



***CHECKLIST FOR SUBMISSION & APPROVAL OF APPLICATIONS
FOR WATER & SEWER UTILITIES SERVICE***

GENERAL INFORMATION – For most service applications, obtaining HMUA Approval for Water and/or Sewer Utilities Service is a three-step process:

- **Tentative Approval** is HMUA’s approval of the engineering plans for the entire project/development including any off site work that is required. After obtaining Tentative Approval, the proposed project may be split into phases for separate final approvals, if desired. Tentative Approval does not constitute a reservation of capacity. Note: Applicants for single family dwellings that abut existing water and/or sewer mains and require no permits from state or federal agencies may skip the Tentative Approval step.
- **Final Approval** of the HMUA requires payment of connection fees and other related fees, and constitutes a reservation of capacity that is valid for 36 months from approval date. Withdrawal or expiration of the Final Approval will result in refund of the connection fee minus an Administrative Reimbursement fee for each water and sewer EDU.
- **Permit to Construct** is the permit required to begin construction of new water and/or sewer service. All required permits must be obtained, performance bonds issued (where applicable) and fees paid prior to issuance of a permit to construct.

All regular mail should be directed to P.O. Box 450, Hackettstown, NJ 07840. Packages should be delivered to our street address at 424 Hurley Drive.

SUBMISSION OF “APPLICATION FOR SERVICE (Tentative Approval)” - A complete application for water and/or sewer service shall be submitted in **Triplicate** and include the following:

- **COPY OF PRELIMINARY PLANNING BOARD APPROVAL.** Preliminary Planning Board Approval shall be a condition precedent to the Tentative Approval of an Application for Service. A copy of the Preliminary Planning Board Approval shall be submitted by the Applicant (Item #6). If requested, the HMUA will review the project pending receipt of a copy of the Preliminary Planning Board Approval.
- **FILING FEE.** Item #10 - The Filing fee shall be submitted in a **separate** check in the amount as determined based upon the calculation of the number of Equivalent Dwelling Units (EDU). Filing fees are non-refundable.
- **APPLICATION REVIEW FEES.** Item #9 - Application Review Fees are determined based upon the calculation of the number of EDU’s (item #7). The Application Review Fee shall be submitted to the Authority in a **separate** check for deposit into an escrow account. The Authority will withdraw funds from this escrow account to pay invoices for engineering review, legal review and for other services provided to Applicant by the Authority. The **Tax ID Number** is required by our bank for creation of the Escrow Account.
- **FOUR COPIES OF PLANS & REPORTS.** Submit Four (4) copies of all engineering plans and reports. The engineering plans and reports shall be in accordance with, and must



comply in every respect to, the rules, regulations and specifications of the HMUA. The plans must also comply with and any state or federal agency asserting jurisdiction over water and/or sewer services. The following statement shall be included on all water and/or sewer plans: **“All potable water and sanitary sewer facilities shall be installed in accordance with the Rules and Regulations of the HMUA and shall be inspected by the HMUA prior to backfill.”**

Upon receipt of an Application for Service, the HMUA and its consultants will review said Application and plans and shall make every effort to provide comments to the Applicant or his Engineer within 45 days of submission. The plans and reports shall be modified in accordance with the comments and resubmitted for additional review. Upon completion of the review process, and receipt of all other required items, the Application for Service will be deemed Complete. The Application for Service will then be placed on the Agenda for the next HMUA Regular monthly Meeting. Regular Meetings are normally held on the second Tuesday of each month. At said HMUA monthly Meeting, the Authority may grant Tentative Approval for the Applicant's entire project. **Tentative Approval from the HMUA does not constitute a reservation of capacity or service.**

The Applicant may submit an “Application for Final Approval” prior to receipt of Tentative Approval, however, Final Approval shall not be granted prior to Tentative Approval.

