

Main Extensions: Water and Sewer

General Provisions

Persons proposing subdivision or site plans requiring a main extension for sewer or water service shall prepare applications described in this section with the necessary supporting documents. The policy of the Authority is to permit extensions only when paid for and installed by the applicant. No facilities for collection, treatment, or disposal of sewage or for the distribution of water within the "district" of the Authority shall be constructed unless the Authority shall give its consent and the Authority Engineer shall approve contract plans and specifications therefore.

It is the policy of the Authority to charge connection fees for connection to its water and sewer system following the Schedule of Rates. An offset to the connection fee may be considered by the Authority for user installed water supply and storage, water distribution in excess of user needs, and for sewer collection in excess of user needs.

Applications - General

A sequence of applications for sewer and water extensions are required for the Authority's determination of needs, availability of service, effect of proposed extension, and inspection of installed extension. Application forms are available from the Authority. Chart I – Summary of Application Forms (available online under Application Supplements) outlines the contents of this Section and describes the sequence of applications, forms, supporting data, fees, and Authority action that results in acceptable main extensions for water and sewer. 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 sewerage and water distribution facilities and has affixed his/her seal and signature thereto. Each application shall be submitted in duplicate with the designated fee to the Authority not less than thirty (30) days prior to the Authority meeting. The MUA will have ninety (90) days to act on a complete application form.

Applications shall be signed by the Owner or Owners, or by a proper official of the company, or, if signed by an authorized agent, a certified copy of authorization of the company shall be attached to the application.

All fees accompanying applications shall be cash, certified check or acceptable other draft at the option of the Authority. Escrow fees are for professional reviews and inspections. These fees will be paid at each level of application submission. Outstanding balances will be refunded after all obligations have been met by the Authority at the time of total project completion, and legal acceptance by resolution or at the time of rejection. Before proceeding to the next level of application, it may be necessary to satisfy any outstanding deficit at the preceding application level.

Application for Feasibility - Form A

Purpose of Application

An application describing the proposed subdivision of development (residential, commercial, industrial or other) shall be submitted to the Authority with supporting data to determine the economic and technical feasibility of extending sewer and/or water service. The Authority may defer or waive certain parts of this supporting data at its discretion where the cost of data preparation is not commensurate with the development or project planning and approvals. Upon approval of the Authority Engineer, the applicant may submit Forms "A" and "B" together accompanied by all necessary fees.

Forms and Supporting Data

FORM A: APPLICATION FOR REPORT ON FEASIBILITY OF PUBLIC SEWER AND/OR WATER, RECOMMENDATIONS AND CONDITIONS

In addition to preparation and submission of the application, the applicant shall furnish a general location plan showing streams, streets, blocks, lots, and tax map numbers, copy of application submitted to the Planning Board if required, location of any existing water distribution and/or sanitary sewer systems in the area, proposed system outline and route of construction, and estimated usage of water and sewer rates.

Fees

Application will be accompanied by the appropriate sewer and or water fees as set in Section 20 – Fee Schedule, with a separate minimum fee for each to be deposited into escrow funds for professional reviews.

It shall be the obligation of the applicant to maintain an adequate Escrow and Inspection Fee account for professional reviews and inspections. In the event that such account becomes delinquent, and in the event that the applicant does not properly replenish such account within thirty (30) days of written notice from the Authority, then and in that event any and all permits and approvals shall be revoked until such time as such account is brought into compliance.

Action by Authority

The Authority shall analyze submitted application and supporting data and report to the applicant the Authority's recommendations and/or findings.

Subdivision and Site Plans

On all Subdivisions and Site Plans the Authority shall issue Form A-1 "Report on Feasibility" to the applicant for his/her submittal to the Planning Board for their classification of sketch plan or conceptual plans for his/her project.

If the project is shown to be feasible, the applicant shall also receive a letter of recommendations and conditions from the Authority along with Form B "Application for

Preliminary Review of Plans for Public Sewer and/or Water" for the Applicant's submittal.

If the Authority determines that the proposed subdivision or development is too remote for extending sewer and/or water service, or contains three or less building sites or there are other circumstances peculiar to this application, the Authority may do the following:

- a) Waive the application and fee
- b) Send Form A-3 "Approval to Install On-site Disposal Systems and/or Potable Water Systems as Approved by the Board of Health" to the applicant, construction official, and the County Board of Health.
- c) Approve the application and waive all subsequent applications.

Time Limits

This approval granted by the Authority shall expire one (1) year from the date of approval by the Authority, which approval may be extended, for good cause, by the Authority for an additional one (1) year period at which time it will expire.

Application for Preliminary Approval - Form B

Purpose of Application

An application and supporting data specifying the engineering details of the proposed project will be analyzed for compliance with Authority engineering standards including provisions for orderly growth.

This form is filed as an initial request after approval of Form A on all subdivisions.

Forms and Supporting Data

Form B - "Application for Preliminary Review of Plans for Public Sewer and/or Water". The application shall be accompanied by six (6) copies of the Engineers' Report as described in Section 12.7 The Engineers Report (Minimum Technical Design Standards – Sewerage) and Section 13.4 Engineers Report (Minimum Technical Design Standards – Water).

In addition, applicant shall submit all data required by the current Rules and Regulations of the Gloucester County Utilities Authority and the New Jersey Department of Environmental Protection. The applicant shall submit the Sewer and/or Water Permit Application and the applicant shall pay all fees of the Gloucester County Utilities Authority and the New Jersey Department of Environmental Protection. Permits to construct sewers, water mains and/or other structures within flood plains, wetlands and the right-of-way limits of state, county, municipal roads and all railroads, and all other permits must be secured by and paid for by the applicant.

