



**Department of Planning & Engineering (DPE)**  
**Hanover Borough, York County, PA**  
***An Equal Opportunity Borough***

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**Memorandum**

From: P. Eric Mains, PE  
Director of Planning & Engineering

Re: **Policy on the design, approval, and acceptance of water system extensions  
(for private development projects)**

Date: March 1, 2021

**1. Summary:**

The Department of Planning and Engineering (DPE) is tasked with providing technical support to the Water Department. As such, there are frequently questions that arise regarding how the Borough manages extensions of its water system. This document has been prepared in order to provide guidance and to ensure a consistent approach each time a new extension is proposed.

**2. Background:**

In the course of private development projects, residential or commercial in nature, it is sometimes required that the Borough extend its water system to serve the project. This carries with it a number of different legal and technical reviews, processes and approvals that must occur. The following framework is offered in that regard;

1. **Application:** Developer (or their representative) completes a Water Capacity Request / Evaluation Form (which can be downloaded from the Borough's website). This will require that conceptual plan be provided to show the nature and extent of development being proposed. Submission of this application begins the review process by the Borough.
2. **Water Capacity Review:** With the form submitted, the Borough will engage with their retained consultant and the Water Distribution System Superintendent. From this effort, a letter will be provided to acknowledge if water capacity exists to supply the development. It does not review or consider system layout, pressures, etc. This is sometimes known as a "willingness to serve" letter.
3. **Water System Layout Review:** Once capacity has been confirmed, the next step (if the developer indicates that the project is continuing) is for the Borough's retained consultant to enter the development into the Borough's water system model. The developer will provide a "segment and nodes" layout of their proposed water system (with identified user points such as residences, building connections, hydrants, etc.). The layout must also show the intended connection point(s) to the Borough's system. This technical effort will allow the Borough to analyze the associated pressures and identify if there are any adverse impacts from the development, related to fire flow availability and/or water quality. From this, a letter will be provided to the developer to provide the results of the model analysis.
4. **Water System Technical Review:** With capacity and modeling completed, if the developer proceeds with the project, the next step is to conduct a technical review of the proposed water system. This will involve a constructability review of the piping, fittings, valves, hydrants, backfill section details, thrust blocking, etc. The developer will submit a fully designed water system plan to depict these improvements and details. From this, a review letter will be provided to the developer's designer to advise them of any needed plan edits or corrections.



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5. **Agreement:** Once the system is designed and the technical aspects are approved, the developer will submit a Water Main Extension Agreement. This legal document will provide the basis for how the system will be constructed, and how it will be tendered for dedication to the Borough. It provides direction on inspections, permits, testing, acknowledges various PUC regulations (if outside the Borough's limits), etc. This agreement will be submitted to and approved by Borough Council. Once approved and signed, by both parties, it is recorded with the Land Records of York or Adams County (whichever may be appropriate). The developer will be required to post an Improvements Bond (which is a surety or financial guarantee that ensures the water system is fully constructed and if not, provides a funding instrument for the Borough to complete the work).
6. **Construction:** With the agreement recorded, the developer will then construct the water system, under the inspection and oversight of the Borough.
7. **Dedication:** Once the system construction is completed, the developer will submit a request for dedication. Accompanied with specific items as noted in the Water Main Extension Agreement, this offer will be reviewed by the Borough (through its legal counsel and the Department of Planning & Engineering). If accepted, a Maintenance Bond will be posted (for an amount equal to 15% of the Performance Bond, for a period of 18 months). This ensures that any defects or issues that may be identified, will be resolved by the developer, or by the Borough (using the developers bond money).

This process is provided to document the framework for how a water system extension is proposed, processed, approved, and constructed. It is subject to change, depending on each individual project. It is offered solely in the context of an educational effort and to provide some conformity in the process.

If there are questions regarding any aspect of this process, or the individual steps as presented, please direct them to the Hanover Borough Department of Planning and Engineering (DPE).