



**Downingtown Municipal Water Authority procedures for establishing a new water services or changing an existing service:**

1. The Downingtown Municipal Water Authority is an entity, separate, distinct and independent of the Borough of Downingtown with respect to the legal, financial, administrative and other aspects of providing potable water service. Unless otherwise specified in the statute, DMWA is not bound by any decision of the Borough of Downingtown related to providing potable water service within its service area. Accordingly, only DMWA has the authority to approve or allow any water service connection within its service area.
2. Contact DMWA by phone (610) 269-5362, fax (610) 269-2329, or e-mail [dtownwater@aol.com](mailto:dtownwater@aol.com) to request that an "Application to Connect" be sent to you. Office hours are 7 AM to 3 PM, Monday through Friday.
3. Fill out the Application as completely as possible as this will help expedite your request. Return the completed Application to DMWA.
4. In filing an Application to Connect with DMWA, the Applicant agrees that DMWA shall provide water to the Applicant's project to the exclusion of all other providers.
5. When Applicant's project involves more than one single family dwelling unit, then Applicant's Application must be accompanied by a **\$3,500 plan review escrow check**, payable to "DMWA". The escrow fee will be used to cover costs associated with the engineering review of Applicant's plans, as well as DMWA's legal and administrative fees associated with Applicant's project. All unused escrow will be returned at the completion of Applicant's project, providing Applicant has complied with all other aspects of DMWA's Rules and Regulations.
6. Upon posting of the required plan review escrow, Applicant will be required to submit sufficiently detailed engineering/architectural site plans of all proposed site improvements pertaining to potable water mains and appurtenances to allow review by DMWA's engineer. In order to allow expeditious review of such plans, Applicant should take care to validate their accuracy and should supplement them with whatever additional technical information deemed appropriate to allow clear understanding of Applicant's project.
7. If requested by Applicant's engineer, DMWA will provide static pressure and water main sizes at Applicant's project location. Consumptive use and fire flow data must be calculated by the Applicant's engineer. DMWA will use its hydraulic modeling to validate your Applicant's fire flow calculations made by Applicant's engineer.
8. Upon Applicant's receipt of written approval of its engineering/architectural site plans, Applicants must have either its engineer or contractor submit to DMWA a construction cost estimate. The estimate will be considered by DMWA in preparing Applicant's Construction Escrow, Construction Contingency Escrow and Construction Inspection Escrow amounts. After Applicant posts the requisite construction escrow amounts but prior to start of construction, a Pre-Construction meeting **is required** and will take place but only after all fees and charges applicable to Applicant's project are paid in full to DMWA.
9. Without exception, all physical building service line connections to DMWA's existing mains will be made by either DMWA's field maintenance crew or a DMWA approved contractor. The entire cost of making the building service line connection to DMWA's main is to be paid by the Applicant directly to either DMWA or to the DMWA approved contractor.
10. Applicant is also required to pay DMWA a Tapping Fee pursuant to the provisions of Pennsylvania Title 53, Chapter 56. This Tapping Fee will be calculated by multiplying the residential dwelling unit equivalency of Applicant's project by DMWA's then current single family residential dwelling unit Tapping Fee. DMWA's current Tapping Fee is \$2,761 per equivalent residential dwelling unit or EDU. This Tapping Fee is subject to change annually. Unless otherwise agreed upon by DMWA, Applicant's requisite Tapping Fee must be paid in full prior to commencement of construction of any potable water related aspect of Applicant's project.

11. Following the completion of Applicant's project, all water mains and appurtenances attendant thereto that are to be dedicated to DMWA must undergo a one-year performance maintenance period. Following successful completion of the one-year performance maintenance period, DMWA will accept dedication of the project as long as all other DMWA requirements have been satisfied. All service lines will remain the Applicant's/Site Owner's property and the total responsibility for maintenance of same rests with these parties.
12. DMWA requires the use of only Invensys® meters in its system. Upon DMWA's confirmation of the size of any required meter, DMWA will advise Applicant of the cost of the meter(s) and will, upon receipt in advance from the Applicant of the entire amount of said cost, order the meter(s). All meters are to be installed in either a meter pit or a meter room which complies with DMWA's technical standards for such facilities. The entire amount of the cost to install a meter pit/room is the responsibility of the Applicant.
13. Unless there exists a written agreement to the contrary between Applicant and DMWA, the following summarizes Applicant's fees and charges, the entire costs of which are all the Applicant's responsibility:
  - Plan Review Escrow - \$3,500 (Item #5)
  - Construction, Construction Contingency, and Construction Inspection Escrow as determined by DMWA (Item #8)
  - Costs to make building service connection to DMWA's mains (Item #9)
  - Tapping Fee (Item #10)
  - Cost to purchase and install all meters and meter pits/rooms (Item #12)
  - Cost to construct all exterior and interior mains/valves/hydrants/meter pits/meter rooms required for project

Notwithstanding anything else stated herein, all DMWA fees and charges must be paid prior to use and occupancy of the facility to which the requested potable water service is being provided.

This is a guidance document and is not intended to either replace or amend any provisions of the DMWA Rules and Regulations. This document is subject to change from time to time as may be deemed necessary and appropriate by DMWA.



**APPLICATION TO CONNECT**

Property Owner - Name \_\_\_\_\_  
 - Address \_\_\_\_\_  
 - Phone \_\_\_\_\_  
 - Fax \_\_\_\_\_

Property Owner's Representative - Name \_\_\_\_\_  
 - Address \_\_\_\_\_  
 - Phone \_\_\_\_\_  
 - Fax \_\_\_\_\_

Property/Location - Municipality \_\_\_\_\_  
 - Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Services Requested:

Potable: Residential \_\_\_\_ Commercial \_\_\_\_ Institutional \_\_\_\_ Industrial \_\_\_\_ Public \_\_\_\_  
 Fire: Sprinkler System \_\_\_\_ Hydrant \_\_\_\_ Other \_\_\_\_ None \_\_\_\_  
 Meter\*: Fire \_\_\_\_ Pit or Room \_\_\_\_  
 Potable \_\_\_\_ Pit or Room \_\_\_\_

**PLAN REVIEW**  
**ESCROW FEE DUE ON SIGNING**                      \$3,500.00                      Date Received \_\_\_\_\_

Signature of Property Owner or Property Owner's Representative \_\_\_\_\_

\* All meters must be purchased from DMWA by Applicant.  
 Purchase price of meter(s) and installation cost of meter, meter pit/meter room, connection to DMWA mains, service line from main to meter pit/meter room is entirely Applicant's responsibility.