



DEER CREEK DRAINAGE BASIN AUTHORITY

Developer Checklist

Date _____
 Project Name _____
 Developer Name _____

PLANNING PHASE

Developer/Engineer Requirements Required Date Received

PA DEP Planning Exemption/Planning Module		
Tap Fee and Escrow		
Capacity Letter (development in area served by AVJSA)		
Preliminary Subdivision Drawings (2 Sets)		
Preliminary Site Plan Drawings (2 Sets)		
Property Tax Map Number		
Copy of Recorded Deed		
Copy of Recorded Rights-Of-Way		

Developer Information

Name	
Contact Person	
Address	
Phone	
Fax	
E-Mail Address	

Engineer Information

Name	
Contact Person	
Address	
Phone	
Fax	
E-Mail Address	

DCDBA/Engineer Actions

Required Date Completed

Review Drawings/Plans for DCDBA Requirements		
Return Drawings to Engineer (Approved or Re-Submittal Required)		
Review Re-Submitted Drawings		
Prepare Developer's Agreement		
Planning Approval Letter received from PA DEP		

Developer/Engineer Follow-Up Action

Required Date Received

Re-submit planning exemption, PMC, Subdivision drawings and or site plan drawings based on comments received		
Execute Developer's Agreement		
Submit three (3) sets of Recorded subdivision drawings		
Submit two (2) sets of municipality approved site plan drawings		

SEWERLINE CONSTRUCTION PHASE

Note: No Sewer line construction can begin until DCDBA has approved all submittals and the Developer's Agreement has been fully executed.

Developer/Engineer/Contractor Requirements	Required	Date Received
Escrow based on 10% cost of construction of the line to be installed, Consulting Engineer and Inspection.		
Submit three (3) sets of sewer line construction drawings for review and comment.		
Submit Estimated Project Costs		
Certificate of Insurance		
Material Cut Sheets for Approval		
Pre-construction Photographs of Roads and Private Property surrounding development		
Highway Occupancy Permit Applications, Restoration Bonds and Heavy Hauling Bonds		

DCDBA/Engineer Follow-Up Actions	Required	Date Completed
Review Sewer Line Construction Drawings		
Return Drawings to Engineer (Approved or Re-Submittal Required)		
Send Developer's Agreement to Solicitor		
Review and Return Material Cut Sheets		
Distribute Approved drawings and shop drawings to DCDBA and Inspector		

Developer/Engineer/Contractor Follow-Up Action	Required	Date Received
Re-Submit Sewer Line Construction Drawings		
Re-Submit Material Cut Sheets		

CONSTRUCTION REQUIREMENTS

Note: DCDBA requires that an Authority full time Inspector be present during all sanitary sewer line construction and testing.

Developer/Engineer/Contractor Follow-Up Action	Required	Date Received
Schedule Start of Construction		
Schedule Line Testing		
Schedule Final Walk-Through		

POST CONSTRUCTION REQUIREMENTS

Developer/Engineer/Contractor Requirements	Required	Date Received
Submit As-Built Drawings		
Submit Maintenance Bond		

DCDBA/Engineer/Requirements	Required	Date Received
Submit Wye Sheets		

DCDBA Administration Requirements	Required	Date Received
Close Out Project Accounting		
Refund Balance of Escrow or Submit Balance Due		