The applicant must inform and secure any necessary clearance and/or approval from any public utility involved. Proof of such notice and/or approvals shall be filed with the

Authority.

The applicant shall file the following fully executed papers with the Authority for submission to the New Jersey Department of Environmental Protection for State sewer and/or water permits:

For Sewer Permit Submittal - Six (6) copies of the following:

- a) Completed copies of the Treatment Works Approval (TWA) application and copies of Certified Mail Receipts indicating proper distribution.
- b) Completed Dry Sewer Affidavit (if required by the Gloucester County Utilities Authority)
- c) Copies of Engineer's Report on Sanitary Sewer System
- d) Copies of Municipal Utilities Authority approved sanitary sewer plans and profiles
- e) Sets of Sanitary Sewer Specifications
- f) Copies of the Letter of Concurrence from the County Utilities Authority
- g) Check for State review fees.

After Form B approval, TWA applications are reviewed and signed off by the Authority Engineer and Executive Director/Designee. If necessary, for sewer extension approval, the package is to be submitted to the Gloucester County Utilities Authority (GCUA).

The Authority will then adopt a resolution authorizing the Authority Engineer/Applicant to submit the plans and supporting data to the New Jersey Department of Environmental Protection for their approval and issuance of the necessary permits.

For Water Permit Submittal – Four (4) copies of the following:

- a) Completed copies of the Bureau of Safe Drinking Water (BSDW) permit application form
- b) Copies of Engineer Report for Potable Water System
- c) Sets of Municipal Utilities Authority approved Potable Water Plans
- d) Site Plans
- e) Sets of Potable Water Specifications

After Form B approval, BSDW applications are reviewed and signed off by the Authority Engineer and Executive Director/Designee.

The Authority will then adopt a resolution authorizing the Authority Engineer/Applicant to submit the plans and supporting data to the New Jersey Department of Environmental Protection for their approval and issuance of the necessary permits.

Filing, Review and Escrow Fees

The fee shall be determined as per the water and sewer fee in Section 20 – Fee Schedule.

Action by Authority

The application and supporting data will be reviewed by the Authority to determine compliance with the Authority's comprehensive water and sewer distribution plan, these Rates, Rules and Regulation and Supplements thereto, applicable statutes, and projected growth patterns. A final condition of approval of this application shall be a mutual agreement between the applicant and the Authority regarding the terms and conditions for providing sewer and water service.

Any agreement at this stage would be conditioned upon the necessary endorsement from the GCUA and receipt of the approved permits from the NJDEP if required. A major element of this agreement shall include the legal description for all easements to be dedicated to the Authority as well as proof of executed easement agreements for water and sewer facilities that traverse land not owned by the applicant. Both easement legal descriptions and easements agreements shall include any restrictions prohibiting installation of fencing, storage sheds, shrubbery, and other landscaping on any easements to be turned over to the Authority.

When the Authority has approved the plans it will adopt a resolution authorizing submittal of plans to NJDEP for state sewer and/or water permit.

Resolution approving Form "B" shall be sent to the applicant and Planning Board. This abstract may be required by the Planning Board as part of the applicant's submittal for Planning Board final approval.

This approval is subject to the applicant providing all plans, data and specifications to the Authority and its consulting engineer within one (1) year from the date of the approving resolution or from the date of receipt of NJDEP permits, if required, at the earliest possible date. In the event that a good faith effort has not been made to obtain the NJDEP permits, if required, at the earliest possible date, this approval shall expire one (1) year from the date of the approving resolution. In any event, the approval under this section shall expire within three (3) years of the date of the approving resolution, unless extended by resolution of the Authority, which extension cannot exceed one (1) year per extension.

Application for Construction Approval - Form C

Purpose of Application

Following approval of the application for preliminary approval for a period not to exceed two years, the applicant may apply for construction approval. This application may be submitted as a sequence of applications as each segment of the total approved project

is scheduled for construction.

This application provides a control on the extent and schedule of planned sewer and water facilities installation and establish a schedule for the Authority inspect of completed installations. This form is filed after approval of Forms "A" and "B" on all subdivisions.

Forms and Supporting Data

Form C: Application for Construction of Public Sewer and Water System

Where the plans of final sections which are being submitted for authorization to construct are identical to those approved by the Authority and the NJDEP, no additional sewer and water utility plans need accompany submittal. However, the project Professional Engineer shall sign, seal and certify a letter attesting the accuracy of plans.

The application shall be accompanied by six (6) sets of final data as approved on the Preliminary Approval, as per Paragraph 0. This data will be the basis of construction approval, inspection, and testing. Requested major revisions will be treated as resubmission of Preliminary Approval requiring review and approval. Such revisions are subject to the requirements of Paragraph 0 in its entirety.

This application shall also include fire hydrant plans as approved by the Fire Marshall.

Performance Bond or Surety Documents

The Authority requires the following as per N.J.S.A. section of the Municipal and County Utilities Authorities law, which states:

40:14B-17. Maintenance, performance guarantee; cash requirement

A municipal authority shall not require that a maintenance guarantee required pursuant to Section 11 of P.L. 1999, c.11 (C.40:14B-73) be in cash of that more than 10% of a performance guarantee pursuant to that section be in cash. A developer may, however, provide at his option some or all of a maintenance guarantee in cash, or more than 10% of a performance guarantee in cash.

