

201. APPLICATIONS FOR SEWER SERVICE

Applications for Service In General

1. An application for service will not be approved by the Authority until the applicant has paid all fees and charges, which were due by the applicant for any prior services.
2. An approved application constitutes a contract between the Authority and the applicant, obligating the applicant to pay to the Authority its rates as established from time to time and to abide by and comply with its Rules and Regulations.
3. Prior to the submission of an application for service, it is the responsibility of the customer to inspect and examine all laterals, pipes, fixtures and treatment works on the customer's property to determine whether they are in good condition. An application for service constitutes a representation by the customer that the inspection has been made and that all such items have been found to be in good condition. The Authority is not liable for any accident, breaks, leakage or damage to the property, which may result from sewerage services supplied to the premises.
4. All nonresidential customers that apply for service must provide the following information to the Authority, in addition to other information required by the various applications:
 - a. Detailed description of the type and size of buildings.
 - b. The nature of the business to be conducted in each building.
 - c. The number and type of fixtures in each building.
 - d. The type, volume and chemical characteristics of the wastewater to be discharged.
 - e. Three (3) copies of plans showing:
 - i. the boundaries of the property;
 - ii. the location within the property of the building to be served;
 - iii. the location and profile, with respect to finished

grade, of the services; and

- iv. details of the proposed connections to the sewerage system.
 - f. Other information as may be required by the Authority's Wastewater Discharge Regulations.
5. Completed applications for sewer service will be approved on a first-come, first-served basis. The obligation of the Authority to approve completed applications for sewer permits is contingent upon the availability of capacity, both at the plant and in the mains.
 6. The Authority will not approve S-4 sewer permit applications until the Authority is in receipt of all necessary approvals from NJDEP or any other municipal, State or Federal agency which may be required (except for a municipal building permit).

(1) **Applications for New Service**

All applicants for new service must submit a complete application for service to the Authority. As used in these Rules and Regulations, "a complete application" includes and is defined as the following:

S-1 Application. Preliminary Planning Board approval is required prior to submission of the S-1 application to the Authority. The fully completed S-1 "Application for Sewerage Service" must be submitted in triplicate, and have attached three (3) copies of all conceptual engineering plans and reports and be accompanied by an application fee and a conceptual review fee in the amounts stated in the Rate Schedule for each equivalent dwelling unit receiving sewer service. The conceptual engineering plans and reports which are required to be submitted with the S-1 application are to be in accordance with the Rules, Regulations and Specifications of any State or Federal agency asserting jurisdiction over sewer services. The plans are to be in a minimum scale of one-inch (1") equals forty feet (40'). The S-1 application must be approved by the consulting engineer to the Authority and by the Authority itself as a condition precedent to the submission of an S-2 "Service Agreement" to the Authority.

SUPPORTING DOCUMENTATION FOR S-1

S-1 Application

An S-1 application for conceptual approval of proposed treatment works is to be submitted to the Authority for a review of the outlined system, route of construction, estimated volumes of flow and whether an individual or comprehensive study of the sewerage system is required to be submitted by the applicant. No application will be considered unless a professional engineer registered in the State of New Jersey is in charge of the planning and design of the proposed treatment works and has affixed his or her seal and signature to the plans and reports that are submitted.

(2) **Applications for New Service**

All applicants for new service must submit a complete application for service to the Authority. As used in these Rules and Regulations, "a complete application" includes and is defined as the following:

S-2 Agreement. The fully completed and executed S-2 "Service Agreement" must be submitted in triplicate. Compliance with each term, condition and stipulation contained in the executed S-2

"Service Agreement" including, but not limited to, compliance with Authority Rules, Regulations and Specifications, and payment of all fees are conditions precedent to the submission or approval of an S-3 "Application for Approval of Sewer Construction Plans". Final Planning Board approval must be obtained prior to the submission of an S-3 application.

(3) **Applications for New Service**

All applicants for new service must submit a complete application for service to the Authority. As used in these Rules and Regulations, "a complete application" includes and is defined as the following:

S-3 Application. The application for construction of treatment works must be submitted on an S-3 "Application for Approval of Sewer Construction Plans". The engineering plans which are required to be submitted with the S-3 application must be in accordance with the Rules, Regulations and Specifications of any State or Federal agency asserting jurisdiction over sanitary sewer services. All submitted plans are to be in a minimum scale of one inch (1") equals fifty feet (50') and profiles in a minimum scale of five feet (5') vertical to fifty feet (50') horizontal. The S-3 application must be accompanied by sufficient additional escrow fees, as well as three (3) copies of the sewer construction plans and profiles, prior to being determined complete. The plans and profiles must also include all underground utilities and appurtenances such as water and sewer mains, storm sewers, gas and electric as may be applicable. Additional escrow fees must be posted according to the Rate Schedule.

Upon submission to the Authority of a completed S-3 application, the Authority will approve or disapprove the application within ninety (90) days of the date that the application is certified as completed. The application will not be considered as complete until all applicable fees and escrow deposits are made.

The Authority reserves the right to extend the time for approval or disapproval for a period not to exceed thirty (30) days by adoption of an appropriate resolution.

