

**S-1 APPLICATION FOR SEWERAGE SERVICE:**

**Rec'd By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Provides an introduction of the proposed project and the Preliminary Planning Board Approval to the Authority.
2. Provide a conceptual review and receive engineer approval.
3. Submit in triplicate with three (3) copies of all conceptual engineering plans.
4. Application fee of \*\$ 35.00 and review fee of \$ 25.00 for each equivalent dwelling unit. For three or more units there is \$100.00 fee for a copy of the Authority's Standard Specifications. The Rules and Regulations can be downloaded free of charge from the Authority's website. <http://bordentownsa.org/resources/rules-and-regulations/>

**S-2 SERVICE AGREEMENT:**

**Rec'd By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Agreement between Authority and applicant that applicant will abide by all Authority Rules and Regulations. **S-2 must be signed by applicant, signed by witness, and date completed.**
2. NO fee required.
3. May be filed with S-1 but must be filed prior to S-3.

**S-3 APPLICATION FOR APPROVAL OF SEWER CONNECTION PLANS:**

**Rec'd By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Filed with Authority after **final Planning Board approval**. (Resolution No. \_\_\_\_\_)
2. Must provide three (3) copies of detailed construction plans and specifications for other than single family homes with this application. Single family homes only require one (1).
3. Sent to engineer for review and receive engineer approval.
4. Initial escrow fees shall be posted according to the schedule on the S-3, subject to a maximum deposit of \*\$ 5,000.00.
5. Inspection fee for a single family home is \$ 150.00 and will be paid from escrowed fees.
6. Connection fee is determined by Authority.

**S-4 REQUEST FOR SEWER PERMIT:**

**Rec'd By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Submitted with connection fee (as determined by Authority).
2. Board approves.
3. Signed by Administrative Manager who issues sewer connection permit and authorizes Construction Official to issue Building Permit.
4. Connection fee for a single family home is presently \*\$ 9,662.00

*\*Please submit the application fees, escrow payment, and connection fee payment in three (3) separate checks.*

## **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.



11. Attached to this Application is a check made payable to the Bordentown Sewerage Authority for application fees and conceptual review fees in the amount of \$\_\_\_\_\_.

I certify that the foregoing statements made above are true.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/Printed Name

**INSTRUCTIONS TO APPLICANTS:**

1. This form is to be submitted in triplicate.
2. Attach (3) copies of all conceptual engineering plans to this application. (1) copy for single family home
3. There is an application fee for S-1 applications in the amount of \$ 35.00, which is payable herewith.
4. There is a conceptual review fee in the amount of \$ 25.00 for each equivalent dwelling unit receiving sewer service as indicated in the S-1 application. This fee is payable at the time this application is submitted.
5. If this application is for 3 or more equivalent dwelling units, there is a \$100.00 fee for the standard Specifications. Make sure to download the BSA Rules and Regulations:  
<http://bordentownsa.org/resources/rules-and-regulations/>
6. All S-1 fees are non-refundable.

I have read the foregoing instructions and understand them. My check for the application fee and the conceptual review fee is attached. I understand that this application is not complete and will not be considered by the BSA without the payment of these fees.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/Printed Name

RECOMMENDATION OF BSA CONSULTING ENGINEER:

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

ACTION BY BSA: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Reasons for Disapproval \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

BSA Representative

(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.

**BORDENTOWN SEWERAGE AUTHORITY  
P.O. BOX 396  
954 FARNSWORTH AVENUE  
BORDENTOWN, NEW JERSEY 08505  
(609) 291-9105**

SERVICE AGREEMENT BETWEEN THE  
BORDENTOWN SEWERAGE AUTHORITY  
AND

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FOR  
SANITARY SEWER SERVICE

WHEREAS, the Bordentown Sewerage Authority, (hereinafter "BSA"), P.O. Box 396, 954 Farnsworth Avenue, Bordentown, New Jersey 08505, is a public body created pursuant to the authority of New Jersey Revised Statute 40:14A-1 et. sec.; and

WHEREAS, the BSA is charged, inter alia, with the responsibility for the maintenance, operation and improvement of works for the collection, treatment, purification and disposal of sewage within the City and Township of Bordentown; and

WHEREAS, \_\_\_\_\_

(hereinafter "Applicant") has its address or principal place of business at \_\_\_\_\_

and has its agent for the service of process in New Jersey the following: \_\_\_\_\_; and

WHEREAS, the real property within the \_\_\_\_\_ of Bordentown described by the following Block and Lot Numbers on the Official Tax Map of the aforesaid municipality is to be developed:

<u>Block</u>	<u>Lot No.</u>	<u>Block</u>	<u>Lot No.</u>

PLEASE CHECK ONE OF THE FOLLOWING:

WHEREAS, the Applicant is the owner of the real property indicated above,

WHEREAS, the Applicant is NOT the owner of the real property indicated above, and the real property owner's consent and signature is below.

OWNER OF REAL PROPERTY INDICATED ABOVE \_\_\_\_\_, consents to the development of their property and agrees to the terms and conditions of the Bordentown Sewerage Authority.

OWNER

By: \_\_\_\_\_  
Printed/Typed Name ( )

WHEREAS, the Applicant has submitted the S-1 Service Application and has requested the BSA to service the units enumerated on that Application with sanitary sewer service.