The Authority requires that ninety percent (90%) of the performance guarantee be in the form of a bond or letter of credit and the remaining ten percent (10%) be in the form of cash (or check) deposited into an escrow account set up by the Authority specifically for each project.

A Performance Bond or Surety Documents, satisfactory in form to the Authority, shall be submitted to the Authority prior to Authority approval of the application. The Bond or Letter of Credit shall be in the amount of 120 percent of the total estimated construction costs, as verified by the Authority, for that Final Section of Sections covered by the application. This Bond or Letter of Credit shall guarantee complete construction within the time period specified by the Authority and shall further guarantee that said construction shall be in accordance with the final plans and specifications approved by

the Authority and by the NJDEP and any other applicable regulatory agency.

The Bond or Letter of Credit shall either contain no expiration date and indicate that it remains in effect until acceptance by the Authority of the improvement or shall contain language indicating that the Bond or Letter of Credit shall not expire or shall contain language indicating that the Bond or Letter of Credit shall not expire unless 45 days prior written notice of such expiration has been provided to the Authority's Executive Director.

In the event that any project which has been approved by the Authority is transferred to another owner or developer, the Performance Bond or Surety Documents shall be also transferred to the new owner, in satisfactory form to the Authority, in accordance with these Rules and Regulations prior to the issuance of any permits.

The Bond Surety Documents shall remain in effect until the sanitary sewer collection system and related appurtenances and/or the water distribution system and related appurtenances are installed, tested and protected by an adequate layer of flexible bituminous paving constructed in accordance with prescribed engineering practices, or approved equal. Subject to the recommendation and approval of the Authority Engineer, the Bond or Surety Documents shall remain in effect until the owner or developer has obtained Form "D" approval from the Authority in accordance with their applicable Rules and Regulations and has posted the necessary two (2) year Maintenance Bond equal to fifteen percent (15%) of the Performance Bond.

The developer shall continue to be completely responsible for this Section of the system until it is legally accepted by Authority Resolution. A Section is typically legally accepted after the completion of the final road surfacing when the sewer and water systems receive final inspection and approval from the Authority Engineer.

Any and all approvals for a project shall cease in the event that any Performance Bond or Surety Document terminates, becomes of no further force and effect or if the Surety enters bankruptcy or receivership. In the event, the Authority may issue a stop work order and revoke any permits and approvals until such time as a proper Performance Bond or Surety Document in accordance with these Rules and Regulations is provided to the Authority.

Filing, Review and Inspection Fees

A fee of five (5%) percent of the total water and sewer construction cost as verified by the Authority Engineer and approved by the Authority shall be filed with the Authority in escrow funds to cover all costs related to review, inspection, and professional services required throughout construction period and continuing until legal acceptance by the Authority by the Adoption of Resolution. All necessary and required fees except connection fees must be paid prior to the Authority reviewing and/or approving the Application for Construction Approval.

It shall be the obligation of the applicant to maintain an adequate Escrow and Inspection Fee account for professional reviews and inspections. In the event that such account

becomes delinquent, and in the event that the applicant does not properly replenish such account within thirty (30) days of written notice from the Authority, then and in that event any and all permits and approvals shall be revoked until such time as such account is brought into compliance.

Connection fees and charges as required by the Authority from the applicant and/or developer shall be paid upon the application for sewer and/or water permits.

Action by Authority

Upon approval of the application, the Authority shall grant approval for construction of the project to the extent requested and subject to the receipt of the necessary permits from the State and all other agencies.

Form C approval will be void and invalid after six (6) months, unless construction has commenced. Where construction has commenced within the six month period, the approval is automatically approved for successive six month period, to a maximum of two (2) years. In the event that construction has not continued during a six (6) month period, there shall not be an automatic renewal of the approval and such renewal shall be approved by the Authority by resolution.

Application for Acceptance - Form D

Purpose of Application

Upon satisfactory completion of construction, inspection, and testing, the applicant shall request the Authority to accept the installed system.

Ownership, maintenance and operation of the system shall be the responsibility of the Authority only after specific written acceptance by the Authority for the system, whether in whole or in part as issued by the Authority. Until this written acceptance is issued by the Authority, the ownership, maintenance and operation shall remain the responsibility of the applicant.

Forms and Supporting Data

Form D "Application for Title Transfer, Public Sewer and Water System" - When the Authority Engineer has determined that the project is completed and ready for legal acceptance by the Authority, he/she will submit a letter of certification that it has been built in accordance with the plans and specifications as approved by the Authority.

The applicant will then be notified to submit the following data:

- a) All necessary documents approved by the Authority that will permit the dedication of all necessary property and easements that are an inherent and necessary part of the completed project.
- b) Proof of payment of all fees and charges required by the Rates, Rules and Regulations up to and including this application.

- c) Proof of release of liens from all contractors, subcontractors and material suppliers.
- d) Proof that all construction "as built plans" have been submitted by the contractor to the Authority Engineer in specified version of electronic CADD format and paper form plans.
- e) Submit a Maintenance Bond in the amount of 15% of the construction costs for a two year time period.

As-Built Plans

The "as-built" plans shall contain all pertinent information such as, but not limited to, manhole to manhole distances, inverts and rim elevations required, lot and block numbers, sizes and type of pipe material, location of all wyes and tees, valves, fire hydrants, blow offs, and also certifications as detailed herein. See Section 21 – Construction Supplemental Requirements.