SUBMISSION OF “APPLICATION FOR FINAL APPROVAL” - A complete application for water and/or sewer service shall be submitted in **Triplicate** for Applicant’s entire project or a portion thereof and shall include the following:

- **APPLICATION REVIEW FEES.** Item #8 - Submit additional Application Review fees as necessary. Said Fees shall be submitted to the Authority in a **separate** check for deposit into an escrow account. The Authority will withdraw funds from this escrow account to pay invoices for engineering review, legal review or for other services provided to Applicant by the Authority. The **Tax ID Number** is required for creation of the Escrow Account.
- **MISCELLANEOUS FEES.** Item #9 - Submit a **separate** check for Miscellaneous Fees as applicable to the project. A typical development project would require (a) Water Service Inspection, (b) Sewer Service Inspection, (e) Meter Setting Fee (contact the Business Office for cost of meter), and (g) Meter Turn-On Fee per Unit. Any on-site or off-site water and sewer main installations 8 inch or larger would also require (c) Water Main Inspection and (d) Sewer Main Inspection. If water from a Fire Hydrant is necessary during construction contact the HMUA Business Office for exact amount of (f) Construction Meter Deposit. A single family home application would likely require (a), (b), (c), (g), and also require (h) GIS As-Built Fee and (i) Filing Fees (if no tentative approval obtained). For determining the appropriate fees for other types of projects or any other questions pertaining to Miscellaneous Fees, contact the HMUA Business Office.
- **CONNECTION FEES.** Item #10 - The Connection Fees shall be determined by multiplying by the number of EDU’s with one house or townhouse equaling 1 EDU. The number of EDU’s for other uses shall be calculated in the following manner:



- WATER - # of EDU's = GPD as per HMUA Rules & Regulations, Section 106 A & B, divided by 300 GPD, rounded up to the nearest 0.50.
- SEWER - # of EDU's = GPD as per HMUA Rules & Regulations, Section 106 A & B, divided by 300 GPD, rounded up to the nearest 0.50.

A Preliminary Connection Fee shall be due at the time of acceptance of an application for Final Approval by HMUA and shall be calculated based on the most recently adopted connection fee as of the application date and the estimated number of EDUs. The Final Connection Fee shall be calculated at Final Approval and shall be calculated based upon the confirmed EDUs and the most recently adopted connection fees in effect at the time of Final Approval by the Authority. Any remaining final connection fees due must be promptly paid in accordance with Section 106 of the Rules and Regulations.

At the option of the Applicant, the Applicant may submit a **separate** check for the entire amount of the Connection Fees, or the Applicant may submit twenty-five (25) percent of the Total Connection Fees in a **separate** check and the remaining seventy-five (75) percent as an Irrevocable Letter of Credit in a form acceptable to the HMUA attorney. A standard form may be obtained from the HMUA. Prior to the HMUA providing water and/or sewer utilities service to any unit or building, the Applicant shall remit the remaining seventy-five (75) percent portion for each individual unit or building. In this event the HMUA will authorize a corresponding reduction in the Irrevocable Letter of Credit. The HMUA will issue a draw against the Irrevocable Letter of Credit if payment is not submitted by the Applicant.

- **REGULATORY PERMIT APPLICATIONS.** Submit three (3) copies, two (2) with original signatures of all Applications for Permits that require the endorsement of the HMUA. This typically includes NJDEP "Treatment Works Approval" (TWA) (Form TWA-1). TWA's are required for projects where a sewer is extended to the property, or the anticipated sewage flow for the entire project is 8,000 gallons per day or more. The "Standard Application Form to Construct / Modify / Operate Public Water Works Facilities" (BSDW-Application) may also be necessary for water facilities. All road opening permits are the responsibility of the Applicant. An NJDOT "Utility Opening Permit" with HMUA as applicant is required for any facilities within the Right of Way of any state highway, and require six (6) copies of the drawing of the proposed opening. Other Applications, not stated herein, may require HMUA's endorsement.
 - **TWA-1 Form** - In most cases the HMUA should be listed as the Applicant/Owner under Item #1, unless the interior roads will not be accepted by the municipality. In this event, the developer or homeowner's association will retain responsibility for operating and maintaining the water distribution mains and the sewerage collection system. The developer's engineer will be the APPLICANT'S AGENT in item #7. All eleven items on the form should be completed. The property owner should provide endorsement under item #8. The developer's engineer should provide endorsements under items #7 & 9. The HMUA will provide endorsements under items #7, 10 & 11.
 - **WQM-003 - Statements of Consent** - Item A-1 must be endorsed by the municipalities Governing Body unless the project is located within the Town of Hackettstown. The HMUA will provide endorsements for items A-2, B & C. Item A-3 is not required for a sewer extension.



