucon Township for final action. The Township will be responsible for the release the escrow funds associated with the sewer construction.
12. All escrow funds will be subject to a ten (10) percent retainage. This retainage will be released upon approval of all sewer segments within the subdivision.
13. All requests request for partial release of escrow funds and supporting documentation must be directed to the Chairman of the USTMA at least ten (10) business days prior to the regularly scheduled USTMA monthly meeting with a copy directed to the USTMA Engineer.
14. The retainage portion of the escrow will only be released at the time of final acceptance of all Subdivision improvements by the Township and acceptance of the sanitary sewers by the USTMA.
15. The Developer shall be responsible for the costs associated with operation and maintenance (O&M) of the sanitary sewer system associated with the Subdivision until it is accepted by the USTMA. The Developer may utilize the services of a private contractor used, the Developer must provide the following information to the Water and Waster Superintendent:
  - Name of the Contractor
  - Address of the Contractor
  - Name of the contact person at the Contractor
  - Telephone number of the Contractor contact person (this person must be accessible on a 24 hour basis for addressing any emergency condition)

The Contractor must have a minimum Class E certificate from the Pennsylvania Department of Environmental Protection (PADEP) for operation of a wastewater treatment facility. The Developer must provide the name and license number to the USTMA if a private Contractor will be used to provide O&M services.

If Township services are to be used to provide O&M services, the Developer shall be responsible for all costs associated with labor and equipment usage associated with providing required services.

**UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY  
5500 CAMP MEETING ROAD  
CENTER VALLEY, PA 18034**

**APPLICATION FOR PARTIAL RELEASE OF ESCROW FUNDS  
RELATED TO CONSTRUCTION OF SANITARY SEWERS**

Date of Application \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Name and Address of Developer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We hereby make application to the Upper Saucon Township Municipal Authority to release escrow funds associated with the portion of the sanitary sewer system for the above named subdivision that has been televised by Upper Saucon Township staff, reviewed by the USTMA Engineer, and approved for acceptance by the USTMA. All supporting documentation has been attached to this application.

Item 1	Total Footage of Sewers To be Constructed	_____ In. ft.
Item 2	Total Footage of Sewers Accepted by USTMA	_____ In. ft.
Item 3	Percentage of Sewers Accepted by USTMA (Item 2 / Item 1)	_____ %
Item 4	Total Escrow Funds for Sewer Construction Activities	\$ _____
Item 5	Escrow Funds Requested for Sewer Construction Activities (Item 3 * Item 4)	\$ _____
Item 6	Escrow Retainage (Item 5 * 0.10)	\$ _____
Item 7	Net Requested Escrow Fund Payments (Item 5 minus Item 6)	\$ _____
Item 8	Previous Escrow Payments	\$ _____
Item 9	Current Payment Request (Item 7 minus Item 8)	\$ _____

I hereby certify that all information presented in this application is accurate.

Signature of Developer Principal \_\_\_\_\_  
(Title) \_\_\_\_\_

Approval of USTMA  
Upper Saucon Township Municipal Authority \_\_\_\_\_  
Chairman

USTMA Engineer \_\_\_\_\_  
Schreiter Engineering Assoc., Inc