Action by the Authority

Upon receipt of all required data from the applicant, the Authority will:

- a) Instruct the Applicants Engineer to prepare the final specified version of electronic CADD format and paper as built plans for the Authority record. This will be charged against the developer's escrow account.
- b) Adopt a resolution legally accepting the facilities
- c) Release the Performance Bond and accept the Maintenance Bond
- d) Maintain and operate the system thereafter.

Sewer and Water Connections

Approved sewer and/or water connections shall be made to a street main only under the supervision and inspection of the Authority or the Authority Engineer. Connections to the sewer shall be made through an approved saddle. Connection shall be made in accordance with the direction of the Authority and/or its Engineer, or any other Authority designee.

The Gloucester County Board of Health has jurisdiction of house connections utilizing private septic systems.

Application for Connection of an Individual Dwelling Unit into the Existing Authority System - Form E

Purpose of Application

To determine the technical and economic feasibility of connecting sewer and/or water to the Authority system and to verify that the systems will be constructed in compliance with these Rates, Rules and Regulations.

Forms and Supporting Data

Form E "Application for Construction of Public Sewer and/or Water Systems for an Individual Dwelling Unit into an Existing Authority System".

Connections for new sewage and/or water services will be made upon completing the application at the Authority office by the property owner, or his/her authorized agent, and filing with the Authority. Water and/or sewage service, through existing connections will be furnished, upon written application signed by the customer. Blank forms for all applications prepared for their respective service, will be furnished by the Authority and all applications must receive the approval of the Authority before connection is made, or any service furnished.

Application shall be accompanied by two (2) sets of plans prepared by a registered plumber showing the proposed line from the dwelling to the Authority main. Plans must include all elevations.

No applications for service will be accepted by the Authority until the applicant has paid, or made satisfactory arrangements to pay, all arrears and charges due by the applicant, at any premises now or heretofore occupied by him.

A Bond or Letter of Credit shall accompany the application in the amount specified by the Authority Engineer.

The accepted application shall constitute a contract between the Authority and the applicant, obliging the applicant to pay the Authority its rates as established from time to time, and to comply with its Rates, Rules and Regulations.

Applications for service connections will be accepted subject to there being existing mains in streets or right of way in front of the premises to be served.

When a prospective customer has made application for a new service, or has applied for the reinstatement of an existing service, it shall be presumed that the piping and fixtures on the applicant's premises are in good condition. The Authority will not be liable in any event, for any accident, breaks, or leakage arising in any way in connection with the pipes or fixtures of the customer, or for any damage to the property which may result from the usage thereof.

A new application must be made upon any change in the service, from that described in the application, or in ownership of the property when the owner is the customer. The new customer shall be responsible for making application for approval by the Authority, before water and/or sewage service is received or continued. There will be no charge for filing application for change in type or service.

Fees

Connection charges in accordance with Section 20 – Fee Schedule, or as agreed between the Authority and the applicant, shall be paid as part of this application.

Action by the Authority

The application and supporting data will be reviewed by the Authority. If it is determined that it is feasible to extend service and that the plans are in compliance with these Rates, Rules and Regulations, the applicant will be notified of the Authority approval and the connection fee. Upon receipt of the fee, the sewer and/or water permits will be issued to the applicant and copies forwarded to the construction official.

If it is not feasible to connect service to the dwelling, a letter from the MUA and Township "Approval to Install ON-site Sanitary Sewer and/or Water System as Approved by the Board of Health" will be issued to the applicant, the Gloucester County Board of Health, and the Construction Official.

Time Limits

This approval shall expire two (2) years from the date of the approving resolution.

Application for Industrial and/or Commercial Water and/or Sewer Connection - Form F

References

DTMUA Rules & Regulations Section 7 Industrial and Commercial Service

Main Extensions: Water and Sewer (Page 1)

Form "F" Application for review of plans for Public Water and/or Sewer (Page 27)

Chart I – Summary of Application Forms (online under Application Supplements)

Chart II – Summary of Authority Action (online under Application Supplements)

Time Limits

This approval shall expire two (2) years from the date of the approving resolution.

Performance & Maintenance Bond Procedures

The following should be the procedure followed with regard to Performance and Maintenance Bonds provided for various projects with the Deptford Township Municipal Utilities Authority:

The Authority should obtain the original document(s), either the Letter of Credit or Bond, and immediately submit copies to the Solicitor and the Engineer.

The Solicitor shall review the Bond or Letter of Credit to determine that it adequately protects the Authority's interests and meets the Rules & Regulations of the Authority, including either providing that the Bond does not expire until acceptance of the project by the Authority or that there is a provision that it cannot expire without advance notice to the Authority not later than sixty (60) days nor earlier than one hundred twenty (120) days prior to expiration, during which time the Authority can require the payment of the Bond funds if the project is not completed. Any Letter of Credit must contain a minimum

base period of one (1) year.

The Solicitor shall also determine that the Bond or Letter of Credit is in proper legal form. All Bonds must be with an institution or company that has proper financial resources to support the Bond and shall determine that the remainder of the Bond or Letter of Credit is in proper legal form. All Bonds must be written with insurance companies which have an A.M. Best rating of at least "A". It is the responsibility of the applicant/developer to provide a rating sheet indicating this fact. All Letters of Credit shall be from banks located in the State of New Jersey or authorized to do business in the State of new Jersey.

The Solicitor shall then correspond with the Authority and shall send a copy of such Letter to the Engineer.

The Engineer shall review the Bond to determine that it adequately protects the Authority's interests, especially with regard to the amount of the Bond and that it properly designates the project.