- **WQM-006 - Engineers Report for Sewer Systems** - This report requires signature/seal by the developer's engineer.
- **SERVICE AGREEMENT.** Submit an executed "Service Agreement Between the Hackettstown Municipal Utilities Authority and APPLICANT For Potable Water and/or Sanitary Sewerage Service."

Upon receipt of an "Application for Final Approval for Service", the HMUA and its consultants will review said Application and shall make every effort to provide comments to the Applicant or his engineer within 45 days of submission. If necessary, documents shall be modified and resubmitted for further review. Upon completion of the review process, and receipt of all other required items, the Application for Final Approval will be deemed Complete. The Application for Final Approval will then be placed on the Agenda for the next HMUA Regular monthly Meeting. Regular Meetings are normally held on the second Tuesday of each month. At said monthly HMUA Meeting, the Authority may grant Final Approval. Following Final Approval, the HMUA will provide necessary endorsements for required permits. **Note: The HMUA will only endorse Permit Applications necessary to service the units which have been granted Final Approval by the HMUA.**

ISSUANCE OF PERMIT TO CONSTRUCT - Following Final Approval by the HMUA, the Applicant must obtain all required regulatory permits, pay all required fees and submit an acceptable performance guarantee (example available at www.hmua.com, under Forms and Documents).

- **PERFORMANCE GUARANTEE.** The Applicant shall submit a Performance Guarantee, in a form acceptable to the attorney for the HMUA. The Performance Guarantee shall cover the cost of all water and/or sewer facilities that will be constructed by the Applicant, and the cost of producing As-Builts for all water and/or sewer facilities. The Applicant shall submit an estimate of these costs to the HMUA for approval prior to obtaining the Performance Bond. The amount to be posted under the Performance Guarantee shall be 120% of the approved cost estimate of all water and/or sewer facilities to be constructed by the Applicant, plus the approved estimated cost of producing As-Built drawings for all facilities.

Upon receipt of the required documents, the HMUA Executive Director will issue a Permit to Construct, which will allow the construction of the facilities to commence.

Note: Applicants for single family dwellings that abut existing water and/or sewer mains and require no permits from state or federal agencies may skip the Tentative Approval step and may simultaneously be granted Final Approval and Permit to Construct if all requirements are met.

Refer to the HMUA Rules and Regulations, available under "Forms and Documents" at www.hmua.com for additional information regarding the application process, specific requirements and any associated fees.



HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

424 Hurley Drive - P.O. Box 450
Hackettstown, NJ 07840
(908) 852-3622

APPLICATION FOR SERVICE (TENTATIVE APPROVAL)

I am requesting Tentative Approval for WATER _____, and/or SEWER _____ utilities service for the project as detailed herein.

1. Name of Applicant _____

Street Address _____

City, State, and Zip code _____

Phone _____ FAX _____ E-mail _____

2. Interest of Applicant, if other than Owner _____

3. Name of Owner _____

Street Address _____

City, State, and Zip code _____

Phone _____ FAX _____ E-mail _____

4. Name of Project _____ Type of Units _____

5. Location of Project – Municipality _____ Block _____ Lot(s) _____

6. Status of Planning Board Application _____

7. Number of Equivalent Dwelling Unit's (EDU) WATER _____ SEWER _____

Single family dwelling or townhouse – 1 Equivalent Dwelling Unit (EDU) /unit.