Failure of the Authority to approve or disapprove the application for construction within such time constitutes approval of the application and consent of the Authority to the construction of the treatment works. In the event that the Authority fails to approve or disapprove the application within time, the application will be marked "Approved Because of Failure to Act Within the Time Limitations Imposed by Law". This approval is not binding upon any State or Federal agencies which may assert jurisdiction over the review and approval of plans. In the event that the application is rejected by any State or Federal agency, the applicant must

submit an amended application to the Authority for review and approval containing the changes, modifications or corrections requested by the Federal or State agency. If this occurs, the time limitations for approval by the Authority of the amended application begin again, after the application is certified as complete by the Authority.

An application for TWA will not be sent to NJDEP for approval until both the S-3 and TWA application have first been approved by the Authority.

The applicant must obtain all S-1, S-2 and S-3 approvals, all TWA from NJDEP, and all other necessary approvals from NJDEP or any other municipal, State or Federal agency which may be required (except for a municipal building permit) before the applicant can submit an application for S-4 connection permits to the Authority.

Notwithstanding anything contained in this Rule, in the event that an application for new service is made for sewer service for property which abuts existing sewer mains, and TWA from NJDEP is not necessary, the Authority reserves the right to waive the requirements of the S-1, S-2 or S-3 procedures, including payments of the fees associated with those procedures. In such case, the applicant may proceed with the submission of S-4 applications for permits with payment of appropriate fees.

SUPPORTING DOCUMENTATION FOR S-3

S-3 Application

1. **Engineer's Report.** A complete engineer's report, stating the basis of design, is to be submitted to the Authority by the applicant for each project. The report must contain the following minimum data:
 - a. **For Sewer Systems**
 - i. a description of the geographic area to be served;
 - ii. existing and predicted population of the areas to be served;

S-3 Application - Continued

- iii. terrain data in sufficient detail to establish general topographic features of the area to be served;
- iv. proposed minimum and maximum grades;
- v. required pumping stations;
- vi. intended use of the proposed realty improvements and the characteristics of sewage expected from such use;
- vii. effect of the proposed sewerage facilities on existing or proposed sewerage systems;
- viii. amount of infiltration expected and its effect on design flow;
- ix. estimated daily flow and descriptive formula utilized in calculating such estimates;
- x. description of materials to be used in the construction of all treatment works and a statement that materials being used in the construction of the treatment works comply with the Authority's standard materials of construction;
- xi. preliminary cost estimates of the treatment works to be constructed;
- xii. other relevant factors which would affect design and use of the sewerage system, including a downstream capacity study of the existing collection system;
- xiii. any other information which may be required by NJDEP;
- xiv. any other information which may be required by the Authority's Wastewater Discharge Regulations; and
- xv. the basis of design, stating that all sanitary sewers have been designed:
 - (a) to carry four (4) times the average flow estimated for twenty-five (25) years in advance. In lieu of other values determined

S-3 Application - Continued

by the Authority, average flow may be assumed to be one hundred (100) gallons per person, per day, including infiltration, and three (3) persons may be assumed per equivalent dwelling unit;

- (b) on a "separate system" basis in which all water from roofs, basements, streets and any other areas are not discharged to the sanitary sewer system. No bypasses or overflows, which allow raw sewage to be discharged from sewers, are permitted to be installed; and
- (c) to flow with a minimum velocity of not less than two feet (2') per second and force mains at not less than three feet (3') per second based on Manning's formula for full pipe flow using an "n" factor of 0.013 for ductile iron pipe and 0.010 for polyvinyl chloride pipe. Inverted siphons are not permitted.

(4) **Applications for New Service**

All applicants for new service must submit a complete application for service to the Authority. As used in these Rules and Regulations, "a complete application" includes and is defined as the following:

S-4 Sewer Connection Permits

1. An application for an S-4 sewer connection permit must be made whenever there is an application for a new service or for additional capacity or for reinstatement of a service for which a connection fee is due.
2. An S-4 sewer permit which is issued for any residential unit will be valid for a period of twenty-four (24) months from the date of issue, and an S-4 sewer permit which is issued for any industrial or commercial unit will be valid for a period of twenty-four (24) months from the date of issue, unless physical connection is made within the appropriate period. Physical connection means that the sewer facilities within the building for which service is requested are capable of being used and that a sewer use permit has been issued.
3. In the event that physical connection is not made within the appropriate period, the permit will automatically expire and is void and of no force and effect. The Authority will retain twenty-five percent (25%) of the connection fee paid for each expired permit as a charge for administrative expenses and loss of service revenue. By the submission of an application, the applicant agrees that this charge is reasonable in amount and is to be considered as liquidated damages, and not as a penalty, since actual damages would be difficult to calculate and this amount is reasonable as liquidated damages. The balance of the connection fee paid for the expired permit will be returned to the applicant by the Authority. In the event, however, that the applicant submits a written request for withdrawal of the sewer connection within sixty (60) days after the sewer permit is issued, the full amount of the connection fee paid for the sewer permit will be refunded, less a \$100.00 administrative reimbursement for each permit withdrawn.
4. Upon the date of physical connection, the Authority will charge, and the applicant agrees to pay, sewer service charges for the unit connected.