The Authority Engineer shall also write a letter to the Authority with a copy to the Solicitor.

The Authority shall not issue any permits until having received the written response of both the Solicitor and the Engineer.

After receiving the written response of the Solicitor and Engineer, the Authority may issue the permit(s) after payment of the appropriate fee(s) and escrow(s) and the Authority Executive Director shall chart the development on a master list which shall be reviewed periodically to assure that all Performance Guarantees are in place at all times.

When a project has been approved with a Form "D" resolution and a maintenance bond has been submitted and approved, following the above procedures, a notation shall be made by the Executive Director for sixty (60) days prior to the expiration of the maintenance bond. On that date the Authority Engineer shall be notified of the approaching expiration date and shall be asked to review the project to determine if there is any outstanding issue which must be addressed prior to the expiration of the maintenance bond. A copy of the notice to the Authority Engineer shall be sent to the Authority Solicitor who shall also review his/her file to determine if there is any outstanding legal issue which must be addressed. A written response shall be directed from the Authority Engineer and Authority Solicitor to the Executive Director. REV 4-19-95



**THE DEPTFORD TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
P.O. BOX 5506, DEPTFORD, NEW JERSEY 08096
TEL: [856] 415-1111 FAX: [856] 415-0199**

FORM "A"

FORM "A" Application for report on feasibility of extending Public Sewer and/or Water,

PURPOSE: To determine the economic and technical feasibility of extending public sewer

APPLICATION FEE: Sewer - \$40.00; Water - \$40.00 {Check should be made payable to the Deptford Township Municipal Utilities Authority}.

REVIEW FEE: Sewer - \$400.00; Water - \$400.00 {to be deposited into escrow funds for

APPLICANT

NAME: _____ CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

PROJECT TO BE SERVICED

NAME: _____

ADDRESS: _____

AREA OF ENTIRE TRACT: _____ PORTION TO BE SERVICED: _____

NUMBER OF LOTS: _____ TAX MAP PLATE NUMBER: _____ BLOCK: _____ LOT: _____

TYPE: (CHECK) SINGLE FAMILY TOWNHOUSES INDUSTRIAL
 COMMERCIAL APARTMENTS OTHER _____

ACTION INITIATED WITH PLANNING BOARD

TYPE OF REQUEST: (CHECK) PLANNING BOARD APPLICATION TO BE SUBMITTED, IF REQUIRED.

SUBDIVISION CLASSIFICATION

ZONING CHANGE FROM ZONE _____ TO _____

DEVELOPMENT PLANS

CONSTRUCTION START DATE: _____ DURATION OF PROJECT: _____

APPLICANT INTENDS TO: SELL UNIMPROVED LOTS

SELL IMPROVED LOTS

SELL COMPLETED LOTS

PROFESSIONAL ENGINEER DESIGNING WATER/SEWER SYSTEM:

SIGNATURE: _____ (SEAL)

ADDRESS: _____

TELEPHONE: _____

DESCRIPTION OF PROPOSED SYSTEMS:

WATER: _____

SEWER: _____

SUPPORTING DATA REQUIRED:

- (a) General location plan showing streams, streets, blocks, lots, and tax map numbers, existing water mains, existing sewer mains, three (3) Copies _____
- (b) Proposed System outlines sizes, and routes of construction _____
- (c) Estimated rates of flow _____

DATE PRINT NAME SIGNATURE OF APPLICANT

ACTION: Form A-1 or Form A-2, whichever is applicable, will be issued to applicant and Planning Board within 45 days after this application has been received at the MUA office.

.....
DO NOT WRITE BELOW THIS LINE – FOR DTMUA USE ONLY
.....

DATE APPLICATION RECEIVED: _____ AMOUNT OF CHECK (S): _____

SIGNATURE OF DTMUA: _____

ACTION BY AUTHORITY

1. SUBDIVISION CLASSIFICATION:

FEASIBILITY: FEASIBLE NOT FEASIBLE

2. ZONING CHANGE:

3. REPORT ISSUED BY AUTHORITY ENGINEER YES NO



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TEL: [856] 415-1111 FAX: [856] 415-0199**

FORM "A"

PROJECT: _____

PROJECT NO: _____

**DEPTFORD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
FORM "A" REQUIREMENTS
[CHECK LIST]**

- Application complete and signed by Owner

- Payment of Fees

- General Location Plan indication [3 Sets]:
 - Streams
 - Streets
 - Block, Lots and Tax Map Numbers/Plate Number
 - Copy of the Planning Board Application
 - Location of any existing water mains
 - Location of any existing sewage systems
 - Proposed system(s) outline
 - Route of construction
 - Estimated flow rate calculations



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FORM "B"

FORM "B" Application for preliminary review of plans for Public Sewer and/or Water.

PURPOSE: This application and supporting data specifying the engineering details of the proposed project will be analyzed for compliance with Authority engineering standards including provisions for orderly growth. The final condition of approval will be a mutual agreement between the applicant and the Authority regarding the terms and conditions for providing sewer and/or water.

APPLICATION FEE: Sewer - \$100.00; Water - \$100.00 {Check should be made payable to the Deptford Township Municipal Utilities Authority}.

REVIEW FEE: Separate fees, calculated in the same manner, shall be paid for sewer and water. \$15.00 per Domestic Consumer Unit (DCU) for the first 100 units; \$10.00 per DCU for the next 100 units; \$7.00 per DCU for all DCU's in excess of 200 units. A review fee of \$2,000.00 shall be deposited for the first 5,000 square feet or any portion thereof and \$500.00 for each additional 5,000 square feet or part thereof for industrial or commercial units. Minimum amount to be placed in an escrow fund is \$2,000.00. Projects with pumping stations shall have additional review fees of 2% of the construction cost.

