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PENNSAUKEN SEWERAGE AUTHORITY PROCEDURAL GUIDE

COMMERCIAL APPLICATION CONNECTION AND REVIEW

Procedures for the application and approval of connections to the Pennsauken Sanitary Sewer System are contained herein. This document covers application and review requirements ONLY. For further information refer to the Pennsauken Sewerage Authority “Schedule of Rates and Rules and Regulations” which can be obtained at the Sewerage Authority office, 1250 John Tipton Blvd., Pennsauken, New Jersey, or on our web site www.psewer.com.

The Owner of the property for which approval is sought, or his representative shall submit the materials and data, as stipulated below to the Executive Director of the Authority:

Mr. Marco DiBattista, Executive Director
1250 John Tipton Boulevard
Pennsauken, NJ 08110

1. All applications must be accompanied by the initial filing fee of \$15.00. When the application is made for Multiple Units, Commercial and Industrial Connections, said application shall also be accompanied by an escrow fee of \$2,500.00 which shall be utilized to establish an [escrow] fund from which shall be paid all engineering and legal review fees.
2. After preliminary review, the Authority’s Engineer will provide an estimate of Total Fees which are to be paid before initiating construction.
3. The Applicant shall forward three (3) copies of all plans and three (3) copies of the completed application and specifications if applicable. (The plans shall be revised and resubmitted until approval is obtained.) Industrial and commercial applicants shall, in addition to the above, furnish a detailed description which shall include the type and size of the building(s); the nature of the business to be conducted; the number and type of fixtures to be served; the type, volume and chemical characteristics of the waste to be discharged. The plans which accompany the application shall also show:
 - a. The boundaries of the property;
 - b. The location and dimensions of the structure(s) to be served;
 - c. The location, profile, and grades of all piping and appurtenances;
 - d. Details of the proposed connections (including but not limited to size(s), type, and construction details of pipe and appurtenances, and arrangement and details of meter installation (if required). All plans and specifications must be signed and sealed by the owner’s Engineer/Architect.

4. If the connection involves the extension of a sewer main, the Applicant will be required to obtain the approval of the State of New Jersey, Department of Environmental Protection (NJDEP). This application must be endorsed by the Authority. All expenses connected with this submission shall be borne by the Applicant.
5. Upon approval by the Authority's Engineer and the NJDEP, the Engineer will calculate the initial connection fee based on expected gallonage. Applicant will furnish, as a part of his application, the support data relative to type of installation, estimated water consumption, etc., which is necessary to complete these calculations. The initial connection fee is to be paid prior to the start of construction.
6. Upon approval and prior to construction, the applicant will be required to post a Performance Bond in the amount equal to the cost of construction as estimated by the Authority's Engineer.
7. The Applicant will provide the following information for requesting and/or returning Escrow Funds:
 - Company Name with Full Address
 - Contact Name with Official Title
 - Phone Number and Fax Number
 - E-mail address if possible

This information will also be necessary for returning Performance Bonds and Maintenance Bonds as may be required by the Pennsauken Sewerage Authority for the purposes of this connection.

8. All connections to the sanitary sewer main owned by the Authority will be made by a plumbing contractor licensed by the State of New Jersey. All connections will be made in accordance with the Authority's construction standards. The Authority's Engineer and a representative from the Authority must be present at the time of inspection.

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COMMERCIAL CONNECTION PROJECT
PENNSAUKEN SEWERAGE AUTHORITY
PENNSAUKEN TOWNSHIP, CAMDEN COUNTY, NEW JERSEY

READ PROCEDURAL GUIDE

PLEASE TYPE OR PRINT

1. Applicant/Owner: _____
Address: _____
City _____ State: _____ Zip: _____
Contact: _____ Phone No: () - _____
Name
2. Location of Project: _____
Plate No. _____ Block No. _____ Lot No. _____
3. Name of Engineer/Architect: _____ Phone No: () - _____
Name of Firm: _____
Address: _____
City _____ State: _____ Zip: _____
4. Fee is attached \$ _____ (\$15.00 Application Fee and \$2,500.00 Escrow Fee)
5. Estimated Construction Cost of Proposed Sanitary Sewer Facilities: \$ _____
6. Proposed Building Use: _____
7. Six (6) copies of plans are attached: Yes _____ No _____
8. Three (3) copies of specifications are attached: Yes _____ No _____
9. Three (3) copies of applications are attached: Yes _____ No _____
10. Detailed description of project is attached: Yes _____ No _____

- 11a. If work involves an extension of a sewer main, the required NJDEP application is attached: Yes _____ No _____
- 11b. If yes, the additional sets of plans and specifications required by the NJDEP is attached: Yes _____ No _____

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PLEASE provide contact information for purposes of requesting and returning Escrow Funds & Bonds:

Contact & Position: _____
Name of Firm: _____
Address: _____
City _____ State: _____ Zip: _____
Phone No: () - Fax No: () - E-mail : _____

For Office Use Only:

Disposition: _____

Comments or Conditions: _____

Signature

Dated

Application Fee Received \$ _____

Escrow Fee \$ _____

Permit Fee Received \$ _____

Permit # _____

Date Issued ____/____/____

Account # _____

Inspection Requested For: Date ____/____/____ Time _____ Inspected By: _____

Results of Inspection: _____

J/E from Reserve (3990) to Revenue (4016 or 4019): Date ____/____/____ Amount \$ _____

Certificate of Occupancy Issued ____/____/____

Date Account Activated ____/____/____

Notes: _____

FOR AUTHORITY'S ENGINEER'S USE ONLY

ESTIMATED CONSTRUCTION COST \$ _____

REVIEW FEE \$ _____

INSPECTION FEE \$ _____

"AS-BUILT" FEES \$ _____

INITIAL CONNECTION CHARGE \$ _____

PERFORMANCE BOND:

AMOUNT \$ _____

BOND NUMBER _____

EASEMENTS/DEED REG'D _____