NOW, THEREFORE, in consideration of mutual promises, covenants and benefits, IT IS HEREBY AGREED, CONTRACTED AND STIPULATED between the BSA and Applicant as follows:

1. CONTINGENT UPON APPROVAL AND AVAILABILITY. The parties hereto fully understand that the United States Environmental Protection Agency and the New Jersey Department of Environmental Protection (NJDEP) may exercise jurisdiction over sanitary sewer services and from time to time may promulgate rules and regulations affecting said services. The parties hereto agree that the obligations of the BSA under the terms of this Agreement shall be contingent upon the BSA and the Applicant receiving all necessary approvals from the aforesaid agencies to provide said services and further, shall be contingent upon full compliance with any order, rule or regulation of the aforesaid agencies. In the event that the BSA is prohibited from providing, offering or extending said services to the Applicant by reason of any order, rule or regulation of the aforesaid agencies, then the obligation of the BSA to provide, offer or extend such services to the Applicant shall be suspended until such time as the BSA shall receive authorization from the aforesaid agencies to provide, offer or extend such services to the Applicant.

Further, Applicant expressly understands that this Agreement and the obligations imposed upon the BSA herein for sewer services are contingent upon the BSA having capacity at its sewer facilities, taking into consideration any outstanding sewer main extension permits issued by the NJDEP or any outstanding sewer permits or agreements of the BSA.

2. BSA RULES AND REGULATIONS AND SPECIFICATIONS. The Applicant agrees to abide by the Rules and Regulations promulgated by the BSA as well as the Specifications for Construction as they are in existence now and as they may be modified from time to time. The Applicant acknowledges that said Rules, Regulations and Specifications have been made available to Applicant for inspection and purchase prior to signing this Agreement and that said Rules, Regulations and Specifications are satisfactory to Applicant. All Rules, Regulations and Specifications of the BSA are incorporated by reference into this Agreement and shall constitute a contract between the Applicant and BSA and Applicant agrees to be bound contractually thereby.

3. CONNECTION FEES. The Applicant shall pay such connection fees as are provided by the Rules and Regulations and the prevailing rate schedule of the Authority. In the event that there is any physical or operational change associated with an increase in estimated projected flow of water to any building, facility or structure of a nonresidential customer for which a building permit, site plan, subdivision or other municipal approval is required, the Applicant agrees to pay an additional connection fee corresponding with the amount of estimated increased usage.

4. USE OF FACILITIES. The BSA shall be permitted the free and uninterrupted use of all sewer systems and facilities constructed and installed by Applicant. The BSA shall be permitted to make and utilize such connections with the systems and facilities as may be required by the BSA, even if the systems and facilities remain the private property of the Applicant or have not yet been dedicated to the BSA. The Applicant agrees to provide, at no cost to the BSA, such easements as may be necessary to permit the connection to, or use of, the systems and facilities.

5. AGREEMENT BINDING. This Agreement shall be binding upon the Applicant and the BSA, and shall run with the ground and shall be binding upon their successors, assignees, purchasers, heirs, executors or administrators. The Applicant agrees to be responsible for the payment of all charges against the escrow account established for this development. In the event the project is sold or any interest transferred to a third party, the Applicant shall continue to be responsible for such charges unless the third party assumes such obligation in a written agreement with the Authority.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their duly authorized officers this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WITNESS/ATTEST:

\_\_\_\_\_

Printed/Typed Name ( )

APPLICANT

By: \_\_\_\_\_

Printed/Typed Name ( )

BORDENTOWN SEWERAGE AUTHORITY

By: \_\_\_\_\_

(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.

**BORDENTOWN SEWERAGE AUTHORITY  
P.O. BOX 396  
954 FARNSWORTH AVENUE  
BORDENTOWN, NEW JERSEY 08505**

APPLICATION FOR APPROVAL OF SEWER CONSTRUCTION PLANS

1. Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_

Telephone \_\_\_\_\_

2. Name of Owner \_\_\_\_\_  
Address \_\_\_\_\_

3. Name of Development \_\_\_\_\_

4. Section Number \_\_\_\_\_

5. Number of Proposed Lots to Be Serviced \_\_\_\_\_

6. Status of Planning Board Application \_\_\_\_\_

7. Describe Proposed Sewer System and Appurtenances:

Description	Estimated Costs
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____

8. List Titles of Plans Accompanying this Appurtenances:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Name and Address of Surety Company Posting Performance Bond  
\_\_\_\_\_  
\_\_\_\_\_



(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.

**Bordentown Sewerage Authority  
P.O. Box 396  
954 Farnsworth Avenue  
Bordentown, New Jersey 08505  
(609) 291-9105**

Permit # \_\_\_\_\_

Enclosed please find a check made payable to the Bordentown Sewerage Authority in the amount of \$\_\_\_\_\_, which represents payment in full of the sewerage connection fee for the following unit for which a sewer permit is hereby requested at this time:

Name of Development/Property Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

Block Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

I understand that the sewer permit shall be valid for a period of twenty-four (24) months from the date of issue. I submit this request for a sewer permit with full understanding of the special conditions attached to sewer permits, which are contained in Section 201 of the Rules and Regulations of the BSA, including the requirement that physical connection (as defined in the Rules and Regulations) of the property to the sewerage system be made within the twenty-four (24) month period.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

\*\*\*\*\*

**ACTION BY THE BORDENTOWN SEWERAGE AUTHORITY:** Approved: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Disapproved: \_\_\_\_\_ Reason for Disapproval: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

BSA Representative