APPLICANT

NAME: _____ CONTACT PERSON: _____
 ADDRESS: _____
 TELEPHONE: _____ FAX: _____

PROJECT TO BE SERVICED

NAME: _____
 ADDRESS: _____
 ESTIMATE OF FLOW: _____ AREA OF ENTIRE TRACT: _____
 PORTION TO BE SERVICED: _____ NUMBER OF LOTS: _____
 TAX MAP PLATE NUMBER: _____ BLOCK: _____ LOT: _____
 TYPE: SINGLE FAMILY DWELLINGS TOWNHOUSES APARTMENTS

CONDOMINIUMS

INDUSTRIAL SQ. FT.: _____ OTHER SQ. FT.: _____
 COMMERCIAL SQ. FT.: _____ DESCRIBE: _____
 PROFESSIONAL SQ. FT.: _____

1. DEVELOPMENT PLANS

CONSTRUCTION START DATE: _____ DURATION OF PROJECT: _____

2. PROFESSIONAL ENGINEER DESIGNING WATER/SEWER SYSTEM:

SIGNATURE: _____ (SEAL) _____
 ADDRESS: _____
 TELEPHONE: _____



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TEL: [856] 415-1111 FAX: [856] 415-0199**

FORM "B"

PROJECT: _____

PROJECT NO: _____

**DEPTFORD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
FORM "B" REQUIREMENTS – PRELIMINARY APPROVAL
[CHECK LIST]**

- Application complete and signed by Owner/Applicant/Engineer
- Payment of Fees and Review Escrow
- NJDEP Treatment Works Approval Application
- NJDEP Bureau of Safe Drinking Water Approval Application
- All other permit applications including wetlands, GCUA, State Road opening permits, and/or County road opening permits.
- For commercial buildings: calculations based on the plumbing code, number of fixture units that determine the required demand, size of water service, and size of sewer lateral.
- Engineer's Report
- Specifications
- Complete sets of plans and details, including subdivision plan (3 sets)
- Preliminary legal descriptions and agreements for all easements to be dedicated to the Authority.
- After Plan Approval – A Resolution authorizing submittal to NJDEP. Also a mutual agreement between Applicant and Authority to be prepared.
- Duration of approval is not to exceed to (2) years from date of receipt of NJDEP Permit.



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FORM "C"

FORM "C" Application for construction of Public Sewer and/or Water,
Recommendations and Conditions.

PURPOSE: To control the extent and schedule of planned sewer and/or water facility
installations and to establish a schedule for Authority inspection of
completed installations.

APPLICATION FEE: Sewer - \$100.00; Water - \$100.00 {Check should be made payable to the
Deptford Township Municipal Utilities Authority}.

REVIEW AND INSPECTION ESCROW: 5% of the total sewer and/or water construction costs, as verified by the
Authority Engineer or a minimum of \$1,000.00.

APPLICANT

NAME: _____ CONTACT PERSON: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____

CONTRACTOR INFORMATION

NAME: _____ CONTACT PERSON: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____

PROJECT TO BE SERVICED

NAME: _____
LOCATION: _____
SECTION: _____ NUMBER OF LOTS: _____
DATE OF DTMUA FORM B APPROVAL: _____
DATE OF PLANNING BOARD FINAL APPROVAL: _____

PROFESSIONAL ENGINEER DESIGNING WATER/SEWER SYSTEM:

SIGNATURE: _____ (SEAL)
ADDRESS: _____
TELEPHONE: _____

CONNECTION FEES:

NUMBER OF WATER UNITS: _____ ESTIMATE OF FLOW: _____
WATER FEES: _____
NUMBER OF SEWER UNITS: _____ ESTIMATE OF FLOW: _____
SEWER FEES: _____

SUPPORTING DATA REQUIRED:

- (a) Engineer's Itemized Report on total sewer and/or water construction costs including fire hydrants: \$ _____.
- (b) Detailed plans, profiles and specifications of sewage pump stations, sewer and water mains, hydrants (as approved by the Fire Marshall) and appurtenances (plans shall indicate individual tax lots and blocks): Six (6) sets are required.
- (c) Performance Guarantee or Surety Documents: 120% (Minimum) of total sewer and water construction costs. 10% of the guarantee amount to be in cash or check and 90% of guarantee to be in the form of a bond or letter of credit.
- (d) Cash payment (to be escrowed) in the amount of 5% of total construction costs to insure payment of Form D – Inspection Fees until time of Authority acceptance of facilities.
- (e) Typed list coordinating individual tax lot and block with street address.
- (f) Proof that all easement documents have been recorded.

DURATION OF FORM "C" APPROVAL TO BE A MAXIMUM OF TWO (2) YEARS.