Other Uses – WATER - # of EDU's = GPD as per HMUA Rules & Regulations, Section 106 A & B, divided by 300 GPD, rounded up to the nearest 0.50.

Other Uses - SEWER - # of EDU's = GPD as per HMUA Rules & Regulations, Section 106 A & B, divided by 300 GPD, rounded up to the nearest 0.50.

8. Applicant's Consulting Engineer _____

Street Address _____

City, State, and Zip code _____

Phone _____ FAX _____ E-mail _____

9. Application Review Fee - Attach a separate check made payable to the HMUA to be deposited into an Escrow Account in the amount of \$_____. Tax ID# _____

Application Review Fee = \$50.00 per EDU, minimum of \$1,000.00 or as otherwise directed.

Application For Service

10. Water & Sewer Filing Fees - Attach a separate check made payable to the HMUA for the Water and/or Sewer Filing Fees (as applicable) in the total amount of \$_____.

Water Filing Fee = \$30.00 per EDU, but not more than \$1,000.00 nor less than \$200.00. In the case of one (1) single-family dwelling, the water Filing Fee shall be \$40.00.

Sewer Filing Fee = \$30.00 per EDU, but not more than \$1,000.00 nor less than \$200.00. In the case of one (1) single-family dwelling, the Sewer Filing Fee shall be \$40.00.

APPLICATION FOR SERVICE CHECKLIST:

- A. Submit APPLICATION FOR SERVICE Form - _____
- B. Submit four (4) copies of all engineering plans and reports - _____
- C. Submit copy of Preliminary Planning Board Approval - _____
- D. Submit a separate check for the Application Review Fees w/ Tax ID # - _____
- E. Submit a separate check for the total Water and/or Sewer Filing Fees - _____

I have completed the Application and the Checklist. I also understand that Tentative Approval from the HMUA does not constitute a reservation of capacity or service from the HMUA. I certify that the statements made by me in this application are true.

APPLICANT

(Signature)

Date: _____

(Type or Print Name and Title)

FOR HMUA USE ONLY:

TENTATIVE APPROVAL

ACTION BY HMUA: Approved _____ Disapproved _____

Reasons for Disapproval: _____

Date: _____

Signature: _____

Title: _____



HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

424 Hurley Drive - P.O. Box 450

Hackettstown, NJ 07840

(908) 852-3622

APPLICATION FOR FINAL APPROVAL

I am requesting Final Approval for WATER _____, and/or SEWER _____ utilities service for the project as detailed herein.

1. Name of Applicant _____

Street Address _____

City, State, and Zip code _____

Phone _____ FAX _____ E-mail _____

2. Interest of Applicant, if other than Owner _____

3. Name of Owner _____

Street Address _____

City, State, and Zip code _____

Phone _____ FAX _____ E-mail _____

4. Name of Project _____ Phase / Section # _____

5. Location of Project – Municipality _____ Block _____ Lot(s) _____

6. Status of Planning Board Application _____

7. Requesting Final Approval for the following number of EDU's WATER _____ SEWER _____

Single family dwelling or townhouse – 1 Equivalent Dwelling Unit (EDU) /unit.

Other Uses – WATER - # of EDU's = GPD as per HMUA Rules & Regulations, Section 106 A & B, divided by 300 GPD, rounded up to the nearest 0.50.

Other Uses - SEWER - # of EDU's = GPD as per HMUA Rules & Regulations, Section 106 A & B, divided by 300 GPD, rounded up to the nearest 0.50.