DATE PRINT NAME SIGNATURE OF APPLICANT

DO NOT WRITE BELOW THIS LINE – FOR DTMUA USE ONLY

DATE APPLICATION RECEIVED: _____ AMOUNT OF CHECK (S): _____

VERIFICATION OF CONSTRUCTION COSTS BY AUTHORITY ENGINEER: _____

SIGNATURE OF DTMUA: _____ DATE: _____

ACTION BY AUTHORITY

FORM C SENT TO APPLICANT: _____

WATER NUMBER: _____ ISSUED: _____

SEWER NUMBER: _____ ISSUED: _____

CONNECTION FEE: _____ RECEIVED: _____



**THE DEPTFORD TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
P.O. BOX 5506, DEPTFORD, NEW JERSEY 08096
TEL: [856] 415-1111 FAX: [856] 415-0199**

FORM "C"

PROJECT: _____

PROJECT No: _____

**DEPTFORD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
FORM "C" REQUIREMENTS – CONSTRUCTION APPROVAL
[CHECK LIST]**

- Application complete and signed by Owner/Applicant/Engineer
- Application, review, and connections fees and inspection escrow to be submitted
- NJDEP Treatment Works Approval TWA permit approval and GCUA approval
- Fire hydrant plan approved by letter from Fire Marshall
- NJDEP Bureau of Safe Drinking Water Approval permit approval
- Resolution from Township and County indicating final approval of project.
- Construction cost estimate in favor of the MUA
- Performance Bond – 120% of construction cost.
- All other permit approvals including wetlands, NJDOT road opening permits, Country road opening permits, etc.
- All other permits to be secured by applicant
- Legal descriptions and agreements for all easements to be dedicated to the Authority. Agreements to state no fences to be constructed within easement.
- Type list coordinating tax lot and block with street address.
- Six (6) sets of complete final, including recorded subdivision, plans. Applicant will be returned two (2) sets.
- Duration of Form "C" approval to be a maximum of two (2) years. Must start within six (6) months.



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FORM "C"

**AFTER FORM "C" CONSTRUCTION APPROVAL
[CHECK LIST]**

1. Contractor to prepare shop drawings
2. Preconstruction meeting and schedule request for fire hydrant meter for temporary water.
3. Sanitary sewer and lateral installation
4. Water main and service installation
5. Other utility construction
6. Base paving on roads
7. Testing of water and sewer
8. Sign off on DEP permit for partial operation of sanitary sewer
9. DTMUA signs off on Township construction permit for construction of dwellings
10. Request of band reduction
11. As-builts of water and sewer in paper and CAD format.
12. Form "D" – dedication of water and sewer
13. Performance bond release when maintenance bond posted



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FORM "D"

FORM "D" Application for title transfer, Public Sewer and/or Water Systems.

APPLICATION FEE: Sewer - \$100.00; Water - \$100.00 {Check should be made payable to the Deptford Township Municipal Utilities Authority}.

REVIEW AND INSPECTION ESCROW: Escrow Fees were presented by applicant at time of submittal of Form C (which was escrowed) in the amount of 5% of the total sewer and/or water construction costs. Upon Authority acceptance of the system, the balance, if any, of the fee after legal and engineering vouchers have been deducted, will be returned to the applicant

APPLICANT

PROJECT NAME: _____

LOCATION: _____

SECTION: _____

SEWER AND WATER PERMIT NUMBER: _____ ISSUED: _____

TOTAL NUMBER OF LOTS IN SECTION: _____ NUMBER COMPLETED: _____

RESOLUTION INDICATING STREETS BEEN ACCEPTED BY THE TOWNSHIP? YES NO

HOW LONG HAS THE SYSTEM BEEN COMPLETED? _____

HAVE THE STREETS RECEIVED FINAL LAYER OF ASPHALT PAVING? YES NO

DOES THE AS-BUILT PLAN FOLLOW THE PLAN SUBMITTED WITH FORM C IN REGARD TO DETAILS AND AREA COVERED? YES NO IF NOT, INDICATE SIGNIFICANT CHANGES:

SUPPORTING DATA REQUIRED:

- (a) Two sets of As-Built plans (electronic CAD files & mylar copies)
- (b) Maintenance Bond (15% of the Construction Cost) guaranteeing satisfactory performance of the system for a period of two years from date of acceptance.
- (c) All necessary documents approved by the Authority that will permit the dedication of all necessary property and easements that are an inherent and necessary part of the complete system.
- (d) Certification by the Applicant's Engineer as to the following:
 - 1). That the As-built plans are as herein described (see attached).
- (e) Proof of payment of all fees.

DATE PRINT NAME SIGNATURE OF ENGINEER

DATE PRINT NAME SIGNATURE OF APPLICANT

ACTION: Within 45 days after this form has been received at the Authority office, the Authority Engineer will conduct a final inspection. Upon his/her recommendation to accept the systems, the Authority Solicitor will have executed the transfer of the necessary deeds, easements and/or rights-of-way. The applicant will be notified that the Authority accepts the Maintenance Bond as of that date; release him/her from the Performance Bond and agrees to take responsibility for the system.

DO NOT WRITE BELOW THIS LINE – FOR DTMUA USE ONLY

DATE APPLICATION RECEIVED: _____ ESCROW BALANCE: _____
(PRESENTED AT SUBMITTAL OF FORM C)

SIGNATURE OF DTMUA: _____ DATE: _____

ACTION BY AUTHORITY

FINAL INSPECTION BY MUA ENGINEER: _____

RESULTS: _____

RECOMMENDED FOR ACCEPTANCE OF SYSTEMS: _____

LEGAL DOCUMENTS EXECUTED: _____

VOUCHERS PAID:	ADMINISTRATION: \$100.00 SEWER	PAID: _____ (TO REVENUE FUND)
	ADMINISTRATION: \$100.00 WATER	PAID: _____ (TO REVENUE FUND)
	ENGINEERING REVIEW: \$ _____	PAID: _____
	LEGAL FEE: \$ _____	PAID: _____

BALANCE RETURNED TO APPLICANT: \$ _____



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FORM "E"

FORM "E" Application for connection of, an Individual Dwelling Unit into an existing Deptford Township Municipal Utilities Authority System.