8. Application Review Fee (if necessary) - Attach a separate check made payable to HMUA to be deposited into an Escrow Account in the amount of \$ _____. Tax ID# _____

9. Miscellaneous Fees - Attached a separate check made payable to HMUA to be deposited into an Escrow Account for miscellaneous fees as listed below in the total amount of \$ _____

- a) Water Service Inspection - \$50.00 per connection
- b) Sewer Service Inspection - \$50.00 per connection
- c) Water Main Inspection - \$1.50 per foot
- d) Sewer Main Inspection - \$1.50 per foot
- e) Meter Setting Fee (cost of Water Meter system + \$30)
- f) Construction Meter Deposit (if necessary) =
- g) Water Turn-On Fee (New Construction Section 118) - \$30.00

Application For Final Approval

- h) Geographical Information System As-Built Fee - \$100 per EDU – Fee is for projects less than 3 EDU’s that are not producing electronic As-Built in accordance with Section 111B.)
- i) Water and Sewer Filing Fees (if no Tentative Approval obtained)
 - Water Filing Fee = \$30.00 per EDU, but not more than \$1,000.00 nor less than \$200.00. In the case of one (1) single-family dwelling, the water Filing Fee shall be \$40.00.
 - Sewer Filing Fee = \$30.00 per EDU, but not more than \$1,000.00 nor less than \$200.00. In the case of one (1) single-family dwelling, the Sewer Filing Fee shall be \$40.00.

10. Submit the total Water and/or Sewer Connection Fees \$_____.

Water Connection Fee - \$5,826.00 per EDU

Sewer Connection Fee - \$5,565.00 per EDU

APPLICATION FOR SERVICE CHECKLIST:

- A. Submit APPLICATION FOR FINAL APPROVAL Form in triplicate - _____
- B. Submit copy of Preliminary Planning Board Approval - _____
- C. Submit a separate check for Application Review Fees (if necessary) w/ Tax ID # - _____
- D. Submit a separate check for the total Miscellaneous Fees (item #9)- _____
- E. Submit three (3) copies of all required State of New Jersey Permits (if required) - _____
- F. Submit payment for the total Water and/or Sewer Connection Fees in accordance with Item #10 - _____
- G. Submit SERVICE AGREEMENT Form in triplicate - _____

I have completed the Application and Checklist. I understand that any Water and/or Sewer Permit issued for any unit shall be valid for a period of thirty-six (36) months from the date of issue. I have considered the “Special Conditions of Issued Permits” which is contained in Section 104 of the Rules and Regulations for Water and Sewer Service of the HMUA and I am making this request for Final Approval with full understanding of the special conditions. I certify that the statements made by me in this application are true.

APPLICANT

(Signature)

Date: _____

(Type or Print Name and Title)

FOR HMUA USE ONLY:

FINAL APPROVAL

ACTION BY HMUA: Approved _____ Disapproved _____

Reasons for Disapproval: _____

Date: _____

Signature: _____

Title: _____



SERVICE AGREEMENT
BETWEEN THE HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY AND

(Applicant)

FOR POTABLE WATER AND/OR SANITARY SEWERAGE SERVICE

WHEREAS, the Hackettstown Municipal Utilities Authority, (hereinafter "HMUA"), 424 Hurley Drive, Hackettstown, New Jersey 07840, is a public body created by the governing body of the Town of Hackettstown pursuant to the authority of New Jersey Revised Statute 40: 14B-1 et.seq.; and

WHEREAS, the HMUA is charged, inter alia, with the responsibility for the maintenance, operation and improvement of works for the accumulation, supply and distribution of water and with the responsibility for the maintenance, operation and improvement of works for the collection, treatment, purification and disposal of sewage within the HMUA Service Area; and

WHEREAS, _____ (hereinafter "Applicant") has its address or principal place of business at _____ and has as its agent for the service of process in New Jersey the following:

_____; and

WHEREAS, the Applicant is the owner of real property within the _____ (municipality), described by Block _____ and Lot(s) _____ of the Official Tax Map of said municipality; and

WHEREAS, the Applicant has submitted a sanitary sewerage service application and/or potable water service application and has requested the HMUA to service the units enumerated on that Application with potable water and/or sanitary sewerage service.

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

1. **CONTINGENT UPON APPROVAL AND AVAILABILITY.** The parties hereto fully understand that the United State Environmental Protection Agency and the New Jersey Department of Environmental Protection may exercise jurisdiction over potable water and sanitary sewerage services and from time to time may promulgate rules and regulations affecting said services. The parties hereto agree that the obligations of the HMUA under the terms of this Agreement shall be contingent upon the HMUA 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 rule or regulation of the aforesaid agencies. In the event that the HMUA is prohibited from providing, offering or extending said services to the Applicant by reason of any rule or regulation of the aforesaid agencies, then the obligation of the HMUA to provide, offer or extend such services to Applicant shall be suspended until such time as the HMUA shall receive authorization from the aforesaid agencies to provide, offer or extend such services to Applicant.

Service Agreement

Further, Applicant expressly understands that this Agreement and the obligations imposed upon the HMUA herein for sewerage services are contingent upon the HMUA having capacity at its sewerage treatment facilities at the time sewer permits are requested, taking into consideration any outstanding sewer main extension permits issued by the NJDEP or any outstanding sewer permits issued by the HMUA. The obligations imposed upon the HMUA herein for potable water service are contingent upon the HMUA having not reached its permitted maximum diversionary rights capacity at the time that water permits are requested, taking into consideration any outstanding permits for obligations for water service which may apply.

- 2. HMUA RULES AND REGULATIONS AND SPECIFICATIONS. The applicant agrees to abide by the Rules and Regulations promulgated by the HMUA as well as the Specifications for Construction as they are in existence now and as they may be modified from time to time. 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 HMUA are incorporated by reference into this Agreement and shall constitute a contract between the Applicant and HMUA and Applicant agrees to be bound contractually thereby.
- 3. USE OF FACILITIES. The HMUA shall be permitted the free and uninterrupted use of all water and sewerage systems and facilities to make and utilize such connections with the systems and facilities as may be required by the HMUA, even if the systems and facilities remain the private property of the Applicant. The Applicant agrees to provide, at no cost to the HMUA, such easements as may be necessary to permit the connection to, or use of, the systems and facilities.
- 4. AGREEMENT BINDING. This Agreement shall be binding upon the Applicant and the HMUA, and shall run with the ground and shall be binding upon their successors, assignees, purchasers, heirs, executors or administrators.

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

WITNESS/ATTEST:

APPLICANT:

(Signature)

By: _____
(Signature)

(Printed Name and Title)

(Printed Name and Title)

ATTEST:

Hackettstown Municipal Utilities Authority

(Signature)

By: _____
(Signature)

(Printed Name and Title)

(Printed Name and Title)



HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

424 Hurley Drive - P.O. Box 450

Hackettstown, NJ 07840

(908) 852-3622

PERMIT TO CONSTRUCT

Permit to Construct CHECKLIST:

- A. _____ Final Approval from HMUA. Date of Final Approval _____
- B. _____ Final Water and/or Sewer Connection Fees paid.
- C. _____ Application Review Fees and Miscellaneous Fees (Escrow) paid.
- D. _____ All required regulatory permits obtained and provided to HMUA.
- E. _____ Performance Bond(s) provided and approved by HMUA.

WATER _____, and/or SEWER _____ Permit to Construct has been issued for the project and unit(s) listed below.

Name of Applicant _____

Name of Owner _____

Name of Project _____

Phase / Section Number _____

Location of Project – Municipality _____ Block _____ Lot(s) _____

Number of Proposed EDUs receiving Final Approval: WATER _____ SEWER _____

Expiration Date* _____

Date _____ Signature _____

Kathleen Corcoran, PE, PP, PMP
Executive Director

* Permit to Construct expires 36 months following date of Final Approval by HMUA.