PURPOSE: To determine and technical feasibility of connecting sewer lateral and/or water service to the Authority system and to verify that the systems will be constructed in compliance with the DTMUA Rates, Rules and Regulations.

Application for service connections will be accepted subject to there being existing mains in streets or right-of-way fronting the premises to be served.

FEES: APPLICATION: Sewer - \$20.00; Water - \$20.00
INSPECTION: Sewer - \$30.00; Water - \$30.00 Water (Inspection fee will be returned if connection into the MUA system is not feasible).
REVIEW: \$200.00 {To be paid at time of application, applicant is to be responsible for all excess professional fees}.

Bond or Letter of Credit

APPLICANT

NAME: _____

ADDRESS: _____

TELEPHONE: _____

SERVICE LOCATION

ADDRESS: _____

TAX MAP PLATE NUMBER: _____ BLOCK: _____ LOT: _____

REGISTERED PLUMBERS NAME: _____

TELEPHONE NUMBER : _____

SUPPORTING DATA REQUIRED

TWO SETS OF PLANS PREPARED BY REGISTERED PLUMBER SHOWING THE PROPOSED LINE FROM THE DWELLING TO THE MUA MAIN. PLANS MUST INCLUDE ELEVATIONS.

_____ DATE

_____ PRINT NAME

_____ SIGNATURE OF APPLICANT

TECHNICAL REQUIREMENTS:

SEWER: See Approved Construction Supplement

WATER: See Approved Construction Supplement

DO NOT WRITE BELOW THIS LINE – FOR DTMUA USE ONLY

DATE APPLICATION RECEIVED: _____

APPLICATION CHECK: _____

INSPECTION CHECK: _____

SEWER CONNECTION FEE: \$ _____ PAID: _____

WATER CONNECTION FEE: \$ _____ PAID: _____

METER DEPOSIT: METER _____

INSTALLATION _____

YOKE _____



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FORM "F"

FORM "F" Application for review of plans for Sewer and/or Water for Commercial/Industrial applications not requiring NJDEP permits. (Connection to existing Sewer and Water mains.)

PURPOSE: This application and supporting data specifying the engineering details of the proposed project will be analyzed for compliance with the Authority engineering standards including provisions for orderly growth. The final condition of approval will be a mutual agreement between the applicant and the Authority regarding the terms and conditions for providing water & sewer.

APPLICATION FEE: Sewer - \$100.00; Water - \$100.00 {Check should be made payable to the Deptford Township Municipal Utilities Authority}.

REVIEW AND INSPECTION ESCROW REVIEW: \$2,000.00 shall be deposited for the first 5,000 square feet or any portion thereof and \$500.00 for each additional 5,000 square feet or part thereof.

INSPECTION: 5% of construction costs, as verified by Authority Engineer. In the event that the cost of review shall be more than deposited, the applicant shall pay the additional cost prior to final approval by the Authority.

Both checks shall be payable to the Deptford Township Municipal Utilities Authority.

APPLICANT

NAME: _____ CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____

PROJECT

NAME: _____

ADDRESS: _____

AREA OF ENTIRE TRACT: _____ PORTION TO BE SERVICED: _____

TAX MAP PLATE: _____ BLOCK: _____ LOT: _____

INDUSTRIAL SQUARE FOOTAGE: _____

COMMERCIAL SQUARE FOOTAGE: _____

NO. OF INDIVIDUAL STORES OR OFFICES: _____

PROPOSED USE FOR STORES OR OFFICES: _____

OTHER SQUARE FOOTAGE: _____

DESCRIBE: _____

DEVELOPMENT PLANS

CONSTRUCTION DATE: _____ DURATION OF PROJECT: _____

PROFESSIONAL ENGINEER DESIGNING WATER AND/OR SEWER SYSTEM

SIGNATURE: _____ (SEAL) _____
ADDRESS: _____
TELEPHONE: _____

REQUIRED SUPPORTING DATA

Three (3) sets of drawings, reports and other pertinent data describing details of the sanitary sewer system and water distribution system, including fire hydrants, private fire service and sprinkler systems must be submitted. If additional data is required after the initial review, the applicant will be contacted to submit same. A performance bond in the amount of 120% of the construction cost followed by a two (2) year Maintenance Bond will be required.

Estimated Rate of flow: _____

Building floor plans and plumbing plans are required to be submitted. Grease trap details and calculations are to be submitted.

Upon approval Six (6) sets of plans shall be submitted to the DTMUA for distribution

INDUSTRIAL WASTE AGREEMENT (IF REQUIRED:)

The undersigned being the _____ of the property
(owner, lessee, tenant, etc.)

located at _____

does hereby request a permit to _____ an industrial sewer
(install, use)

connection serving the _____, which company is
(name of company)

engaged in _____ at said location.

- (a) Plan of the property showing accurately all water, sewer and drains now existing is attached hereunto as Exhibit "A".
- (b) Plans and specifications covering any work proposed to be performed under this application is attached hereunto as Exhibit "B".
- (c) A complete schedule of all process water and industrial wastes produced or expected to be produced at said property, including a description of the character of each waste, the daily volume, maximum rates of discharge and representative analysis is attached hereunto as Exhibit "C".
- (d) The name and address of the person or firm who will perform the work covered by this application is _____

In consideration of reviewing this application, the undersigned agrees:

