

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RATES, RULES AND REGULATIONS**

**APPLICABLE TO SEWERAGE AND WATER SERVICE**

**IN THE  
BOROUGH OF PINE HILL  
CAMDEN COUNTY  
NEW JERSEY**

ADOPTED: AUGUST 16, 1984  
REVISED: APRIL 16, 1998  
REVISED: APRIL 15, 1999  
REVISED: DECEMBER 17, 2003  
REVISED: JUNE 13, 2007  
REVISED: JULY 8, 2010  
REVISED: SEPTEMBER 26, 2011  
REVISED: JUNE 21, 2012  
REVISED: AUGUST 27, 2012  
REVISED: OCTOBER 22, 2014  
REVISED: OCTOBER 30, 2015  
REVISED: JANUARY 30, 2019  
REVISED: OCTOBER 1, 2020  
REVISED: OCTOBER 1, 2020

Prepared by:  
Pennoni Associates, Inc.  
515 Grove Street  
Suite 2C  
Haddon Heights, NJ 08035

Copy # \_\_\_\_\_

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY

RULES AND REGULATIONS

TABLE OF CONTENTS

Distribution		Page i
Section 1	<u>DEFINITIONS</u> .....	Page 1
Section 2	<u>DOMESTIC SERVICE</u> .....	Page 3
2.1	Service to New Customers Through Existing Connections	
2.2	Service to New Customers in Newly Constructed Dwellings	
2.3	Tampering With the Meter	
2.4	Landlord-Tenant Responsibility	
2.5	Curb Vent Policy	
2.6	Disconnection of Water and Sewer Laterals	
Section 3	<u>PUBLIC FIRE SERVICE</u> .....	Page 5
3.1	Hydrant Location	
3.2	Maintenance	
3.3	Allowable Uses	
3.4	Change of Location	
3.5	Inspection	
3.6	Notification	
3.7	Hydrant Rental Fee Policy	
3.8	Off Site Hydrant Installations	
Section 4	<u>PRIVATE FIRE SERVICE</u> .....	Page 7
4.1	Automatic Devices and Hydrants	
4.2	Ownership and Location	
4.3	Private Unmetered Fire Service	
4.4	Bills Rendered and Due	
Section 5	<u>INDUSTRIAL SERVICES</u> .....	Page 8
5.1	Agreement Required	
5.2	Special Application	
5.3	Prohibited Wastes	
5.4	Grease, Oil and Sand Separators	
5.5	Preliminary Treatment	
5.6	Control Manhole	
5.7	Penalty or Discontinuance	
5.8	Industrial Waste Meters	
5.9	Treatment of Highly-Concentrated Industrial Wastes	
5.10	Coordination with Camden County Municipal Utilities Authority	
5.11	Fees	
Section 6	<u>USE OF WATER FOR BUILDING PURPOSES</u> .....	Page 13

Section 7	<u>MAIN EXTENSIONS – WATER AND SEWER</u> .....	Page 14
7.1	General Provision	
7.2	Applications – General	
7.3	Application for Feasibility	
7.4	Application for Preliminary Approval	
7.5	Application for Construction Approval	
7.6	Application for Acceptance	
7.7	Application for Connection of an Individual Dwelling Unit into the Existing Authority System	
7.8	Samples of Application Forms	
Section 8	<u>CONNECTIONS AND SERVICE LINES: WATER</u> .....	Page 25
8.1	Authority Service Line	
8.2	Size and Kind of Service Line	
8.3	Separate Trench	
8.4	Maintenance by Customer	
8.5	Authority Not Responsible	
8.6	Renewal of Service Line	
8.7	Property Supplied by Single Service Line	
8.8	Single Service Line with Two or More Customers	
8.9	Sprinkling Systems	
8.10	Mandatory Water Connections	
Section 9	<u>CONNECTIONS AND SERVICE LINES: SEWER</u> .....	Page 28
9.1	Authority Service Line	
9.2	Size and Kind of Service Lateral	
9.3	Separate Trench	
9.4	Elevation of Sanitary Fixtures	
9.5	Maintenance by Owner	
9.6	Authority Not Responsible	
9.7	Renewal of Service Lateral	
9.8	Prohibited Connections	
9.9	Special Connections	
9.10	Special Precautions in Wet Ground	
9.11	Property Served by Single Service Lateral	
9.12	Single Service Lateral with Two or More Customers	
9.13	Mandatory Sewer Connections	
9.14	Policy on Blockage	
9.15	Policy on Missing or Damaged Curb Vents	
Section 10	<u>WATER METERS</u> .....	Page 33
10.1	All Water Services Shall be Metered	
10.2	Service Fee	
10.3	Location	
10.4	Valves Required	
10.5	Responsibility for Damage	
10.6	Cost of Reinstallation	
10.7	Minimum Charge	
10.8	Authority to be Notified When Meter Not Working	

10.9	Registration Conclusive	
10.10	Disputed Account	
10.11	Request Test	
10.12	Turn Off Without Authority	
10.13	Tampering With Water Meter	
Section 11	<u>ENGINEERS REPORT</u> .....	Page 35
11.1	Sewer System	
11.2	Pumping Stations	
11.3	Water Distribution System	
11.4	Related Technical Standards – Sewer	
11.5	Related Technical Standards – Pumping Station	
11.6	Related Technical Standards – Water	
11.7	Total Construction Costs	
11.8	General Map of the Entire Project	
11.9	Plans, Profiles and Specifications of all Proposed Facilities	
11.10	Samples Sketches	
	(a) Service Lateral Installation	
	(b) Deep Cut Lateral Connection	
	(c) Standard Hydrant Installation Detail	
	(d) Fire Hydrant Construction	
Section 12	<u>INSPECTION AND TEST FOR INSTALLED FACILITY</u> .....	Page 42
12.1	Inspection of Sewerage and/or Water Distribution System During the Course of Construction	
12.2	Testing of Completed System	
Section 13	<u>BILLINGS, PAYMENTS, DELINQUENCIES</u> .....	Page 44
13.1	Rendering Bills for Water and Sewer Service	
13.2	Payment Schedule	
13.3	Delinquent Accounts	
13.4	Discontinuance of Service	
13.5	Renewal Service	
13.6	Abatement	
13.7	Deposits	
13.8	Continuing Obligation to Pay Service Charge	
Section 14	<u>RESERVE SUPPLY</u> .....	Page 47
Section 15	<u>RESPONSIBILITY FOR SERVICE</u> .....	Page 48
15.1	Complaints	
15.2	Reasonable Access	
15.3	No Oral Agreements	
15.4	Single Service – Water Only	
15.5	Single Service – Sewerage Only	
15.6	Interconnections Not Allowed	
15.7	Damage to Authority Facilities	
15.8	Emergency	
15.9	Discharges	
15.10	Mandatory Sewer Connection	

Section 16	<u>SCHEDULE OF RATES</u> .....	Page 50
16.1	Schedule 1: Water Service	
16.2	Schedule 2: Sewer Service	
	a. Residential Users	
	b. Claim for Reduction in Annual Sewer Service Charge	
	c. Non Residential Users	
	d. General Commercial	
	e. Swim Clubs	
	f. Industrial Users	
16.3	Schedule 3: Garbage Disposal	
16.4	Schedule 4: Fire Service	
16.5	Schedule 5: Miscellaneous Charges	
16.6	Schedule 6: Connection Charges	

Section 17	<u>REVISION OF RULES AND REGULATIONS</u> .....	Page 54
------------	--	---------

Appendix A FORMS

Form A – Application for Report on Feasibility of Public Sewer and Water, Recommendations and Conditions

Form B - Application for Preliminary Approval of plans for Public Sewer and/or Water, Major/Minor Site Plans

Form C – Application for Construction of Public Sewer and/or Water

Form D – Application for Transfer of Public Sewer and Water Systems

Form E – Application for Construction of Public Sewer and/or Water for an Individual Dwelling Unit into an Existing PHMUA System

CLAIM FOR REDUCTION IN ANNUAL SEWER SERVICE CHARGE ON A RESIDENTIAL DWELLING HOUSE BY A PERSON AGED 65 YEARS OR OVER, OR PERMANENTLY AND TOTALLY DISABLED

DEMOLITION REQUIREMENTS FOR ANY HOME OR BUILDING

Master Controlled Distribution List

Copy #

1	Master Office	_____
2	Debra Corson, Executive Director	_____
3	John Toal, Operations Manager	_____
4	Patricia Garvey, Office Manager	_____
5	Debbie Warrington, Accounts Payable	_____
6	Julie Reehle, Accounts Receivable	_____
7	Hugh Dougherty, Pennoni Associates	_____

## REVISION PAGE

<u>Date</u>	<u>Changes</u>
6/21/12	Revised Rules and Regulations
8/27/12	Disconnection of Water and Sewer Laterals Added Demolition Requirements for Any Home or Building Added
10/22/14	Revised Water and Sewer Connection Fees (page 52)
10/30/15	Revised 3.1 Hydrant Locations and 3.6 Notification
1/30/19	Revised Schedule 16.1 – Schedule of Rates
10/1/20	Revised Schedule 16.5 – Miscellaneous Charges (page 52)
10/1/20	Revised Schedule 16.1 – Schedule of Rates Revised Schedule 16.6 - Water and Sewer Connection Fees (page 52)

\*Revised 10/1/20

## SECTION 1 – DEFINITIONS

### 1.1 Apartment

One of a series of attached one family dwelling units each having a common or party wall or Walls between it and neighboring units, and which shares with its attached neighboring dwelling units such facilities as pedestrian walks, gardens, lawns, utilities, sanitary systems and recreation area.

### 1.2 Authority

The word Authority shall mean the Pine Hill Borough Municipal Utilities Authority.

### 1.3 Customer

The word Customer shall mean the person(s), party, partnership or corporation who is the legal owner of a property which is: 1) connected to the Authority's water and/or sewer system or 2) is required to be connected to the Authority's water and/or sewer system under the conditions of Borough ordinances 12-1 and 12-4.

### 1.4 Developer

Any person, party, partnership, or corporation who is improving or constructing any building which is to be served by sewerage and/or water and who has made application to the Authority for such service.

### 1.5 Domestic Consumer Unit

For billing purposes the term Domestic Consumer Unit shall mean a dwelling or structure normally occupied by a single family. The daily flow is based on 3.5 persons per dwelling x 85.7 gallons per person per day or 300 gallons per day per single family dwelling, which includes infiltration.

### 1.6 Domestic Sewage

The term Domestic Sewage shall mean the normal water borne fluid wastes from residences, commercial establishments, institutions and industrial establishments, limited to the wastes from kitchens, bathrooms, water closets, lavatories and laundries.

### 1.7 Industrial Wastes

The term Industrial Wastes shall mean the liquid wastes from industrial processes as distinct from domestic sewage.

### 1.8 Lateral

The word Lateral shall mean the service line owned by the customer and extending from the dwelling or establishment to the curb-vent.



1.9 Main

The word Main shall mean the Authority owned or leased piping and appurtenance in or along public highways and streets, or along privately owned right-of-way, used for the transmission or distribution of water to or from the collection of domestic sewage or industrial wastes from its customers.

1.10 Single Family Dwelling

A building on a lot designed and occupied exclusively as a residence for one family, considered to be an average of 3.5 person.

1.11 Townhouse

One of a series of attached one family dwelling units having common or party wall or walls between it and neighboring dwelling units and having an individual rear yard contiguous to the dwelling unit designed as an integral part of each one family dwelling unit and from which the occupants of the dwelling unit shall have the right to exclude the public. Each townhouse shall have a separate and individual utilities systems.

## SECTION 2 – DOMESTIC SERVICE

### 2.1 Service to New Customers through Existing Connections

- 2.1.1 No new service will be extended by the Authority until the applicant has paid all charges due by The applicant at any premises now or heretofore occupied by him.
- 2.1.2 As water and sewer charges are municipal liens, all charges will be submitted by the Authority prior to the date of settlement and verified in written form to the title company or whatever authorized agent is processing the transfer of property. The title Company shall be obligated to clear all sewer and water charges outstanding on the property. In the event that charges are not paid at settlement, those charges shall remain on the account as a lien against the property.
- 2.1.3 The Authority shall charge a search fee for water and sewer on each account. Search fees are due upon presentation. Failure on the part of the title company or the proper authorized agent to pay the search fees within 20 days of presentation will result in the discontinuance of Authority lien information.
- 2.1.4 No search fees will be charged for information in areas in which there is no existing water or sewer service.

### 2.2 Service to New Customers in Newly Constructed Dwellings

- 2.2.1 No Authority approval will be given to the Building Inspector for issuance of a Certificate of Occupancy until the Authority has certified that the meter and water and sewer lateral systems have been installed in accordance with the Authority Rules and Regulations.
- 2.2.2 Under no circumstances shall any new plumbing fixture be installed in a building or dwelling at an elevation lower than the front curb elevation or the street centerline elevation whichever is higher unless special precautions are incorporated into the new fixture installation to prevent surcharging of the new fixture from the sanitary sewer main because of high flow or blockage. Owners of houses where the Authority has deemed it necessary that such precautions had to be installed will be notified by certified mail of the installation of that check or pumping valve system and they will be advised that they own the system and its maintenance is their responsibility and that the Authority cannot be held responsible for any damage as a result of its malfunctioning.
- 2.2.3 The initial billing date of a newly constructed home will be the date of the Certificate of Occupancy of the date of settlement, whichever is first.

### 2.3 Tampering With the Meter

Where the meter has been inspected and found to have been removed, damaged or tampered with, the customer will be notified by letter that a service charge will be required to repair the meter. If the customer refuses entry to the premises, service will be discontinued and an additional fee will be charged to restore the service.

2.4 Landlord-Tenant Responsibility

All charges for sewer and water are a lien against the property and therefore the responsibility of the owner. If the landlord requests in a letter that the bills be sent to the tenant, the Authority, at its discretion, may oblige after informing him that the final responsibility for any unpaid charges is the responsibility of the owner of the property.

2.5 Curb Vent Policy

When the Authority inspection indicates that a sewer cap is missing or damaged, the customer will be notified that the cap must be repaired or replaced within seven days. After that time period, the Authority will replace or repair the vent cap and the customer will be charged for parts and service.

2.6 Disconnection of the Water and Sewer Laterals from Pine Hill Borough Municipal Utilities Authority Water and Sewer Mains

If the water and/or sewer laterals are to be disconnected and abandoned for any reason; all capping work must be completed by a licensed plumber. The Pine Hill Borough Municipal Utilities Authority must be notified when the work is being completed. Pine Hill Borough Municipal Utilities Authority Personnel must inspect all work. The minimum billing will continue until the inspections are successfully completed.

See Appendix for Demolition Requirements

### SECTION 3 – PUBLIC FIRE SERVICE

#### 3.1 Hydrant Locations

Hydrants in new projects to be constructed shall be within 600 feet radius of each other and the distance between hydrants, as measured by the curb length shall be no more than 1,000 feet.

Subdivision plans, as approved by the PHMUA, shall be submitted to the Fire Marshall for his approval of hydrant locations. The written and dated signature of the Fire Marshall or his duly authorized representative from the Borough, on each set of plans submitted by the PHMUA, shall constitute authorization from the Borough.

#### 3.2 Maintenance

All fire hydrants will be maintained by the Authority.

#### 3.3 Allowable Uses

Only persons authorized by the Authority shall take water from any public fire hydrant, except for fire purposes, or for the use of the Fire Department in case of fire. No public fire hydrant shall be used for sprinkling streets, flushing sewers or gutters, or for any use other than fire purposes, except with the written approval and consent of the Authority.

#### 3.4 Change of Location

Whenever the Borough governing body desires a change in the location of any fire hydrant, the Authority, upon written notice to do so, will make such change at the expense of the Borough.

#### 3.5 Inspection

Routine inspections of each hydrant shall be semi annually according to the time schedule set by the Operations Manager. Upon written request from a duly authorized representative of the Borough, the Authority, when it determines that the request is reasonable, will authorize that such inspection be made by an authorized representative of the Authority, accompanied by an authorized representative of the Borough.

#### 3.6 Notification

The Police Department Dispatcher shall notify the Authority when the Fire Companies will be using a hydrant.

#### 3.7 Hydrant Rental Fee Policy (Reserved for Future Use)

#### 3.8 Off-Site Hydrant Installation

New hydrant installation costs within a tract are borne by the tract developer because it benefits the tract directly. This policy is consistent with the PHMUA policy regarding on-site improvements. However, occasionally, new hydrants are installed outside a developed tract and

do not generally benefit the tract but rather benefit the broad fire protection capabilities of the Borough. Therefore, costs for installation of these off-site hydrants shall be recovered by charging the users directly by means of including it in the quarterly user fees.

## SECTION 4 – PRIVATE FIRE SERVICE

### 4.1 Automatic Devices and Hydrants

For automatic sprinklers or other automatic fire service devices located inside a building or buildings, a separate service line will be required, to be used exclusively for fire service. At the option of the customer, fire hydrants located outside of the buildings may be connected to the fire service line. Each such separate service line shall be subject to the charges shown in the rate schedule. The Authority reserves the right to refuse approval for an application for automatic fire service where, in the judgment of the Authority, such service is not practical.

### 4.2 Ownership and Location

All meters for private fire service shall first be approved by the Authority, but shall be furnished and installed by the customer. Meters will be set in an approved type of brick or concrete masonry meter vault(s), adequately drained, located on the premises of the customer. The meter vault(s) are to be constructed and maintained at the expense of the customer. Meters and vaults shall at all times be accessible to the Authority, its officers and employees.

### 4.3 Private Unmetered Fire Service

When, in the judgment of the Authority, it is practical, private unmetered fire service lines may be permitted to be installed at the expense of the owner, and shall be subject to the charges shown in the rate schedule.

### 4.4 Bills Rendered and Due

Bills will be rendered on or about the first days of January, April, July and October for that specific quarter. All bills are due and payable on presentation.

## SECTION 5 – INDUSTRIAL SERVICES

Industrial and commercial establishments, making application for water and/or sanitary sewer service in addition to making written application for such services, shall furnish a detailed description of the type and size of buildings, and nature of the business to be conducted in each structure, the number and type of fixtures to be served, the type, volume and chemical characteristics of the waste to be discharged. Such applicants shall also furnish the Pine Hill Municipal Utilities Authority with four (4) copies of plans showing:

- (a) The boundaries of the property.
- (b) The location within the property of the structures to be served.
- (c) The location and profile, with respect to finished grade of the services.
- (d) Details of the proposed connections to the water and sewerage systems, and arrangements and details of meter installation.

### 5.1 Agreement Required

The Authority will accept industrial wastes into the sanitary sewerage system, upon execution of a formal, written agreement, and under and subject to the provisions appearing in said agreement, and the rules stated hereafter. The agreement will set out in detail the characteristics of the wastes, the flow conditions which shall govern the conditions with respect to the physical connection or connections, and the annual service charges. It will be the policy of the Authority to consider each application on its merits, and to establish specific conditions applicable to the particular situation, for each agreement. No connection shall be made prior to execution of the agreement.

### 5.2 Special Application

Prior to approving an application for a connection involving the acceptance of industrial wastes, the applicant shall submit complete data with respect to the following:

- (a) Average, maximum and minimum rates of flow to be expected daily and seasonally.
- (b) Flow diagram, showing points of application of chemicals, type and quantity of each chemical used per day and per shift, a schedule of operations, expected chemical characteristics of the untreated wastes, and the points of connection to the sewerage system. The normal situation will require the separation of, and separate points of connection for domestic sewage and industrial wastes for each industrial establishment.

### 5.3 Prohibited Wastes

Wastes containing the following substances or possessing the characteristics listed below, will not be accepted:

- (a) Any vapor or steam
- (b) Any fluids with temperature in excess of 150 degrees Fahrenheit.
- (c) Any fluid wastes which contains in excess of 100 parts per million of fat, oil or grease, either vegetable or mineral.

- (d) Any volatile, explosive, or flammable substances such as benzene, gasoline, naptha, fuel oil or similar substances.
- (e) Any solids or viscous matter which may cause any interference with the flow of sewage, such as ashes, cinders, concrete, sand, mud, straw, shaving, metal, glass, rags, feathers, tar, plastic, wood paunch manure, hair or similar substances. Equipment or trucks carrying such materials shall not be washed and this water discharged into the system.
- (f) Any fluid wastes having a pH value less than 6.0 or in excess of 9.0 or possessing other properties capable of causing damage or hazard to sewers, structure, treatment process, equipment or operating personnel.
- (g) Any wastes containing toxic or poisonous substances in sufficient concentration to interfere with the sewage treatment process, to cause injury to animals or persons, or to create an unacceptable condition in receiving streams.
- (h) Any noxious or malodorous gas or substance, which is capable of or is causing a public nuisance.

#### 5.4 Grease, Oil and Sand Separators

When in the opinion of the Authority Engineer, grease, oil and sand interceptors or oil reclaimers are required; they shall be provided and maintained at the expense of the Owner, in continuously efficient operating condition. Grease and oil interceptors shall be constructed of impervious materials, capable of withstanding abrupt and extreme changes in temperatures. They shall be water tight, substantially constructed and equipped with readily removable access covers. Where deemed necessary, cold water sprays shall be installed. The design and pertinent data shall be submitted to the Authority for review and approval, prior to construction or installation. Separators must be constructed entirely on the property of the Owner and are subject to inspections by the Authority Operations Manager and Authority Engineer.

#### 5.5 Preliminary Treatment

The Authority reserves the right to require preliminary treatment, where the chemical characteristics of the proposed industrial wastes, in the opinion of the Authority Engineer, or in the opinion of the Camden County Municipal Utilities Authority, or in the opinion of the department of Environmental Protection, make such preliminary treatment desirable or mandatory. Some of the characteristics which may dictate preliminary treatment are listed below:

- (a) 5 day B.O.D. in excess of 350 p.p.m.
- (b) Suspended solids in excess of 350 p.p.m.
- (c) Average daily flow in excess of 2% or rated capacity of the treatment plant.
- (d) Presence of arsenic, barium, cadmium, chloride, chromium, copper, cyanide, fluoride, iron, lead, magnesium, manganese, nickel, nitrate, selsium, sulfate, zinc, or pH values outside the acceptable limits described in Section 5.3 (f).



In such instances where it is agreed that the industrial waste will be received following preliminary treatment, drawings and specifications shall be submitted for approval of the Authority Engineer showing all pertinent details of the indicator recorder-register type of fluid meter, and housing to be used, to meter the flow of industrial wastes, and also details of the control manhole to be constructed on the industrial wastes connection within the sidewalk area. The control manhole shall be provided with adequate access manhole covers of approved type, through which access shall be possible to Authority personnel at all times. Drawings, specifications, reports, etc., shall be submitted in quadruplicate and shall be prepared and sealed by a Professional Engineer registered in the State of New Jersey.

Where preliminary treatment facilities are required, they shall be provided and continuously maintained in an effectively operating condition at all times, at the expense of the industry and shall be subject to inspection by the Authority Operations Manager and Engineer.

Each industry connected to the Authority sewer system shall be responsible for maintaining a quality of effluent from their premises, which conforms to the provisions established in their agreement with the Authority. Sampling and analysis shall be done to conform with accepted practice, and in accordance with the current edition of "Standard Methods for the Examination of Water, Sewage and Industrial Wastes". Test results shall be submitted to the Authority upon written request from the Authority Engineer.

The cost of preparing and submitting this data for consideration by the Authority shall be borne by the industry. Likewise, the cost of sampling and analysis to determine compliance with the terms of the Agreement, shall be borne by the industry, although this may be conducted by the Authority or its duly authorized representative.

#### 5.6 Control Manhole

Industries permitted to connect to Authority sewers, even though not initially being required to provide preliminary treatment, may be required to provide a control manhole and/or meter, as described in Section 5.5.

#### 5.7 Penalty or Discontinuance

In the event that any industry fails to conform to these regulations, or fails to comply with the terms and conditions of their agreement with the Authority, which failure causes damage of any sort to the Authority, its structures, equipment or employees, the Authority shall determine the extent of the damage and bill the industry accordingly. If such bill is not paid within five calendar days from the date of the bill, legal action may be instituted to enforce collection; or the Authority may resort to termination of the connection after giving twenty-four hours notice, or to termination of water supply.

The Authority reserves the right to cancel the agreement, upon one year's written notice, in the event of repeated failure to comply with the terms of the agreement, or the rules and regulations of the Authority.

#### 5.8 Industrial Waste Meters

Where the industry provides its own water supply, entirely separate from that supplied by the Authority, or provides from its own sources a portion of the water consumed on the premises, which eventually finds its way into the sewerage system of the Authority, the provisions of the Schedule of Rates will apply. This does not relieve the industry from the requirement to furnish, install and maintain a meter of the indicator-register-recorder type, to measure the discharge of industrial wastes, as described in Section 5.5. The meter will be approved by the Authority, but supplied by the customer with the cost of said meter and installation to be borne by the industry. All cost of furnishing, installing and maintaining the industrial waste flow meter will be borne by the industry and shall be readily accessible to Authority personnel.

#### 5.9 Treatment of Highly-Concentrated Industrial Wastes

Highly-concentrated wastes, including pre-treated wastes, will be subject to a rate surcharge if they unduly add to the burden of the sewerage collection system or treatment plant. The surcharge for industrial waste shall be based on an analysis of the industrial waste as follows:

- (a) One percent (1%) increase over that shown in Schedule 2 for each fourteen (14) parts per million five day (5) Biochemical Oxygen Demand exceeds the normal B.O.D., of the raw domestic sewerage, which for the purposes of this section is declared to be 135 parts per million.
- (b) One percent (1%) increase over that shown in Schedule 2 for each fourteen (14) parts per million of suspended solids exceeding the normal suspended solids of raw domestic sewerage, which for the purposes of this section is declared to be 135 parts per million.
- (c) One percent (1%) increase over that shown in Schedule 2 for each eight (8) parts per million the chlorine demand exceeds normal chlorine demand of the raw domestic sewerage, which for the purposes of this section is declared to be 29 parts per million.

#### 5.10 Coordination with Camden County Municipal Utilities Authority

- (a) The preceding requirements of this Section 5 notwithstanding, the applicant will be required to apply for and obtain an Industrial Discharge permit from the Camden County Municipal Utilities Authority (CCMUA). The applicant will provide a copy of the application to the Authority for its records and upon approval by the CCMUA will provide a copy of the final permit to the Authority.
- (b) In addition to the technical and regulatory requirements of this Section 5, the applicant shall be required to meet the requirements of CCMUA's Sewer Use Ordinance. Where the requirements of the CCMUA's regulations are stricter than the requirements of this Section 5, such stricter regulations shall supersede this Section 5 and are made a part of this Section 5 by reference. The Authority may at its discretion, coordinate its review of this application with CCMUA.

## 5.11 Fees

### (a) Review Fees

Applicant shall post the following review fees, in escrow, for engineering review of the application:

1. For facilities not requiring pretreatment of discharge: \$1,500.00 minimum.
2. For facilities requiring pretreatment of discharge: \$3,000.00 minimum.

In the event that the costs for review shall be more than deposited, the applicant shall Pay the additional cost prior to final approval by the Authority.

### (b) Annual Service Fees

SEE SECTION 16 – SCHEDULE OF RATES

## SECTION 6 – USE OF WATER FOR BUILDING PURPOSES

### Special Application

A supply of water for building or other special purposes, except on a lot or premises already supplied with a metered water connection, must be specially applied for and fees paid as specified in the Schedule of Rates. All applications for water for building purposes must be signed by the Owner or his duly authorized agent, and shall be interpreted to mean that the water is to be used from a builder's hydrant, temporarily adapted with a meter.

## SECTION 7 – MAIN EXTENSIONS: WATER AND SEWER

### 7.1 General Provisions

Persons proposing subdivisions and 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 sewerage or for the distribution of water within the “district” of the Authority (which corresponds with the boundaries of the Borough) shall be constructed unless the Authority shall give its consent and the Authority Engineer shall approve plans and specifications therefore.

#### 7.1.1 Connection Fees

It is the policy of the Authority to charge connection fees for connection to its water and sewer systems following the rates of Schedule 6, Section 16.

Connection fees at prevailing rates shall be payable within 30 days of approval of Form C by the Authority. If payment is not received within this time period, the connection fee shall be at the prevailing rate at the time of receipt of the check.

#### 7.1.2 Auxiliary Electrical Power

- 7.1.2.1 Auxiliary electrical power is required for all motors used for wells, lift stations and other motor driven equipment as determined by the Authority. This shall apply to all major projects, which major project is defined as including but not limited to major subdivisions, general commercial projects and multiple occupancies in the excess of three domestic consumer units. The Authority reserves the right to make exceptions to the above requirement when it appears the imposition thereof will be patently inequitable.
- 7.1.2.2 Portable auxiliary power generators shall be provided for motors up to and including 15 horse power. This requirement shall be met by allocating portable auxiliary generators throughout the system as determined by geography, primary power availability, motor sizes and other criteria as practicable. The guide line for portable generator allocation shall be one generator for each four units and/or pieces of motor driven equipment in a similar geographical area, which area shall be designated by the Authority. The cost of portable auxiliary power generators shall be born by the Developer.
  - A. Where the effluent of a major project requires additional or new force main(s) and lift station(s) to the Authority system, the major project developer and/or applicant shall be assessed a fee imposed of 100 percent of the cost of an auxiliary power generator properly sized for each of the lift station(s) being installed by the major project developer and/or applicant.
  - B. Where the effluent of a major project travels through a force main(s) and lift station(s) installed by others (generally off-site and pre-existing) to the Authority system, the major project developer and/or applicant shall be assessed 100 percent of the cost of an auxiliary power generator properly sized for the first lift station in the effluent flow.

Where the effluent travels through more than one existing force main and existing lift station to the Authority system, the assessment shall be 125 percent of the cost of an auxiliary power generator properly sized for the first lift station in the effluent flow.

- C. The cost of the auxiliary power generator required herein shall be determined by the Authority at or about the time the developer and/or applicant submits the Application for Construction Approval. The assessments and/or fees to be paid by the developer and/or applicant of a major project for auxiliary electrical power, as required herein shall be paid simultaneously with the submission of the Application for Construction Approval.
- D. The force main and lift station referenced above may have permanent auxiliary power. If the current capacity is adequate for the addition of the planned project, there is presumed to exist prior excess capacity previously paid for by the Authority in the form of offsets to connection or extension fees. This prepaid capacity, including auxiliary power, will be recovered in the assessment and /or fee formula above.
- E. Where the effluent of a major project requires on-site and off-site force main(s) and the lift station(s) to the Authority system, the assessments and/or fees as set forth herein shall apply.

#### 7.1.2.3 Permanent Auxiliary Electrical Power

Permanent auxiliary power generators shall be made part of any motor driven equipment larger than 15 horsepower and shall be included as a cost of that equipment. The power generator shall be in proper housing of a type and/or design to be approved by the Authority Engineer.

#### 7.1.2.4 Excess Capacity

Where the motor driven equipment is required by the authority to be sized or specified in excess of the needs of the project, or otherwise qualifies for a connection fee off-set as provided in the Rules and Regulations of the Authority, the proportionate share of the excess capacity shall be interpreted to also include any excess capacity in the auxiliary generator.

#### 7.1.3 General Requirements

- 7.1.3.1 Residential subdivisions containing four or more building sites or lots or any residential structure to be used by three or more families, regardless of volume of flow, and all non-residential developments such as schools, commercial buildings, industrial buildings and all other structures will be required to install a sanitary sewer system and water distribution system to be connected with the nearest existing sanitary sewer and existing water main in the Borough.
- 7.1.3.2 Residential subdivisions containing three or less building sites or lots or if the lands are deemed by the Authority to be remote from any existing facilities, then consideration will be given to a treatment plant or expansion of existing facilities or a dry sanitary sewer system for future use in lieu of a treatment plant and/or individual sewerage system on each lot. Individual sewerage disposal systems will be permitted only upon specific written permission of the Authority.
- 7.1.3.3 Residential subdivisions containing three or less building sites or lots or if the lands are deemed



By the Authority to be too remote from an existing water main or if the volume of potable water required is greater than capabilities of the existing facilities, then consideration will be given to a new water supply and/or storage facilities or the installation of dry water mains for future use. Such individual system, plant, or expansion and the location thereof shall be subject to approval by the Authority in accordance with the standards and requirements as hereinafter set forth.

- 7.1.3.4 Any main extension and related facilities installed under the provisions of this section shall be transferred to the Authority as hereinafter described.
- 7.1.3.5 During construction but before final acceptance, the Authority shall have the right to use any completed portion of the system without waiving its right to further inspection or testing or to order correction of any defects.
- 7.1.3.6 Use of the sanitary sewer system for the discharge of sump pumps, or drainage from cellar drains, leaders, downspouts, drainage tile, swimming pools, and developers cellar pits shall be prohibited.
- 7.1.3.7 These general provisions are and shall be submitted to the existing contractual obligations outstanding.

## 7.2 Applications – General

- 7.2.1 A sequence of applications for sewer/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 1 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 sewer and water. 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 affixed his seal and signature thereto. Each application shall be submitted in duplicate with the designated fee to the Authority not less than 30 days prior to the Authority meeting at which action on the application is desired.
- 7.2.2 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.
- 7.2.3 All fees accompanying applications shall be certified check or other draft at the option of the Authority. Escrow fees are to be posted with the Authority 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 to 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 or application it will be necessary to satisfy any outstanding deficit at the preceding application level.

## 7.3 Application for Feasibility

### 7.3.1 Purpose of Application

An application describing the proposed project or development shall be submitted to the Authority with supporting data to determine the economic and technical feasibility of extending sewer/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 planning and approvals.

### 7.3.2 Forms and Supporting Data

Form A: APPLICATION FOR REPORT ON REASIBILITY OF PUBLIC SEWER AND 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 systems in that area, proposed system outline and route of construction, and estimated volume of flow.

### 7.3.3 Fee

Application will be accompanied by a fee of \$125.00 for sewer and \$75.00 for water and with a separate \$500.00 minimum fee to be deposited into escrow fund for professional review and inspections. Additional escrow is to be posted with the Authority Clerk as may become necessary.

### 7.3.4 Action by Authority

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

#### 7.3.4.1 Subdivision and Site Plans

On all subdivisions and site plans the Authority shall issue a response "REPORT ON FEASIBILITY" to the applicant for his submittal to the Zoning and Planning Board for their classification of sketch plat or conceptual plans for his 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 or FORM B-1 "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:

- (1) Waive the application and fee



- (2) Send RESPONSE, “APPROVAL TO INSTALL ON SITE DISPOSAL SYSTEMS AND/OR POTABLE WATER SYSTEM AS APPROVED BY THE BOARD OF HEALTH” to the applicant, Construction Official, and the County Board of Health.
- (3) Approve the application and waive all subsequent applications.
- (4) Other.

#### 7.3.4.2 Zoning Changes

On all zoning changes the Authority shall issue a response “REPORT ON REZONING” directly to the Planning Board with a copy to the applicant. This report shall include the general engineering and technical conditions which would be required of the applicant by the Authority for the extension of water and/or sewer service to the proposed project.

#### 7.4 Application for Preliminary Approval

##### 7.4.1 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.

##### 7.4.2 Forms and Supporting Data

FORM B: APPLICATION FOR PRELIMINARY APPROVAL OF PLANS FOR PUBLIC SEWER AND/OR WATER: MAJOR SUBDIVISION, PUD, MULTI-FAMILY AND/OR CONDOMINIUM COMPLEXES

FORM B-1 APPLICATION FOR PRELIMINARY APPROVAL OF PLANS FOR EXTENSION OF PUBLIC SEWER AND/OR WATER FOR RESIDENTIAL, COMMERCIAL, INDUSTRIAL

The application shall be accompanied by 3 copies of the Engineer’s Report as described in Section 11. The application shall also include a set of plans signed by the Fire Marshall Approving fire hydrant locations.

##### 7.4.3 Fees

##### 7.4.3.1 FORM B FEE: MAJOR SUBDIVISION: SINGLE FAMILY, MULTI-FAMILY AND PUD

The application fee shall be determined as follows:

- (a) Application Fee: \$100.00 Sewer \$100.00 Water
- (b) Review Fee: \$150.00 per lot for the first 10 lots, additionally \$100.00 per lot for all lots in excess of 10 lots. In the event that the costs of review shall be more than deposited, the applicant shall pay the additional cost prior to final approval by the Authority.

Any review fee not expended shall be returned to the applicant.

#### 7.4.3.2 FORM B-1 FEE: SITE PLANS - FOR COMMERCIAL AND INDUSTRIAL

The application fee shall be determined as follows:

- (a) Application Fee: \$100.00 Sewer      \$100.00 Water
- (b) Review Fee: A review fee of \$1,500.00 shall be deposited for the first 1.5 acres of lot area or any portion thereof and \$1,000.00 for each additional acre or part thereof of commercial or industrial areas. In the event that the costs of review shall be more than deposited, the applicant shall pay the additional cost prior to final approval by the Authority.

Any review fee not expended shall be returned to the applicant.

#### 7.4.4 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 Rules and Regulations and supplements thereto, applicable statutes, and projected growth patterns.

As a condition of approval, residential development applications in excess of one (1) housing unit (Domestic Consumer Unit or DCU) and commercial and industrial development applications shall be subject to a charge representing the developments "Pro-Rata" share of capital improvement(s) made by the Authority to upgrade the sewage collection system to accommodate the additional sewage flow. The amount of the charge shall be determined by the Authority based upon the location of the project and its impact to said capital improvements(s).

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 Treatment Authority and receipt of the approved permit 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 easement agreements shall include any restriction prohibiting installation of fencing, shrubbery, and other landscaping on any easements to be turned over to the PHMUA.

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.

An "ABSTRACT OF AGREEMENT" 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.

Upon notification by the Authority that approval has been given to the proposed project and necessary sewer and/or water permits have been received from NJDEP, the applicant may file an application or a series of applications for construction approval, (See Paragraph 7.5), within a period not to exceed two years from date of approval by Authority or from date of receipt of

NJDEP permits that may be required, whichever is the later date. This may be subject to waiver by Authority if such waiver is within the jurisdiction of the Authority.

## 7.5 Application for Construction Approval

### 7.5.1 Purpose of Application

Following 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 establishes a schedule for Authority inspection of completed installations.

### 7.5.2 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.

Where the plans for any section which are being submitted for authorization to construct are not identical to those approved by Authority and NJDEP, the applicant shall submit three (3) sets of revised plans and related data, including but not limited to, a revised engineer report and updated estimate of construction costs.

Upon approval by the Authority Engineer, the project Professional Engineer shall submit seven (7) sets of plans. In addition he shall also submit a letter explaining in detail each revision with basis and justification for each revision. There will be seven (7) copies of this letter, each with the original signature and seal of the Professional Engineer. Three sets of this letter and plans must accompany the Authority's application to the Treatment Authority and NJDEP for operating permit.

Where the overall plans were not previously approved by the Fire Marshall, then an approved set shall be signed by the Fire Marshall for those particular sections and shall be included in the FORM C submittal.

#### 7.5.2.1 Other Data

In addition, the applicant shall submit all data required by the current Rules and Regulations of the New Jersey Department of Environmental Protection. The applicant shall obtain permits for all utility crossings of streams, waterways or encroachments from the NJDEP. Permits to construct sewers, water mains and/or related structures within the public right-of-way of State, County, or Municipal roads or highways and all railroads, or any other related permits must be secured by and paid by the applicant.

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

#### 7.5.2.2 Performance Bond or Surety Documents

A Performance Bond or Surety Documents, satisfactory in form to the Solicitor of 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 estimated by the Authority Engineer, for that Final Section or 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.

The Performance Bond or 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 or approved equal. At the time and subject to the recommendation and approval of the Authority Engineer, the Performance Bond or Surety Documents may then be reduced to 50% of the original amount bonded.

The Performance Bond or Surety Document may be further reduced to 25% of the original amount bonded upon the completion, submission and approval of:

1. List of tax lot and blocks cross-indexed with street addresses.
2. Operating permit must be received from the N.J.D.E.P.
3. Legal descriptions of all easements must be reviewed and approved.
4. Easement Agreement documents prepared by Developer's attorney based on approved legal descriptions, reviewed and approved by the Solicitor and Authority Engineer.
5. All easement agreements must be recorded with the County and four (4) recorded copies provided.
6. If required, all access roads must be constructed at the easement locations as per the approved plans.
7. Where plans of final sections are not identical to those approved by the MUA and the NJDEP, revised plans (4 sets) and a letter, signed and sealed, (4 copies), from the Professional Engineer explaining each revision with the basis and justification for each revision must be received by the Authority.
8. The Auxiliary Power Assessment, if applicable, must be received by the Authority.
9. As-Built Plans must be submitted and acceptable.

Upon legal acceptance of the system by the Authority, the balance of the Performance Bond or Surety Documents will be released upon receipt of a 2 year Maintenance Surety Bond equal to

15% of the original 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 and the Maintenance Surety has been posted.

### 7.5.3 Fees

#### 7.5.3.1 Application Fee: \$100.00 Sewer      \$100.00 Water

Review Fee: Inspection and review fee of five (5) percent of the total water and sewer estimated construction cost as determined by the Authority Engineer, minimum \$500.00, and approved by Authority shall be filed with Authority Engineer, minimum \$500.00, and approved by Authority shall be filed with 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. (See Article 7.1.1 Connection Fees) Additional escrow fees must be submitted as may become necessary. Any fees not expended shall be returned to the applicant.

7.5.3.2 The Applicant shall pay the required assessment in full for auxiliary electrical power as set forth in Paragraph 7.1.2 of the Rules and Regulations of the Authority.

7.5.3.3 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. (See Section 16, Schedule 6)

7.5.3.4 The Applicant shall pay a fee for updating the Authority mapping system. The amount of the fee shall be determined by the Authority Engineer commensurate with the size of the applicant's project. The fee shall be paid at the time the performance guarantee and inspection escrow fee is posted with the Authority (see Article 7.6.2.1 As-Built Plans).

### 7.5.4 Action by Authority

Upon approval of the application, the Authority shall grant approval of construction for the project to the extent requested.

## 7.6 Application for Acceptance

### 7.6.1 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 of the system, whether it be 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.

### 7.6.2 Forms and Supporting Data

#### FORM D: TITLE TRANSFER, PUBLIC SEWER AND WATER SYSTEMS

When the Authority Engineer has determined that the project is complete and ready for legal acceptance by the Authority, he will submit a letter of certification that it has been satisfactorily 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 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.
- e) Submit a two year Maintenance Surety or Bond in the amount of 15% of the original bonding or construction costs.

#### 7.6.2.1 As-Built Plans

All projects, regardless of size, which require the installation of new water and/or sanitary sewer mains or which require the extension of existing water and/or sanitary sewer mains, shall provide the Authority with as-built plans of the new water and/or sanitary sewer mains for use in update of the Authority’s mapping system. The as-built shall be provided as an AutoCAD format file. A fee for updating the mapping system shall be assessed in accordance with Article 7.5.3.4.

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 certification as detailed herein.

#### 7.6.3 Action by the Authority

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

- a) Instruct the Authority Engineer to prepare the final 24” x 36” as-built plan 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 operator the system thereafter.

#### 7.6.4 Individual 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 Engineer, Authority Operations Manager, and/or the proper Borough Sub code Official. Connections to the sewer shall be made through an approved wye, tee, saddle or manhole. Connection shall be made in accordance with the direction of the Authority and/or its Engineer or any other designee.

House connections are under the jurisdiction of the Borough Plumbing Sub code Official written certification that the house connection to the main system has been constructed in compliance with the National Standard Plumbing Code and the N.J. Building Code will be required before the Authority will accept discharge of sewage into its mains and/or servicing of the dwelling with potable water.

#### 7.7 Application for Connection of an Individual Dwelling Unit into the Existing Authority System

##### 7.7.1 Purpose of Application

To determine the technical and economic feasibility of extending water and/or sewer to the MUA system and to verify that the systems will be constructed in compliance with the PHMUA Rules and Regulations.

##### 7.7.2 Forms and Supporting Data

FORM E: APPLICATION FOR CONSTRUCTION OF PUBLIC WATER AND/OR SEWER SYSTEM FOR AN INDIVIDUAL DWELLING UNIT INTO AN EXISTING PHMUA SYSTEM

Application shall be accompanied by two sets of plans by a registered plumber showing the proposed line from the dwelling to the MUA main. Plans must include a profile showing respective elevations.

##### 7.7.3 Action by 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 PHMUA Rules and Regulations, the applicant will be notified of the Authority approval and the connection fee. Upon receipt of the fee, the sewer and water permits will be issued to the applicant, Plumbing Sub Code Official, the Building Inspector, and the Construction Official.

## SECTION 8 – CONNECTIONS AND SERVICE LINE: WATER

### 8.1 Authority Service Line

New connections, as approved by the Authority, to the existing water mains, shall be at the sole expense of the applicant, including tapplings, fittings, pipe, labor and related materials. In addition, it shall be the responsibility of the applicant to obtain the necessary permits for all road openings (state, county, local) and to restore the sidewalk and/or street paving. The applicant shall pay a connection charge for each connection as stated under these Rules and Regulations. Upon inspection and approval of the installation by a representative of the Authority and the Borough Plumbing Inspector, the new connection and lateral from the main to and including the curb stop and water box shall become the property of the Authority and shall be maintained by them.

### 8.2 Size and Kind of Service Line

The Authority reserves the right to determine the size and kind of service line from the main to the meter pit, and from the meter pit to the property to be serviced. The meter box shall be placed inside the curb line. Type K copper, flared, underground-type, shall be used throughout for services up to and including three inches in diameter. For larger services, cast iron-cement line pipe meeting A.W.W.A. standards for Class 150 water pipe shall be used. The pipe from the meter pit, to the property shall be laid in a straight line at right angles to the curb line, within the building limits of the structure to be serviced, and shall be at least four feet below the surface of the ground, when final grading of the property has been completed.

### 8.3 Separate Trench

No service pipe shall be laid in the same trench with gas pipe, drain sewer pipe, or any other facility of any public service company, nor within three feet of any open excavation, vault, cesspool or septic tank, nor shall the location be in conflict with any sidewalk or driveway. All services shall comply with the Rules and Regulations of the New Jersey Department of Environmental Protection, the latest revision, and the National Plumbing Code.

### 8.4 Maintenance by Customer

All connections, service lines, and fixtures furnished by the applicant shall be maintained by the customer in good order, and all valves, meters and appliances furnished and owned by the Authority, and on the property of the customer, shall be protected and properly cared for by the customer. All leaks in the service and any other pipe and any fixture in or upon the premises must be immediately repaired by the Owner or occupant of the premises. The customer shall be responsible for notifying the Authority of the party engaged by said customer to do any maintenance work on the customer's service line, prior to work being commenced, and said party shall not backfill any trench until the work has been inspected and approved by the Authority's representative. Any work not acceptable shall be immediately removed and replaced by work that is acceptable.



8.5 Authority Not Responsible

The Authority shall in no event be responsible for maintaining any portion of the service line owned by the customer, or for damage done by water escaping there from; or from lines or fixtures on the customer's property; and the customers shall at all times comply with applicable regulations with respect thereto, and make changes therein, required by reason of change or grade, relocation of mains or otherwise.

8.6 Renewal of Service Lines

Where the renewal of the service line from the main to the curb stop, or meter pit, is found to be necessary, the Authority will renew the service in the same location as previously used. If the property owner, or customer, for his own convenience, desires the new service line at some other location, and agrees to pay all expenses of such relocation, in excess of the cost of laying the service line in the same location as previously used, and cutting off and disconnecting the old service line, the Authority will lay the new service line at the location desired.

8.7 Property Supplied by Single Service Line

A service line from the meter pit, to a property shall not supply more than one property, as generally described and classified below; but any such property, upon proper application of the Owner, may be supplied by two more meters, each of which, for billing purposes, shall be considered as being one customer account, and provided that the supply to each such meter has an individual control at or near the curb, via:

- (a) A dwelling house; either detached, or one side of a double house, or a house in a row of houses; provided that a garage, a conservatory and similar structures necessary to the life of one family shall be considered as a portion of the dwelling.
- (b) An industrial, or commercial, or manufacturing establishment.
- (c) A building separated from adjacent buildings by a party wall or party walls, and comprising apartments or stores or offices, or any combination thereof.
- (d) A detached building comprising apartments or stores or offices, or any combination thereof.

8.8 Single Service Line with Two or More Customers

Where two or more customers are now supplied through a single service line and any violation of the rules of the Authority occurs with respect to either or any of said customers, it shall be deemed a violation as to all, and unless said violation is corrected after reasonable notice, the Authority may take such action as can be taken for a single customer, except that such action will not be taken until a customer who has not violated the Authority's rules has been given a reasonable opportunity to attach his pipe to a separately controlled service connection.

## 8.9 Sprinkling Systems

- 8.9.1 No request for permission to tap into the Authority water distribution system for purposes of installing a sprinkling system will be reviewed by the Authority until the applicant submits a street opening permit on Borough, County, or State owned streets or a written permission from the builder on privately owned streets not yet acquired by the municipal government.

### 8.9.2 Fees

An inspection fee shall be submitted with the application.

A deposit shall also be submitted by the applicant prior to any Authority approval. The deposit shall be held at the Authority office and shall be returned to the Contractor upon the inspection and approval of the installation by the Authority Operations Manager.

### 8.9.3 Technical Requirements

SEE TECHNICAL SPECIFICATIONS

## 8.10 Mandatory Water Connections

In accordance with Borough Ordinance 12-4, the Owner of any house, building or structure which is or may be occupied or used by human beings and which is located on a street along the line of any water main now or hereafter constructed, acquired or operated by the Authority, shall, within 30 days after the date on which the services of such water system are made available to such house, building or structure, connect same to the water system and thereafter utilize only the water supplied by the central water system.

If the connection is not made as required above, then the Authority will pursue any and all remedies set forth in Ordinance 12-4.

In any event, service charges will be assessed from the date the connection was to have been made, regardless of whether the connection is actually made.

## SECTION 9 – CONNECTIONS AND SERVICE LINE: SEWER

### 9.1 Authority Service Line

New connections to existing sewer mains will be at the expense of the Owner and shall include lateral cleanout, tapping, fittings, pipe, labor and related materials. Owner will be fully responsible for street excavation restoration (including necessary permits) and the complete cost thereof.

Upon inspection and approval of the system, the vertical inspection riser and the lateral from the riser to the main shall become the property of the Authority who will be responsible for the maintenance and operation of this part of the lateral system. The lateral from the inspection riser to the building will be the property of the owner who shall have the full responsibility of the maintenance and operation of this part of the lateral. The fifteen foot section of the lateral system that connects the vertical inspection riser to the owner's lateral (specified in Paragraph 9.2 below) shall become part of the Owner's lateral.

### 9.2 Size and Kind of Service Lateral

The Authority reserves the right to determine the size and kind of service lateral from the main to and including the inspection riser on all new installations. This lateral shall be of cast iron or ductile iron. (See 11.4 for specific class.) The balance of the lateral beyond the fifteen foot section described in Section 9.1 toward the building shall be in conformance with the National Standard Plumbing Code, latest revision, and shall be under the jurisdiction of the Borough Plumbing Inspector. The service lateral shall be in a straight line from the building to a point of connection to the inspection riser and, where possible, shall be at least 4' below the surface of the ground when final grading of the property is completed. Any construction not approved shall immediately be removed and reconstructed in an approved manner.

#### 9.2.1 Lateral Cleanout (Refer to Technical Specifications)

A lateral cleanout shall be placed within 2' of curb or typically 17' from centerline of street or as directed by the Authority Operations Manager if no curbing exists. Riser and tee shall be of cast iron or ductile iron. The riser shall contain no more than two (2) sections of pipe and the vent cap. The lateral shall be extended fifteen feet beyond the cleanout riser toward the building and be of the same material as that used between the riser and the main as shown on the Authority's approved details.

### 9.3 Separate Trench

No service lateral shall be laid in the same trench with any gas pipe, water service, or any other facility of any public service company, nor within three feet of any open excavation, vault, meter pit; nor shall the location be in conflict with any sidewalk or driveway. All services shall comply with the Rules and Regulations of the New Jersey Department of Environmental Protection, latest revision.

#### 9.4 Elevation of Sanitary Fixtures (Backflow Prevention)

Under no circumstances shall any new sanitary fixtures be installed in a building at an elevation lower than the front curb elevation or street centerline elevation whichever is higher unless special precautions are incorporated into the new fixture installation to prevent surcharging of the new fixture from the sanitary sewer main because of high flows or a blockage. Prior to installation of any fixture which may be lower than the elevation heretofore specified, the Owner shall obtain the approval of the Borough Plumbing Inspector on the type of precautions that will be taken to eliminate the potential flooding of premises with sewage. In the event a fixture is found to be installed at any point lower than heretofore specified, the Authority may revoke the sewer connection permit or discontinue service until the fixture is removed or positive control measures are instituted to eliminate any potential surcharging of the building with sewage. The approved installation details for Inspection Riser indicate maximum depth of sanitary lateral at the curb line of 6'0" and the elevation of the building should be set accordingly to obtain proper slope for flow.

#### 9.5 Maintenance by Owner

All connection, service laterals, sewer vents and fixtures furnished by the Owner, shall be maintained by him in good order, and all piping and connections furnished and owned by the Authority and on the property of the Owner, shall be protected properly and cared for by the Owner. All leaks in the service lateral or any other pipe or fixture in or upon the premises served, must be repaired immediately by the Owner or occupant of the premises. The Owner shall be responsible for notifying the authority of the party engaged by said Owner to do any maintenance work in the Owner's service lateral, prior to work being commenced, and said party shall not backfill any trench until the work has been inspected and approved by the Authority's representative. Any work not acceptable shall be immediately removed and replaced by work which is acceptable.

#### 9.6 Authority Not Responsible

The Authority shall in no way be responsible for maintaining any portion of the service lateral owned by the Owner, or for damage done by sewage escaping therefrom; or for lines or fixtures on the Owner's property; and the Owner shall at all times comply with applicable municipal regulations with respect thereto, and make changes therein, required by reason of changes of grade, relocation of mains or otherwise.

#### 9.7 Renewal of Service Lateral

Where the renewal of the service lateral from the main to the curb is found to be necessary, the Authority will renew the service in the location as previously used. If the property owner or customer, for his own convenience, desires the new service lateral at some other location, and agrees to pay all expenses of such relocation in excess of the cost of laying the service lateral in the same location as previously used, and cutting and disconnecting the old service lateral, the Authority will lay the new service lateral at the location desired.

## 9.8 Prohibited Connections

The following are prohibited connections into the sanitary sewers, either directly or indirectly:

- (a) Foundation underdrains
- (b) Floor drains, area drains or yard drains
- (c) Backwash or drain water from swimming pools
- (d) Rain Conductor or downspouts
- (e) Air conditioning equipment, except condensation which will be permitted under conditions approved by the Authority.
- (f) Storm water inlets or catch basins
- (g) Drains from pieces of equipment or manufacturing processes.
- (h) Sump pump discharge.

The Authority will review commercial and industrial plans to determine whether any exceptions to these regulations are warranted due to unique conditions.

## 9.9 Special Connections

Service laterals to public buildings, churches, apartment houses, commercial establishments, and industrial establishments, shall be installed to conform to detailed plans and specifications approved by the Authority Engineer.

## 9.10 Special Precautions in Wet Ground

Where ground water is normally above the invert elevation of the service lateral, “Tyton” joints, or approved equal, or otherwise cast iron soil pipe, with properly caulked lead joints, shall be used in construction of service laterals. Where the trench bottom is soft and yielding, the Authority Engineer reserves the right to require that the service be laid in partial or total concrete encasement. Junctions of two different types of pipe may, at the option of the Authority Engineer be required to be encased in concrete of mix determined by the Authority Engineer.

## 9.11 Property Served by Single Service Lateral

A service lateral from the curb, or the main in a right-of-way to a property, shall not serve more than one property but any such property upon proper application of the Owner may be served by two or more service laterals, each of which, for billing purposes, shall be considered as being one customer.

9.12 Single Service Lateral with Two or More Customers

Where two more customers are now served through a single service lateral, any violation of the rules of the Authority, with respect to either or any of said customers, shall be deemed a violation as to all, and unless said violation is corrected after reasonable notice, the Authority may take such action as may be taken for a single customer, except that such action will not be taken until a customer who has not violated the Authority's rules has been given reasonable opportunity to connect his pipe to a separately controlled service lateral.

9.13 Mandatory Sewer Connection

In accordance with Borough Ordinance 12-1, the Owner of any house, building or structure which is or may be occupied or used by human beings and which is located within 150 feet of any sanitary sewer line now or hereafter constructed, acquired or operated by the Authority, shall, within 30 days after the date on which the services of such sewer system are made available to such house, building or structure, connect same to the sewer system.

If the connection is not made as required above, then the Authority will pursue any and all remedies set forth in Ordinance 12-1.

In any event, service charges will be assessed from the date the connection was to have been made, regardless of whether the connection is actually made.

9.14 Policy on Blockages

Cleanouts are the property of the Authority. The cleanout riser and lateral between riser and main shall be the responsibility of the Authority. Curb vents are the property of the Owner who shall have the responsibility for its repair, operation and maintenance.

9.14.1 Properties where neither cleanout nor curb vent exists: The Owner shall have the responsibility of operation and maintenance of the lateral between the building and the main.

9.14.2 Property with cleanout: When notified of a blockage by the Owner, the Authority will inspect and take any action that is necessary to assure that the lateral between the cleanout riser and main is clear.

9.14.3 Properties with Curb Vents

9.14.3.1 On properties where there is a curb vent but no cleanout, the Authority will be responsible for the lateral between the main and the curb line.

9.14.3.2 As a public service, the Authority, upon the Owner's request, will plunge the curb vent on his initial request. If the blockage remains, the Authority's delegate will determine to the best of his judgment the location of the blockage. If it is judged that the blockage is between the curb and building, the Owner will be notified that it is his responsibility. If it is judged that the blockage is between the curb line and the main, the Authority will take whatever action is necessary to clear and repair the line.

- 9.14.3.3. If the Owner request, in writing, that the Authority open the street to clear a blockage and the result of the excavation clearly indicates that the blockage is in the Owner's service lateral or caused by foreign objects that have come from the Owner's lateral, the Owner shall be charged the full cost of excavation and service.

9.15 Policy on Missing or Damaged Curb Vents

When the Authority inspection indicates that a sewer cap and/or vent pipe is missing or damaged, The customer will be notified that the cap and/or vent pipe must be repaired or replaced within seven days. After that time period, the Authority will replace or repair the vent cap and/or vent pipe and the customer will be charged for the parts and service.



## SECTION 10 – WATER METERS

### 10.1 All Water Services shall be Metered

Each water service from curb stop, or meter pit, to a property shall be metered. The Authority reserves the right to determine the size and location of the meter.

### 10.2 Service Fee

All water meters will be furnished by the Authority upon payment of a service fee equivalent to the cost of the meter, yoke and installation. The meter shall be installed under the supervision of the Authority, and will remain the property of, and the control of, the Authority and will be accessible.

### 10.3 Location

The meter, meter pit and yokes shall be located between the curb and sidewalk or where directed by the Authority Operations Manager.

### 10.4 Valves Required

A main shut off valve will be installed and maintained by the customer. The main shut off should be located where the service line enters the residence or building.

### 10.5 Responsibility for Damage

Meters will be maintained by the Authority so far as ordinary wear and tear are concerned; but damage resulting from freezing, hot water, or external causes due to the negligence of the customer, shall be paid for by the customer.

### 10.6 Cost of Reinstallation

The customer shall pay a charge for the installation or changing of a meter when removed because of damage in any way due to the negligence of the customer.

### 10.7 Minimum Charge

Each meter is installed subjected to a fixed minimum quarterly charge in accordance with the adopted rate schedule, for which certain quantities of water will be furnished without additional charge. Such minimum charge shall be non-abatable for non-users of water, and non-cumulative against subsequent consumption. In the case of fractional period bills, covering less than a quarter, minimum charge and allowance shall be prorated.

### 10.8 Authority to be Notified When Meter Not Working

The customer shall immediately notify the Authority of injury to or non-working of the meter, as soon as known by the customer.



10.9 Registration Conclusive

The quantity recorded by the meter shall be conclusive on both the customer and the Authority, except when the meter has been found to be registering inaccurately or has ceased to register. In such cases, the quantity may be determined by the average registration of the meter when in proper working order.

10.10 Disputed Account

In the event of a disputed account involving the accuracy of a meter, such meter will be tested upon the request of the customer, in conformity with the provisions of these Rules and Regulations. If when so tested, the meter is found to have an error in registration of four percent or more, the bills will be increased or decreased correspondingly.

10.11 Request Test

When a meter is removed, after installation, at the request of the customer, for testing, the following regulations shall apply:

The Authority shall upon written request of a customer, and if he so desires, in his presence or that of his authorized representative, make a test of the accuracy of his meter. When a customer desires, either personally or through a representative, to witness the testing of a meter, he may require the meter to be sealed in his presence before removal which seal shall not be broken until the test is made in his presence. If the meter is so tested shall be found to be accurate within the limits specified in Section 10.10, a fee determined from Schedule 5 shall be paid to the Authority by the customer requiring such test, but if not so found, then the cost thereof shall be borne by the Authority, when making such request, the customer shall agree to the basis of payment herein specified.

10.12 Turn Off Without Authority

Neither the customer nor any plumber or other person shall turn the water on or off at any corporation stop, curb stop, or meter valve; or disconnect or remove the meter, or permit its disconnection or removal, without the written consent of the Authority.

10.13 Tampering with Water Meter

Where the meter has been inspected and found to have been removed, damaged or tampered; the customer will be notified by letter that a service charge will be required to repair the meter. Service can be discontinued and an additional fee will be charged to restore the service.

10.14 Commercial Property Meter Replacement

Meters in commercial properties found to be defective or that has exceeded the 15 year AWWA Standard shall be replaced at the customer's cost. The customer will be notified prior to the work being performed.

## SECTION 11 – ENGINEER’S REPORT

The Engineer’s report shall contain the following minimum data and shall conform to the format as listed below:

### 11.1 Sewer System

- (a) Description of geographic area to be served.
- (b) Existing and predicted population of areas to be served.
- (c) Terrain data in sufficient detail to establish general topographic features of the area to be served.
- (d) Plans and/or statement for site restoration and landscaping.
- (e) Minimum and maximum grades proposed.
- (f) Pumping stations required.
- (g) Intended use of the proposed realty improvements and the characteristics of sewerage expected from such use.
- (h) The effect of proposed sewerage facilities on existing or proposed sewerage systems.
- (i) Amount of infiltration expected and its effect on design flow.
- (j) The estimated daily flow.
- (k) Description of materials to be used.
- (l) Preliminary cost estimate per paragraph 11.7.
- (m) Any other factors which would affect design and use of the sewerage system.  
See paragraph 11.4.

### 11.2 Pumping Stations

- (a) The operation of characteristics of the station at minimum, maximum, and average flow (both present and future).
- (b) Provisions for emergency handling of sewage in the event of complete failure of the station.
- (c) Preliminary cost estimate for construction and annual operating costs per paragraph 11.7 (Refer to 7.1.2: Auxiliary Electrical Power)
- (d) Any other factors which would affect design and use of the sewerage system. See paragraph 11.5.

### 11.3 Water Distribution

- (a) Description of geographic area to be served.
- (b) Existing and predicted population of area to be served.
- (c) Terrain data in sufficient detail to establish general topographic features of area to be served.
- (d) Plans and/or statement for site restoration and landscaping.
- (e) Minimum pressure at peak day demand plus fire flow.
- (f) Intended use of proposed realty improvements and the characteristics of use if other than residential.
- (g) The effect of the proposed water distribution facilities on existing or proposed water distribution facilities.
- (h) The estimated daily flow.
- (i) Description of materials to be used.

- (j) A preliminary cost estimate for construction and annual operating costs per paragraph 11.7
- (k) Any other factors which would affect design and use of the system.

#### 11.4 Related Technical Standards – Sewer

##### 11.4.1 General

All sewers must be designed on a “separate system” basis in which all water from roofs, cellars, streets and any other areas must not be conducted to the sanitary sewer system. No bypasses or overflows, which allow raw sewage to be discharged from sewers, shall be installed.

The system design and all detail designs must comply with the current New Jersey Department of Environmental Protection Rules and Regulations for the preparation and submission of plans for sewer systems and wastewater treatment plans.

##### 11.4.2 Sewer Design Standards

- 11.4.2.1 All sanitary sewers shall be designed to carry four times the average flow estimated for twenty-five years in advance. Average flow shall be assumed to be 100 gallons per person, per day and four persons shall be assumed per unit.
- 11.4.2.2 Sewers and force mains shall be designed to flow with a minimum velocity of not less than two feet per second at full flow based on Kutter’s formula with  $n = 0.013$ . Inverted siphons shall be designed for a minimum velocity of three feet per second.
- 11.4.2.3 Vertical inspection risers shall be installed at each lateral by the developer who has the responsibility for the installation of sanitary sewer main system. Installation shall include riser pipe, vent, Tyler Tee Cleanout and shall be installed in accordance with the Authority’s standard details. Riser shall be placed within 2’ of the curb or typically within 17’ from the center of street if no curbing exists. The curb shall be chipped to mark the location of the lateral. The lateral and riser installation shall include the fifteen foot length of lateral behind the riser toward the building and it shall be of the same material as that from the main to the riser. The Authority’s jurisdiction for maintenance responsibility, however, stops at the riser as long as it is in public right-of-way.

##### 11.4.3 Sewer Materials Standard

SEE TECHNICAL SPECIFICATIONS

#### 11.5 Related Technical Standards – Pumping Stations (Also see Technical Specifications)

##### 11.5.1 General

- (a) Raw sewage shall be screened before pumping unless special pumping equipment approved by the Department of Environmental Protection is used. Comminutors may be approved in lieu of screens.

- (b) When two pumping stations are outletting into a common force main, the design shall provide for staged pumping, preferably by the use of variable-speed pumps, so as to eliminate, as far as practical, surges of flow.
- (c) Automatic sound alarms, operating independently of the station power, shall be installed to give warning of high water, power failure or breakdown. Such alarm system shall extend by wire to a central station or other location where competent assistance can be obtained in emergency, as designated by the Operations Manager and approved by the Authority.
- (d) Pumping stations shall not be subject to flooding.

Adequate light and ventilation shall be provided at all pumping stations. Where operational or maintenance duties are required in enclosed areas or pits, forced ventilation by suitable means shall be provided with sufficient capacity to induce at least twelve (12) air changes per hour. Explosion proof equipment shall be utilized in wet wells and other similar areas.

- (e) Adequate fresh-water facilities shall be provided to permit routine wash down and cleaning operations at all pumping stations. Where a domestic water service connection is provided to any sewage treatment plant or facility, the water supply shall be protected by an approved backflow prevention device acceptable to the Authority. Air gap separation shall be used to prevent cross connections within the plant and shall mean a physical break between a supply pipe and receiving vessel. The air gap shall be at least double the diameter of the supply pipe, measured vertically above the top rim of the vessel, in no case less than one inch. No connections between fresh water and sewage pumps or pipes shall be permitted. Provide chlorine station at the site, if deemed necessary by the Authority.
- (f) Standby auxiliary power shall be provided for all pump stations in accordance with the Authority's Rules and Regulations.
- (g) Complete set of manufacturer's parts lists, instructions, maintenance manuals and special tools are to be turned over to the Authority.
- (h) Pumping station capacity should be compatible with the ultimate capacity of the influent sewer. At least two pumps, each designed to handle peak flows for ten (10) years hence, shall be provided. If more than two pumps are provided, their capacities shall be such that, upon failure of the largest pump, the others will handle such peak flows. When pneumatic ejectors are provided as the method of raising sewage, two compressor units are required, and they shall be so interconnected that the duplicate unit will commence operation in the event of failure of the one in use.
- (i) Pumps shall operate under a positive suction head. A means of flow measurement is desirable. Shut off valves shall be provided on suction and discharge piping, which shall be flanged or otherwise removable and check valves shall be provided on discharges.
- (j) Force main velocities shall not be less than 2ft/second at normal pumping rates. Properly designed air release valves shall be provided on the high points of the force main.
- (k) Hour running time meters are to be installed for each pump.
- (l) Pump size and characteristics must meet the approval of the Authority.

- (m) Both pumps are set to operate in parallel if flow rate requires.
- (n) Only submersible type pumps (suitable for installation in a wet well) and self-priming type pumps (suitable for installation above grade) shall be acceptable. Use of pumps contained in a subterranean dry well will not be accepted or permitted.

#### 11.5.2 Wet Wells

- (a) Wet wells shall be provided with adequate ventilation. Ventilation system shall be of the continuous operation type.
- (b) The capacity of a wetwell should not exceed ten (10) minutes when the flow is at the average dry weather rate.
- (c) The floors of the wetwells shall slope at least 45 degrees toward pump suction to prevent solids accumulation.
- (d) A minimum of six (6) foot inside diameter wetwell of reinforced concrete construction is required.
- (e) If air bubbler control system is used, a standby air compressor shall be included in pumping station. The control System must meet the approval of the Authority.
- (f) Wetwell liquid level gauge to be installed.
- (g) Wetwell to be furnished with removable influent bar screen with hoist meeting the approval of the Authority.
- (h) Provide watertight joints with gaskets and internal and external grout at base slab.
- (i) The concrete slabs and surface pads are to contain reinforcing bars.
- (j) Hatches are to be Bilco or equal.
- (k) Four (4) foot minimum cover on force mains.

#### 11.5.3 Electrical Equipment

- (a) All electrical equipment and work shall comply with fir Underwriters' regulations for the location involved and to the National Electric Code.
- (b) Provide vandal proof and all weather electric control box and cover on double supports.
- (c) Locate all control centers for easy access.
- (d) Provide approved receptacle, transfer switch and circuit breaker for auxiliary portable generator, depending on size of station, to compliment existing Pine Hill MUA equipment and be satisfactory to the applicable power company.

- (e) Electric service shall be three phase.
- (f) Provide schematic wiring diagrams to include Authority standard receptacle outlet for auxiliary power generator and the applicable power company approved transfer switch.
- (g) Provided telemetry relay and tie-in to existing system.

#### 11.5.4. Site Plan

- (a) Provide legal description for property to be transferred to the Authority.
- (b) Landscaping shall be provided consistent with the site restoration/landscaping plan.
- (c) Provide a seven (7) foot high aluminum chain link perimeter fence around perimeter of site. Include a twelve (12) foot double swing gate at paved access.
- (d) The access driveway to the site shall be paved 12 feet wide, either concrete or asphalt (2" FABC on 6" quarry processed stone or 6" thick reinforced cement concrete).
- (e) The site shall be positively graded to direct drainage runoff away from the pump station and appurtenances.
- (f) Provide gneiss aggregate, 6" thick, at the site in all areas not paved to, and including, the area beneath the perimeter fence.
- (g) Provide minimum lot size of 50' x 50' for the site to allow for equipment removal and mobility.
- (h) Minimum easement width for sewers is fifteen (15) feet. However, the easements shall be wide enough to provide for future excavation at slopes of 2:1 plus a 3 foot wide bed and therefore, sewers over four (4) feet in depth will require easements greater than fifteen (15) feet in width and shall be calculated as herein described.

### 11.6 Related Technical Standards – Water

#### 11.6.1 General

A minimum cover of 48" is required on all water mains including service connections to the curb.

#### 11.6.2 Water Material Standards

SEE TECHNICAL SPECIFICATIONS

#### 11.7 Total Construction Costs

A detailed estimate of the "Total Construction Cost" shall include cost of construction, rights-of-way, easements, inspections, "as-built" plans, etc. all as approved by the Authority.



#### 11.8 General Map of the Entire Project

A general map of the entire project shall be furnished, showing existing and proposed sewers and pumping stations for the whole area and/or showing existing and proposed water main, valves, hydrants and blowoffs.

#### 11.9 Plans, Profiles and Specifications of all Proposed Facilities

##### 11.9.1 Format

Plans shall be of uniform size 24" x 36" with a 1/2" border on top, bottom and right side, and a 2" border on the left side, the last one for binding. All sheets shall be numbered. Six sets of plans shall be submitted.

##### 11.9.2 General

The plans shall show existing and proposed sewers, appurtenances, contours, all existing and proposed streets, and surface elevations at all breaks in grade and street intersections, tributary areas with population per acre, and true or magnetic meridian, boundary line, title, date and scale. Any areas from which sewage is to be pumped shall be indicated clearly. Profiles will generally not be required for water distribution systems provided sufficient data is available to determine the high and low points of the system. The plans for the pumping stations, sewage treatment plans, water mains, storage facilities, water supply and water treatment facilities shall include a general site plan showing boundaries, contours, proposed improvements with capacities, underground piping, underground or overhead wires, and shall include the items referred to in the Engineer's Report that are related to the design drawing.

##### 11.9.3 Symbols

Sewers and/or water mains and appurtenances to be constructed shall be shown by solid (proposed) and dashed (existing) lines respectively. Existing sanitary sewers and water mains shall be labeled as such. All topographical symbols and conventions shall be those used by the United States Geological Survey.

##### 11.9.4 Elevations

All permanent bench marks of New Jersey Coast and Geodetic Survey shall be shown. Elevations of street surfaces shall be placed outside the street line. The elevations of sewer inverts at ends of lines and at changes of grade shall be written parallel with the sewer lines and between the street lines. The elevations of street surfaces shall be shown to the nearest 0.1 foot, the sewer inverts to the nearest 0.01 foot. Sufficient bench marks shall be permanently established for the area.

##### 11.9.5 Distances, Grades and Sizes



The distance and stationing between manholes, grades in decimal, sewer sizes and materials shall be shown on the plans. Arrows shall show the direction of the flow. For water mains, the distances, diameter and material shall be shown on the plans.

## SECTION 12 – INSPECTION AND TESTING OF INSTALLED FACILITY

### 12.1 Inspection of Sewerage and/or Water Distribution System during Course of Construction

12.1.1 All construction of sewerage or water distribution systems shall be under the jurisdiction of the Authority Engineer, either directly or through inspectors under his supervision.

- (a) The Authority Engineer shall enforce compliance with the approved plans and specifications.
- (b) The Authority Engineer shall have the authority to have the work discontinued in the event of non compliance.
- (c) The Applicant shall also furnish the names of the occupant, the street address, and lot and block numbers two weeks prior to request for certificate of occupancy from the Building Inspector in order that the wiring, meter installation and lateral inspections can be accomplished.
- (d) No sewer or water connections shall be made to the appropriate street main whether tested or not unless under the supervision and inspection of the Authority Engineer.

12.1.2 A temporary, lock proof Bulkhead type plug shall be installed in the upstream (inlet) side of the manhole furthest downstream in any sewer main or branch under construction and shall remain intact and unloosened until written permission is received from the Authority Engineer to remove same. Water mains shall be capped, plugged or valves closed and shall remain intact and unloosened until written permission is received from the Authority Engineer to remove same.

### 12.2 Testing of Completed System

12.2.1 All sewers and water mains shall be subjected to one or more of the following types of test: (Infiltration, Exfiltration, Alignment and/or Pressure).

- (a) Alignment – Alignment shall be done on all gravity sanitary sewer lines regardless of any other testing that may be required by the Authority Engineer.
- (b) Exfiltration – Exfiltration test shall be conducted in lieu of infiltration tests when the pipe has been laid above the groundwater level.
- (c) Infiltration – Examine the sanitary sewer system for infiltration at the downstream end of the system after construction has been completed and prior to any sanitary building connections. In the event there is infiltration, the source and volume of flow must be determined. The allowable infiltration shall not exceed a rate of 50 gallons/inch diameter of pipe per mile/24 hours.
- (d) Water Supply Systems – After the pipe has been installed and prior to the complete backfilling of the trench, the system shall be subjected to a pressure and leakage test.

- 12.3 In order to ensure that there shall be no gushing or spurting streams entering the sewer system, the Contractor shall be held responsible for water tightness of the line, shall satisfactorily repair all joints and other parts not sufficiently until the test results conform to the given requirements.

NOTE: The Contractor shall furnish all labor, material and equipment necessary for testing.

When individual or house connections are connected to sewer mains already tested, the individual or house connections shall be pressure tested prior to connection to the sewer main. Individual or house connections shall be pressure tested under a ten foot head of water and shall be made tight from the point of connection at the main to the lowest cleanout in the building (see Plumbing Code, National Plumbing Code Book, Chapter 15).

Water pressure test should be made with a pressure of 1 ½ times normal system pressure or 150 psi, whichever is greater.

- 12.4 Bacteria Test – After flushing has been completed and the chlorine residual is not greater than 0.2 PPM, a Bacteriological sample shall be taken in accordance with the New Jersey Department of Environmental Protection, Potable Water Standards, latest revision.

## SECTION 13 – BILLING, PAYMENTS, DELINQUENCIES

### 13.1 Rendering of Bills for Water and Sewer Service

A combined bill for water and sewer service will be rendered quarterly to each customer. The bill will be printed the last day of each quarterly month (March, June, September, December) and payment is due within thirty-one (31) days after the mailing.

13.1.1 Water changes will be based on the quarterly readings read prior to the printing of the bill. If the water meter cannot be read, the charges will be estimated based on a similar quarter from the past two (2) years.

13.1.2 Sewer charges for residential users are billed in advance for the quarter beginning with the billing date.

### 13.2 Payment Schedule

13.2.1 If a bill is not paid when due, an interest rate of 1 ½% per month will be charged.

### 13.3 Delinquent Accounts

13.3.1 Any bill unpaid after the due date, the bill shall be classified as delinquent. Any bill unpaid after notification, the customer shall be subject to discontinuance of service after written notice.

13.3.2 All requests to the Operations Manager to shut off the service of a delinquent customer shall be over the signature of the Authority Chairman or his designee.

13.3.3 If service is discontinued for non-payment of the account, it will not be restored until the turn on fee plus all unpaid charges are paid or satisfactory arrangements have been made for payment.

13.3.4 If the check used as payment to prevent shut off service is returned by the bank for non-sufficient funds, a processing fee will be charged against the account and the service will be discontinued immediately without further notice and all future bills will be payable in cash.

13.3.5 Any unpaid balance of service charges and interest and interest hereon shall be a lien against the property and action shall be initiated pursuant to the procedures specified under N.J.S.A. 40:14B-42.

13.3.6 Notice of delinquent charges shall be given annually to the Tax Collector of Pine Hill Borough 30 days prior to the Borough posting notice of publishing all delinquent taxes.

### 13.4 Discontinuance of Service

Service may, at the sole discretion of the Authority, be discontinued for any of the following reasons:

- (a) Misrepresentation in application.
- (b) Willful waste of water through improper or imperfect pipes, fixtures, or otherwise
- (c) Failure to comply with restrictions imposed pursuant to Section 14: Reserve Supply
- (d) Use of water for any other property or purpose than that described in the application
- (e) Molesting any service pipe, meter, meter box or seals, or any other appliance of the Authority
- (f) Vacancy in excess of 30 days (water only)
- (g) Non-payment of any charge occurring under the application
- (i) Making, or refusing to sever any cross connection between a pipe, or fixture carrying water furnished by the Authority and a pipe or fixture carrying water from any other source
- (j) Non-payment of bills within time prescribed
- (k) Violation of any rules of the Authority.

#### 13.5 Renewal Service

Service will be renewed when the conditions under which such service was disconnected are corrected and upon payment of all accrued charges provided in the schedule of rates or rules of the Authority.

#### 13.6 Abatement

Customers desiring an abatement from water bills due to vacancies shall give notice in writing at the office of the Authority requesting that water be shut off. Customer will be charged for water used as of the final reading plus a service fee for shutting off and restoring of the water. No abatement will be made for leaks, or for water wasted by damaged fixtures.

#### 13.7 Deposits

Deposits may be required from any customer who becomes habitually delinquent. Amount of deposit shall be equal to his average quarterly bill.

- 13.7.1 Any customer having paid a deposit shall pay bills for water and sewer service rendered, in accordance with the Rules of the Authority. The deposit shall not be considered as payment on account of a bill during the time the customer is receiving service.

13.7.2 Deposits shall be returned to the depositor when he shall have paid undisputed bills for service for a period of twelve consecutive months.

13.7.3 No interest will be paid on deposits.

13.8 Continuing Obligation to Pay Service Charge

Upon connection of an improved and usable property to a sewer, the obligation to pay the minimal annual service charge continues despite the failure to occupy the property or to use the sewer facilities, so long as the building or structure on the property is still available for use and the sewer facilities remain available.

#### SECTION 14 – RESERVE SUPPLY

The Authority shall have the right to reserve a sufficient supply of water at all times in storage, to provide for fire and other emergencies, or may restrict or regulate the quantity of water used by the customer in case of scarcity, or whenever the public welfare may so require.



## SECTION 15 – RESPONSIBILITY FOR SERVICE

It is agreed by the parties receiving public fire service, private fire service, or any other service, that the Authority does not assume any liability as insurer or property or person, and that the Authority does not guarantee any special service, pressure, capacity or facility, other than is permitted by the ordinary and changing operating conditions of the Authority, as the same exists from day to day. It is agreed, by the parties receiving service, that the Authority shall be free and exempt from any and all claims for injury to any person or property by reason of fire, water, failure to supply water pressure or capacity.

When a prospective customer has made applications 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 supply of water or failure to supply same, or the freezing of water pipes or fixtures of the customer, nor any damage to the property which may result from the usage of water supplied to the premises.

### 15.1 Complaints

Complaints with respect to the character of the service furnished, or the reading of the meters, or of the bill rendered, must be made at the Authority's office, either orally, or in writing, and a record of such complaint will be kept by the Authority, noting the name and address of the complainant, the date, the nature of the complaint and the remedy.

### 15.2 Reasonable Access

The properly identified authorized agents of the Authority shall have the right of access to the premises served, at all reasonable hours, for the purposes of reading water meters.

### 15.3 No Oral Agreements

No agent or employee of the Authority has authorization to bind it by any promise, agreement, or representation not provided for in these rules.

### 15.4 Single Service – Water Only

In instances where Owners of existing properties make application for and are furnished only sewerage service, all rules applicable to furnishing sewerage service must be complied with, and the charge for such service shall be as described in the Schedule of Rates.

### 15.5 Single Service – Sewer Only

In instances where owners of existing properties make application for and are furnished only sewerage service, all rules applicable to furnishing sewerage service must be complied with, and the charge for such service shall be as described in the Schedule of Rates.

15.6 Interconnections Not Allowed

No water will be furnished to any premises where any possibility exists of the mingling of the water furnished by the Authority, with water from any other source. Nor will the Authority permit its mains or service pipes to be connected in any way to any piping, swimming pools, tank, vat or other apparatus containing liquids, chemical, or any other matter which may flow back in the Authority's service pipes or mains, and consequently endanger the water supply.

15.7 Damage to Authority Facilities

Whenever any person, persons, firm or firms, partnership or partnerships, corporation or corporations, or any combination thereof causes or has caused any damage to the water or sewer system or facilities of the said Authority, the party or parties causing such damage shall immediately notify the Authority of such damage. The said Authority shall have the right to repair such damage or have such damage repaired, and shall have the further right to recover the full cost and expense of such repairs, including but not limited to the standard charges for work performed by Authority employees, for materials, supplies and equipment used for such repairs from the party or parties causing such damage.

15.8 Emergency

As necessity may arise in the event of breakdown, emergency, or for any other unavoidable cause, the Authority shall have the right to cut off the water supply temporarily, in order to make necessary repairs, connections, etc. The Authority will use reasonable and practical measures to notify the customer of such discontinuances of service but the Authority shall not be liable for any damage or inconvenience experienced by the customer; or any claim against it at any time for interruption of service, lessening of the supply, inadequate pressure, poor quality of water, or for causes beyond its control. When the supply of water is to be temporarily interrupted, written notice shall be given, when practicable to all customers affected by the temporary interruption of service, stating the probable duration of the interruption, and also the purpose of the interruption.

15.9 Discharges

The discharge of any surface or subsurface water directly or indirectly to the sanitary sewer system is prohibited. Underdrain systems for foundation of buildings shall be connected to a storm drainage system approved by the Borough Engineer. Further, underdrain systems in municipal right-of-ways shall have separate cleanouts which shall not be in any appurtenance of the sanitary sewer system.

## SCHEDULE 16 – SCHEDULE OF RATES

### 16.1 Schedule 1: Water Service

<u>Size of Meter</u>	<u>Quarterly Service Charge</u>
½ “ - 5/8”	\$ 33.00
¾”	33.00
1”	262.50
1 ½”	393.50
2”	525.00
3”	787.50
4”	1,050.00
6”	1,575.00
8”	2,100.00

The Quarterly Service Charge is a fee for providing water service only and does not include the charge for water consumed during the quarter. The Quarterly Service Charge is billed whether or not water is consumed in any given quarter.

Water consumed in any given quarter will be billed at a rate of \$5.75 per 1,000 gallons.

\*Rates adopted September 16, 2020

### 16.2 Schedule 2 – Sewer Service

#### a. Residential Users

Residential sewer connections shall be charged at an annual rate of \$200.00 per Domestic Consumer Unit payable quarterly following the schedule below:

<u>Type of Structure</u>	<u>Domestic Consumer Unit</u>
Single Family Homes	1 unit
Structure with Rented Rooms	1 unit + 1 unit for each available room
Single Family with Place of Business	1 unit minimum: Business = 2 <sup>nd</sup> unit
Hotel/Motel	1 unit minimum + 1 unit for each living unit
Apartment:	
1 Bedroom	1 unit

2 Bedrooms	1 unit
3 Bedrooms	1 unit

b. Claim for Reduction in Annual Sewer Service Charge

1. Residents, who meet the following qualifications, may apply to the Authority for a reduction in their annual sewer service charge:
  - (a) Resident is legal owner of the property in question.
  - (b) Resident is age 65 or older/and or permanently and totally disabled.
  - (c) Residents income is \$10,000 per year or less.
2. Residents who meet the above qualifications may make application for a reduction in their annual sewer service charge using a form or forms prescribed by the Authority for such purpose. Residents are required to submit the proof(s) of eligibility requested on the application.
3. The reduction shall only apply for the fiscal year so indicated on the application. Residents shall be required to apply each year so that the Authority may be able to determine continued eligibility of the resident.
4. The amount of reduction will be determined by the Authority on annual basis. Reductions shall be allowed only by applications duly approved by the Authority.

c. Non-Residential Users

Non-Residential users shall be charged on a quarterly basis for sewer service. The annual fee shall be \$200.00 per Domestic Consumer Unit times the applicable number of Domestic Consumer Units. The applicable number of Domestic Units shall be in accordance with Table 1.

Establishments where water service has been discontinued will be billed at the rate of (1) sewer unit for each quarter until water service is restored.

d. General Commercial

See Non-Residential Users.

e. Swim Clubs

Three Quarters when pool is closed: each quarter 1 unit

Summer Quarter (June, July, August) – Based upon Domestic Consumer Unit(s)

f. Industrial Users

- 16.3 Schedule 3 – (Reserved for future use).  
16.4 Schedule 4 – Fire Service (Reserved for future use).  
16.5 Schedule 5 – Miscellaneous Charges

- ## 16.6 Schedule 6 – Connection Charges

The connection fee calculation will be calculated by the Authority Engineer based upon the applicable number of Domestic Consumer Units.

TABLE 1

The Domestic Consumer Unit(s) which may be assigned to the various classes of use is listed below in the existing rate structure.

<u>Class of Use</u>	<u>Equivalent Domestic Consumer Unit</u>
Single Family Dwelling	1 Unit
Multiple Family Dwellings	
Townhouse	1 Unit
1 Bedroom Apartment	1 Unit
2 Bedroom Apartment	1 Unit
3 Bedroom Apartment	1 Unit
Boarding/Rooming House	1 Unit
(For each living unit within such a facility)	½ Unit
Schools (for each 28 students and staff)	1 Unit
Gymnasiums in schools	2 Units
Churches	1 Unit
Clubs, Societies, Service Organizations (with bar and/or	1 Unit
Restaurant facilities – 2 additional units)	
Public Buildings	1 Unit
Service Stations without Car Washing Facilities	2 Units
Service Stations with Car Washing Facilities	4 Units
Diner, Tavern, or Restaurant (1-50 seating capacity)	4 Units
Each Additional 15 Seating Capacity (or fraction thereof)	1 Unit
Soda Fountain and/or Luncheonette (For first ten seating capacity)	1 Unit
(For each additional 20 seats or fraction thereof)	2 Units
Laundromat or Self Service Laundry	
(For each washer of not more than 12 lb. capacity)	½ Unit
(For each washer over 12 lb. capacity)	1 Unit
Supermarkets (for each 5 employees)	1 Unit
Drive-In/Take Out Restaurants (seating capacity under 10)	3 Units
(Seating for additional 15 seats or fraction thereof)	1 Unit
Industrial Plants (each 5 employees)	1 Unit
Bakery (with baking facilities – whether part of dwelling or not)	2 Units
Swim Clubs	1/12 Unit x
	Membership Capacity (1 unit min.)
Commercial (for each 3,000 square feet of floor space)	1 Unit
Theater or Movie House (for every 100 seats or fraction thereof)	1 Unit

## Section 17 – REVISION OF RULES & REGULATIONS

The Authority reserves the right to change or amend, from time to time, these Rules and Regulations. The Authority has the right to revise the sewer and water rate schedule as necessary in accordance with the requirements of N.J.S.A. 40:14B-1 et seq.



## APPENDIX A

### FORMS

*Pine Hill Borough*  
*Municipal Utilities Authority*

907 TURNERVILLE ROAD  
PINE HILL, NJ 08021

Hours: 9 to 4  
Monday thru Friday  
(856)-783-0739  
FAX (856)-782-7161

**APPLICATION FOR REPORT ON FEASIBILITY OF PUBLIC SEWER AND WATER,  
RECOMMENDATIONS AND CONDITIONS**

**Purpose:** To determine the economic and technical feasibility of extending public sewer and water service to the Municipal System.

**Fees:** \$125.00 Sewer      \$75.00 Water (Check made payable to PHMUA)  
\$1,500.00 Minimum fee to be deposited into an escrow fund for professional reviews.  
**Please complete the attached W-9 and return with payment.**

1. Applicant:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
2. Project to Be Serviced:  
Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Area of Entire Tract: \_\_\_\_\_ Portion to be serviced: \_\_\_\_\_  
Number of Lots: \_\_\_\_\_ Tax Map Plate: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Type:      Single Family: \_\_\_\_\_ Townhouse: \_\_\_\_\_  
             Commercial: \_\_\_\_\_ Apartments: \_\_\_\_\_ Other: \_\_\_\_\_
3. Action Initiated With The Planning Board:  
Type of Request:  
Subdivision Classification: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Site Plan:                      Major \_\_\_\_\_ Minor \_\_\_\_\_  
Zoning Change:              From \_\_\_\_\_ to \_\_\_\_\_
4. Development Plans:  
Construction Start Date: \_\_\_\_\_ Duration of Project: \_\_\_\_\_  
Application intends to:      Sell Unimproved Lots \_\_\_\_\_  
   Sell Improved Lots \_\_\_\_\_  
   Sell Completed Units \_\_\_\_\_

5. Professional Engineer Designing Sewer/Water System:

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

6. Description of Proposed Systems:

Water:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sewer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Supporting Data Required:

- A. General location plan showing streams, streets, blocks, lots and tax map numbers. Three copies: \_\_\_\_\_  
B. Proposed system outlines and outlines and route of construction: \_\_\_\_\_  
C. Estimated volume of flow: \_\_\_\_\_

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

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

**NOTE: Any development over five (5) houses must update our maps on the latest version of Auto Cad.**

\_\_\_\_\_  
DO NOT WRITE BELOW THIS LINE – PHMUA USE ONLY  
\_\_\_\_\_

Date Application Received: \_\_\_\_\_ Amounts of Checks: \_\_\_\_\_

\_\_\_\_\_  
Signature of PHMUA

Action by Authority:

Subdivision Classification:

Responded on Date: \_\_\_\_\_

Feasibility: Feasible: \_\_\_\_\_

Not Feasible: \_\_\_\_\_

Applicant informed on \_\_\_\_\_

*Pine Hill Borough*  
*Municipal Utilities Authority*

907 TURNERVILLE ROAD  
PINE HILL, NJ 08021

Hours: 9 to 4  
Monday thru Friday  
(856)-783-0739  
FAX (856)-782-7161

**APPLICATION FOR PRELIMINARY APPROVAL OF PUBLIC SEWER AND/OR WATER  
MAJOR/MINOR SUBDIVISIONS**

**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 water service.

**Filing fee:** \$100.00 Sewer \$100.00 Water (Check made payable to: PHMUA)

**Review fee:** Separate fee, calculated in the same manner shall be paid for sewer and water. \$150.00 per lots for first 10 lots, additionally \$100.00 per lot for all lots in excess of 10 lots. In the event that the costs of review shall be more than the amount deposited, the applicant agrees to pay the additional cost prior to final approval by the Authority.

1. Applicant:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
2. Project:  
Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
PHMUA Form A Approved: \_\_\_\_\_ Planning Board Classified Approved: \_\_\_\_\_
3. Professional Engineer Designing Water/Sewer System:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Supporting Data Required:

- A. Four sets of plans encompassing the data required by the attached engineering report instruction sheet.
- B. Applicant Engineer's Report on total itemized sewer and water construction costs, including fire hydrants. Report Total: \$\_\_\_\_\_.
- C. Estimated construction time required to finish project once authorizations to construct is given: \_\_\_\_\_.

When the Agreement between applicant and the PHMUA has been signed, the applicant may, at the time, prepare the necessary data for the PHMUA submittal to the New Jersey Department of Environmental Protection for state sewer and/or water permits. Upon request, a list of the required Data for the submittal will be sent to the applicant's engineer. Otherwise, submittals to the State may be filed by section with Form C.

**NOTE: Any development over five (5) houses must update our maps on the latest version of Auto Cad.**

---

DO NOT WRITE BELOW THIS LINE – PHMUA USE ONLY

---

Date Application Received: \_\_\_\_\_ Amounts of Checks: \_\_\_\_\_

\_\_\_\_\_  
Signature of PHMUA

Action by the Authority:

Feasibility: Contract negotiated and sent to Applicant: \_\_\_\_\_

Signed Contract received by PHMUA: \_\_\_\_\_

*Pine Hill Borough*  
*Municipal Utilities Authority*

907 TURNERVILLE ROAD  
PINE HILL, NJ 08021

Hours: 9 to 4  
Monday thru Friday  
(856)-783-0739  
FAX (856)-782-7161

**APPLICATION FOR PRELIMINARY APPROVAL OF PLANS FOR  
PUBLIC SEWER AND/OR WATER  
MAJOR/MINOR SITE PLANS**

**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 water service.

**Filing fee:** \$100.00 Sewer \$100.00 Water (Check made payable to: PHMUA)

**Review fee:** Separate fee, calculated in the same manner shall be paid for sewer and water \$1,500.00 for the first 1.5 acres, or portion thereof, additionally \$1,000.00 for each additional acre, or portion thereof. Minimum amount to be placed in escrow fund necessary to initiate professional review of combined sewer and water systems will be \$1,500.00. In the event that the costs of review shall be more than the amount deposited, the applicant agrees to pay the additional cost prior to final approval by the Authority.

1. Applicant:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Project:  
Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Area of Tract: \_\_\_\_\_ Portion to be serviced: \_\_\_\_\_  
Tax Map: Plate: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
PHMUA Form A Approved: \_\_\_\_\_ Planning Board Classified Approved: \_\_\_\_\_

Number of individual stores or offices: \_\_\_\_\_

Proposed use for stores or offices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Development Plans:

Construction Date: \_\_\_\_\_ Duration of Project: \_\_\_\_\_

4. Professional Engineer Designing Water/Sewer System:

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

5. Supporting Data Required:

A. Four sets of plans and specifications encompassing the data required by Section II of the Authority Rules and Regulations.

B. Estimated itemized sewer and water construction costs, including fire hydrants. Report Total: \$ \_\_\_\_\_.

C. Estimated time required to finish project once authorization to construct is given: \_\_\_\_\_

When the Agreement between applicant and the PHMUA has been signed, the applicant may, at the time, prepare the necessary data for the PHMUA submittal to the New Jersey Department of Environmental Protection for State sewer and/or water extension permits. Upon request, a list of the required data for the submittal will be sent to the applicant's engineer. Otherwise, submittals to the State may be filed by section with Form C.

**NOTE: Any development over five (5) houses must update our maps on the latest version of Auto Cad.**

---

DO NOT WRITE BELOW THIS LINE – PHMUA USE ONLY

---

Date Application Received: \_\_\_\_\_ Amounts of Checks: \_\_\_\_\_

\_\_\_\_\_  
Signature of PHMUA

Action by the Authority:

Feasibility: Contract negotiated and sent to Applicant: \_\_\_\_\_

Signed Contract received by PHMUA: \_\_\_\_\_



***Pine Hill Borough***  
***Municipal Utilities Authority***

907 Turnerville Road  
Pine Hill, NJ 08021

Hours 9 to 4  
Monday thru Friday  
856-783-0739  
FAX 856-782-7161

**APPLICATION FOR CONSTRUCTION OF PUBLIC SEWER AND/OR WATER SYSTEM**

**Purpose:** To control the extent and schedule of planned sewer and water facilities installation and to establish a schedule for Authority inspection of completed installations.

**Filing Fees:**      \$100.00 Sewer      \$100.00 Water      (Check made payable to PHMUA)

**Inspection Fee:** Five (5%) percent of the estimated cost to construct the proposed facilities as determined by the Authority Engineer (minimum \$500.00)

1. Applicant:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
2. Project to Be Serviced:  
Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Section: \_\_\_\_\_ Number of Lots: \_\_\_\_\_  
PHMUA Form B Approval Date: \_\_\_\_\_  
Planning Board Approval Date: \_\_\_\_\_
3. Professional Engineer Designing Sewer and/or Water System:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Supporting Data Required:  
A. Applicant Engineer's Report on total, itemized sewer and water construction costs, including fire hydrants. Report Total: \$ \_\_\_\_\_

- B. Seven (7) copies of detailed plans and specifications of sewage pump stations, sewer mains, water mains, hydrants (as approved by the Fire Marshall) and appurtenances (Plans shall indicate individual tax blocks and lots).

When the Authority Engineer has determined or verified the total estimated sewer and water construction costs and the Authority Board has reviewed the plans, the Applicant will be notified to submit the following:

1. Inspection fees: 5% of verified construction costs. Fee to cover engineering fees, legal fees and office processing fees for issuing permits.
2. Specified Performance Bond or Letter of Credit. 120% of total sewer and water construction costs.
3. Where the plans of any sections 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.
4. Revised plans (if necessary) showing changes required by the PHMUA. The Professional Engineer will also submit a letter explaining in detail each revision with basis and jurisdiction for each revision. (3 sets of this letter and plans must accompany the Authority's application to NJDEP for operating permit).
5. Typed list coordinating individual tax block and lot with street address.
6. Data required for Authority submittal to the New Jersey Department of Environmental Protection sewer and/or water permits.
7. Auxiliary Power Assessment, if applicable, as set forth in Paragraph 7.1.2 if the Rates, Rules and Regulations of the Authority.

NO AUTHORITY BOARD APPROVAL WILL BE GRANTED AT THE MONTHLY PUBLIC MEETING UNLESS ALL 7 REQUIREMENTS ABOVE HAVE BEEN RECEIVED BY THE AUTHORITY OFFICE AT LEAST 14 DAYS **PRIOR** TO THE PUBLIC MEETING.

**NOTE: Any development over five (5) houses must update our maps on the latest version of Auto Cad.**

---

DO NOT WRITE BELOW THIS LINE – PHMUA USE ONLY

---

Date Application Received: \_\_\_\_\_  
Amounts of Checks: \_\_\_\_\_

\_\_\_\_\_  
Signature of PHMUA

**SAMPLE PERFORMANCE SURETY BOND**

ON INSURANCE COMPANY LETTERHEAD

PERFORMANCE UTILITY BOND:

KNOW ALL MEN BY THESE PRESENTS: That we, (Name of Builder), As Principal and (Name of Insurance Company), a corporation organized under the laws of the State of (Name) and duly authorized to transact business in the State of New Jersey, as Surety, are held and firmly bound unto the Pine Hill Municipal Utilities Authority in full and just sum of \$ \_\_\_\_\_, lawful money of the United States of America for payment of which sum, well and truly to be made, we and each of us bind ourselves, our and each of our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

THE CONDITIONS of the above obligation are such, that

WHEREAS, the above named Principal (Name of Builder), is planning to construct underground utilities in a subdivision known as section \_\_\_\_\_ of (Name of Subdivision).

AND the further condition that the Principal will complete the proposed sewage system (or water distribution system and appurtenances) in said subdivision within two years after approvals by the Authority and in full compliance with the plans and profiles submitted with the subdivision, as required by the Pine Hill Municipal Utilities Authority.

NOW, THEREFORE, if the above name Principal shall complete said improvements in the said subdivision according to the subdivision regulations of Pine Hill Municipal Utilities Authority, then this obligation shall be void; otherwise to remain in full force and effect until final acceptance by adoption of a resolution by the Pine Hill Municipal Utilities Authority.

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By:

\_\_\_\_\_  
Name of Owner of Builder

\_\_\_\_\_  
Title

By:

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Title

Countersigned by NJ Res. Agent:

\_\_\_\_\_

*Pine Hill Borough*  
*Municipal Utilities Authority*

907 Turnerville Road  
Pine Hill, NJ 08021

Hours 9 to 4  
Monday thru Friday  
856-783-0739  
FAX 856-782-7161

**APPLICATION FOR TITLE TRANSFER, PUBLIC SEWER AND WATER SYSTEMS**

**Purpose:** To request the PHMUA to accept the installed systems.

**Fees:** Fee was presented by the applicant at time of submittal of Form C, which was escrowed in the amount of 5% of the total sewer and water construction costs. Upon MUA acceptance of the system(s), the balance, if any, of the fee after the administrative fee of \$100.00 Sewer and \$100.00 Water plus the legal and engineering vouchers have been deducted; will be returned to the applicant.

1. Applicant:

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Project:

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

Location: \_\_\_\_\_

Section: \_\_\_\_\_

Sewer and Water Permit Number: \_\_\_\_\_ Issued: \_\_\_\_\_

Total Number of Lots in Section: \_\_\_\_\_ Number of Lots Completed: \_\_\_\_\_

Have the streets been accepted by the borough? Yes \_\_\_\_\_ No \_\_\_\_\_

How long has the system been completed? \_\_\_\_\_

Does the as-built plan follow exactly the plan submitted with Form C, in regard to details and area covered? \_\_\_\_\_ if not, indicate significant changes: \_\_\_\_\_

3. Supporting Data Required:

A. Two sets of As-Built Plans.

B. Maintenance Bond (15% of the Performance Bond) guaranteeing satisfactory performance of the system for a period of two (2) 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 Authority Engineer as to the following:
  - a. The quality and content of the installed system.
  - b. That the As-Built Plans are as herein described.
- E. Proof of payment of all fees.
- F. Proof of release of liens from all contractors, subcontractors and material suppliers.

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

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

Schedule: Within 45 days after this form has been received at the PHMUA Office, the Engineer will conduct a final inspection. Upon his recommendation to accept the systems, the MUA Solicitor will have executed the transfer of the necessary deeds, easements, and/or public right of ways. The applicant will be notified that the PHMUA accepts the Maintenance Bond as of that date; releases him from the Performance Bond and agrees to take responsibility for the system.

**NOTE: Any development over five (5) houses must update our maps on the latest version of Auto Cad.**

---

**DO NOT WRITE BELOW THIS LINE – PHMUA USE ONLY**

---

Date Application Received: \_\_\_\_\_

Cash Escrowed: \$ \_\_\_\_\_

Surety Bond: \$ \_\_\_\_\_ Presented at submittal of Form C

\_\_\_\_\_  
Signature of PHMUA

Action by the Authority:

Final Inspection by the PHMUA Engineer: \_\_\_\_\_

Result: \_\_\_\_\_

Recommended for Acceptance of System: \_\_\_\_\_

Legal Documents executed: \_\_\_\_\_

Vouchers Paid: Administrative	\$ _____	Sewer	Paid: _____
	\$ _____	Water	Paid: _____
Engineer Review	\$ _____		Paid: _____
Legal Fee	\$ _____		Paid: _____
Balance Returned to Applicant	\$ _____		Paid: _____

# *Pine Hill Borough*

## *Municipal Utilities Authority*

907 Turnerville Road  
Pine Hill, NJ 08021

Hours 9 to 4  
Monday thru Friday  
856-783-0739  
FAX 856-782-7161

### **APPLICATION FOR CONSTRUCTION OF PUBLIC SEWER AND/OR WATER SYSTEM FOR AN INDIVIDUAL DWELLING UNIT INTO AN EXISTING PHMUA SYSTEM**

**Purpose:** To determine the technical and economic feasibility of existing sewer and/or water to the PHMUA system and to verify that the systems will be constructed in compliance with the Rates, Rules and Regulations of the Pine Hill Municipal Utilities Authority.

**Fees:**

Application Fee:	\$ 75.00 Sewer	\$ 75.00 Water
Inspection/Review Fee:	\$250.00 Sewer	\$250.00 Water

(Inspection fee will be returned if connection into the MUA system is not feasible.)  
Inspection fees are to cover the cost of the PHMUA Operations Manager's inspection and the Operations Manager or his designee is to be present at the time that the MUA system is being connected into and arrangements must be made prior to such connections to have the MUA office make a firm appointment for our Operations Manager to be present.

1. Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Service location:

Street Address: \_\_\_\_\_  
Tax Map: Plate: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

3. Registered Plumber:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Supporting Data Required:

A. Two sets of plans from a registered plumber showing the proposed line from the dwelling to the PHMUA main. Plans must include a profile with respective elevations.

5. Technical Requirements:

A. Water Connection

- a. The contractor will supply a ¾ inch K copper uninterrupted service line from the main to the curb.
- b. Between the curb and sidewalk, the contractor must install a Ford Model 80 Series Coppersetter (V82W-44-33-NL) meter setter single valve with wire hole in the inlet valve and be set at 12" to 14" below grade level.
- c. The contractor must install an 18" x24" plastic meter pit with a steel cast meter box ring and lid type part number MS-32-T mid-state with 1 ¾" diameter hole in the meter lid. The Authority shall install the meter.

B. Sewer Connection

- a. The contractor will tap the sanitary sewer main and install a 4" "Y" connection on a newly developed system, or use 4" CB uni-sewer saddle (ROMA) on existing sanitary sewer mains.
- b. The standard sewer lateral service will be constructed of SDR 35 PVC, cast iron or ductile iron.
- c. The standard sewer lateral 4" diameter line will extend for the sanitary sewer main and be placed between the curb and sidewalk with a 4" diameter clean out at grade level.
- d. All sanitary sewer laterals must be installed at a grade equal to one-quarter(1/4) inch per foot at a constant grade and in a straight line. Minimum depth for a lateral is to be 36" at curb line.
- e. Any new plumbing fixture installed in a building lower than the front curb or street centerline elevation requires a backflow preventer device approved by the Authority. The Authority shall be present at the time of tapping into the Authority main.

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

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

**NOTE: Any development over five (5) houses must update our maps on the latest version of Auto Cad.**

**DO NOT WRITE BELOW THIS LINE – PHMUA USE ONLY**

Date Application Received: \_\_\_\_\_

Application Check \$ \_\_\_\_\_

Inspection Check \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of PHMUA

Sewer Connection Fee: \$ \_\_\_\_\_

Paid \_\_\_\_\_

Water Connection Fee: \$ \_\_\_\_\_

Paid \_\_\_\_\_

Water Meter Fees:

Yoke: \$ \_\_\_\_\_

Paid \_\_\_\_\_

Meter: \$ \_\_\_\_\_

Paid \_\_\_\_\_

Installation: \$ \_\_\_\_\_

Paid \_\_\_\_\_

Total Paid: \$ \_\_\_\_\_

Check Number: \_\_\_\_\_

*Pine Hill Borough*  
*Municipal Utilities Authority*

907 Turnerville Road  
Pine Hill, NJ 08021

Hours 9 to 4  
Monday thru Friday  
856-783-0739  
FAX 856-782-7161

Attention: Demolition Contractors

The following are the Demolition Requirements of the Pine Hill Borough Municipal Utilities Authority for the demolition of any home or building:

1. When notified of the demolition, the Authority will mark out the water and sewer lines.
2. Water Disconnection: The contractor should dig approximately 2' behind the meter box, cut and cap the line.
3. Sewer Disconnection: The contractor should dig approximately 2' behind the curb vent, cut and cap the line.
4. The contractor must call our office at 856-783-0739 to schedule our Maintenance Personnel to inspect the disconnection. There is a Water Inspection Fee of \$35.00 and Sewer Inspection Fee of \$35.00 that must be paid in our office prior to the each inspection.  
When all requirements are completed, our office will submit a letter to the Building Code Official. Please provide your fax number when calling, and we will send you a copy of the letter.
5. If you should have any questions concerning the actual disconnection requirements, please call our Maintenance Office at 856-783-0111.



## SEWER DISCOUNT – INITIAL APPLICATION

APPLICATION MUST BE RETURNED BY \_\_\_\_\_, TO:

PINE HILL MUA  
907 TURNERVILLE ROAD  
PINE HILL, NJ 08021

PINE HILL MUNICIPAL UTILITIES AUTHORITY

CLAIM FOR REDUCTION IN ANNUAL SEWER SERVICE CHARGE ON A  
RESIDENTIAL DWELLING HOUSE BY A PERSON AGED 65 YEARS OR  
OVER, OR PERMANENTLY AND TOTALLY DISABLED

MUNICIPALITY:

COUNTY:

I, \_\_\_\_\_, hereby make claim for a reduction in the Pine Hill MUA annual sewer service charge pursuant to N.J.S.A. 14B-22.1, with respect to such charges for the fiscal year 20\_\_ on the real property described below, and make the following declaration in support of such claim:

1. Date of Birth \_\_\_\_\_  
(Proof of age is required; see Instruction 3 on attached page)
2. As of August 1, 20 \_\_ (insert the present year) I was:
  - (a) Single \_\_\_\_\_  
Married \_\_\_\_\_  
Surviving Spouse \_\_\_\_\_  
Surviving Civil Union Partner \_\_\_\_\_  
Legally separated or divorced \_\_\_\_\_
  - (b) A resident of the Borough of Pine Hill for not less than one year immediately prior to the date indicated in #2 above (for definition of "resident", see Instruction 8 on attached page).
  - (c) My address in the Borough of Pine Hill is:  
Street Address: \_\_\_\_\_  
Block No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_
  - (d) Telephone Number: \_\_\_\_\_
3. As of the August 1 date indicated above, I was, or my spouse and I, or my civil union partner and I, as tenants by the entirety were, the sole owner (s) of the property described above. (If claimant or claimant and spouse, or claimant and civil union partner, as tenants by the entirety were not the sole owners of the

property, complete Schedule I on the next page. For definition of "tenancy by the entirety", see Instruction 9 on the attached page.)

4. I reasonably anticipate that the income to be received by me (including the income of my spouse or civil union partner) during the next year from August 1, 20\_\_ to July 31, 20\_\_, will not exceed the applicable income limitation, which is \$10,000.00 (Annual Income excludes Social Security). (For explanation of "proof of income" and "applicable income" see Instruction 5 and 6). \*Annual Income excludes Social Security.
5. (COMPLETE THIS SECTION IF CLAIM IS ONLY FOR A REDUCTION BASED ON AGE 65 YEARS OR OVER)  
As of August 1, 20\_\_, (insert present year) I was age 65 years or over. (See instructions 1 and 3 on attached page).
6. (COMPLETE THIS SECTION ONLY IF CLAIM FOR REDUCTION IS BASED ON A PERMANENTLY AND TOTALLY DISABLED PERSON)  
As of August 1, 20\_\_, (insert present year) I was permanently and totally disabled. (See Instruction 7 on attached page, which requires you to attach either a Physician's Certification or copy of Social Security Award Certificate Form SSA-30.

I, hereby certify that the foregoing statements made by me are true to the best of my knowledge and belief and fully understand that such statements will be considered as if made under oath, and as to a false declaration shall be subject to the penalties as provided by law for perjury and cause for denial of a reduction of the annual sewer service charge of the Pine Hill MUA.

\_\_\_\_\_  
SIGNATURE OF CLAIMANT

DATED: \_\_\_\_\_  
SIGNATURE OF SPOUSE/CIVIL UNION PARTNER

RESERVED FOR OFFICIAL USE

The within claim for a reduction is approved in the sum of \$\_\_\_\_\_ on the property referenced on this application.

\_\_\_\_\_  
OFFICIAL SIGNATURE

DATED:

PINE HILL MUNICIPAL UTILITIES AUTHORITY

SCHEDULE 1 (Complete the following information if Claimant is not the sole owner of the property on which a reduction is being sought).

The names of all persons who are owners of said property with claimant and the respective interest in the property is set forth as follows:

NAME OF OTHER OWNER	INTEREST IN PROPERTY
NAME OF OTHER OWNER	INTEREST IN PROPERTY

**INSTRUCTIONS**

**Please read these instructions carefully even if you are the sole owner of the property.**

1. Filing Date – This application may be filed with the PINE HILL MUA not later than the last working day of **MAY** of each year in order to be considered for a reduction of the annual sewer service charge in the Authority's next fiscal year.
2. Date for Establishing Deduction Status – Every fact essential to support a claim for a deduction shall exist on August 1 of the year preceding the MUA fiscal year of August 1, with respect to which the deduction is claimed.
3. Proof of Age – A claimant must furnish satisfactory proof of age. Whenever possible, such proof should be attached to this application. The following types of records or documents, whether in original or Photostat copy form, are examples of proof which the Authority may accept: Birth certificate, baptismal record, family Bible, official census records, marriage certificate, court record, social security record, military record, immigration documents, military discharge, insurance policy and any other proof which may help to establish claimant's age.
4. Proof of Ownership – Claimant should be prepared to furnish, on request of the Authority, proof of ownership of the property for which a deduction is claimed.
5. Proof of Income – ANTICIPATORY INCOME
  - (a) For the purpose of anticipating whether income during the Authority fiscal year will not exceed \$10,000 (Annual Income excludes Social Security), claimant shall include in his/her income, all income received, including, but not limited to salaries, wages, interest, dividends, realized capital gains, income from rents, business income, pension annuity and non governmental retirement benefits. Dividends, interest, realized capital gains, annuities, pensions and non-governmental retirement benefits must be included in full without deductions even though they may be wholly or partially exempt for Federal income tax purposes.

- (b) Except for claimant's spouse and/or civil union partner, the income of the claimant shall not be combined with the income of other members of claimant's family for the purpose of determining whether claimant's income during the applicable income period exceeds \$10,000. IT IS IMPORTANT TO NOTE THAT A REDUCTION WILL NOT APPLY TO PROPERTIES WHERE AT LEAST ONE OF THE LEGAL OWNERS IS LESS THAN 65 YEARS OF AGE.
6. Income Period – The “income period” with respect to the Authority Fiscal Year for which a reduction is claimed is the fiscal year beginning August 1.
  7. Proof of Permanent and Total Disability – A claim for a reduction by a person, who is permanently and totally disabled, shall include a physician's certificate verifying the claimant's permanent and total disability, or a copy of the Social Security Award Certificate Form No. SSA-30.
  8. Definition of “Resident” means a person legally domiciled within the Borough of Pine Hill for a period of one year on or before August 1 of the year in which the application is filed. Mere seasonal or temporary residency within the Borough of Pine Hill of whatever duration shall not constitute a resident within the Borough for the purpose of this application. Absence from the Borough of Pine Hill for a period of 12 months shall be evidence of abandonment of residency in the Borough. The burden of establishing legal residency within the Borough shall be upon the claimant. Please note that the application for reduction only applies to residential property ownership.
  9. Tenancy by the Entirety – “Tenancy by the Entirety” means ownership of real property by both a husband and wife, or civil union partners by virtue of title acquired by them jointly.
  10. Reduction Period – The reduction approved is for a one- (1) year time period and will be reflected in the Claimant's annual sewer service bill effective August 1 each year, which is the start of the Authority fiscal year.
  11. Applicant shall submit proof to the Authority that they also receive a tax discount with the Borough of Pine Hill Tax Office. The Borough tax discount is a prerequisite to receiving the Sewer discount with the Pine Hill MUA. Proof of tax discount shall be submitted along with the Sewer discount application.

## SEWER DISCOUNT – RENEWAL APPLICATION

APPLICATION MUST BE RETURNED BY \_\_\_\_\_, TO:

PINE HILL MUA  
907 TURNERVILLE ROAD  
PINE HILL, NJ 08021

**PINE HILL BOROUGH MUNICIPAL  
UTILITIES AUTHORITY  
907 TURNERVILLE RD  
PINE HILL, NJ 08021  
856-783-0739**

**1. NAME (S) OF ANNUAL SEWER SERVICE DEDUCTION  
RECIPIENT (S):**

A. \_\_\_\_\_

B. \_\_\_\_\_

**CLAIMANT' S SS#** \_\_\_\_\_

**SPOUSE'S SS#** \_\_\_\_\_

**CIVIL UNION PARTNER SS#** \_\_\_\_\_

**2. LOCATION OF CLAIMED DWELLING HOUSE:**

Municipality of: \_\_\_\_\_ County of: \_\_\_\_\_

Street Address or

Unit Number: \_\_\_\_\_

Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Qualifier # \_\_\_\_\_

Telephone # \_\_\_\_\_

Name and Address of Cooperative or

Mutual Housing Corporation. If applicable \_\_\_\_\_

**3. CONFIRMATION OF INCOME FOR YEAR FOR WHICH  
DEDUCTION WAS GRANTED:**

I declare and confirm that the total annual income\* I (and my spouse or civil union partner combined) received from all sources, after permitted income exclusion, during the previous calendar year, the year which deduction was granted: \_\_\_\_\_ Year

\_\_\_\_\_ **DID NOT** exceed \$10,000. \_\_\_\_\_ **DID** exceed \$10,000. SEE  
ATTACHED.

\*Annual income excludes Social Security.

**4. ESTIMATION OF ANTICIPATED INCOME FOR CURRENT YEAR:**

I reasonably anticipate that the total annual income I (and my spouse or civil union partner combined) will receive from all sources, after permitted income exclusion, during the current calendar year: \_\_\_\_\_

**Year**

\_\_\_\_\_ **WILL NOT** exceed \$10,000. \_\_\_\_\_ **WILL** exceed \$10,000.

**5. REAFFIRMATION OF ELIGIBILITY**

\_\_\_\_\_ I reaffirm that all information provided on the initial Sewer Discount Form concerning the New Jersey domicile or legal residence, principal residence in and ownership of the above identified dwelling house as of August 1, previous year, i.e., the year prior to the fiscal year, as well as personal data, i.e., age, disability, marital status as previously filed with the Pine Hill Borough MUA and/or collector is true and accurate and remains unchanged except as listed below. \*

**CHOOSE A, B, OR C**

- A \_\_\_\_\_ As surviving spouse, I also reaffirm that I have not remarried.
- B \_\_\_\_\_ As a permanently and totally disable person, I also reaffirm that my disability status has not changed.
- C \_\_\_\_\_ I initially applied as a senior citizen, age 65 or more.

\*List below any changes in domicile, residence or occupancy, ownership, marital status, disablement, etc; if none, state "None".

---

I certify that the above declarations are true to the best of my knowledge and belief and understand they will be considered as if made under oath and subject to penalties for perjury if falsified.

X \_\_\_\_\_  
**Signature of Claimant**

\_\_\_\_\_  
**Date**

X \_\_\_\_\_  
**Signature of Spouse or Civil Union Partner**

\_\_\_\_\_  
**Date**

**WARNING**

Failure to timely file this statement with the PHMUA or to submit proof of income, as he or she requires or where annual income exceeds the statutory limit will result in disallowance of the previously granted deduction or jeopardizes its continuation. Disallowed deductions must be repaid on or before the last day of May of the post year or become delinquent, a lien on the property and a personal debt of the claimant.

PINE HILL MUNICIPAL UTILITIES AUTHORITY

SCHEDULE 1 (Complete the following information if Claimant is not the sole owner of the property on which a reduction is being sought).

The names of all persons who are owners of said property with claimant and the respective interest in the property is set forth as follows:

\_\_\_\_\_  
NAME OF OTHER OWNER

\_\_\_\_\_  
INTEREST IN PROPERTY

\_\_\_\_\_  
NAME OF OTHER OWNER

\_\_\_\_\_  
INTEREST IN PROPERTY

---

INSTRUCTIONS

Please read these instructions carefully even if you are the sole owner of the property.

1. Filing Date – This application may be filed with the PINE HILL MUA not later than the last working day of May of each year in order to be considered for a reduction of the annual sewer service charge in the Authority's next fiscal year.
2. Date for Establishing Deduction Status – Every fact essential to support a claim for a deduction shall exist on August 1 of the year preceding the MUA fiscal year of August 1, with respect to which the deduction is claimed.
3. ANTICIPATORY INCOME
  - (a) For the purpose of anticipating whether income during the Authority Fiscal year will not exceed \$10,000, claimant shall include in his/her income, all income received, including, but not limited to salaries, wages, interest, dividends, realized capital gains, income from rents, business income, pension annuity and non governmental retirement benefits. Dividends, interest, realized capital gains, annuities, pensions and non governmental retirement benefits must be included with full without deductions even though they may be wholly or partially exempt for Federal income tax purposes.
  - (b) Except for claimant's spouse, or civil union partner, the income of the claimant shall not be combined with the income of other members of claimant's family for the purpose of determining whether claimant's

income during the applicable income period exceeds \$10,000. IT IS IMPORTANT TO NOTE THAT A REDUCTION WILL NOT APPLY TO PROPERTIES WHERE AT LEAST ONE OF THE LEGAL OWNERS IS LESS THAN 65 YEARS OF AGE.

4. Income Period – The “income period” with respect to the Authority Fiscal Year for which a reduction is claimed is the fiscal year beginning August 1.
5. Proof of Permanent and Total Disability – A claim for a reduction by a Person who is permanently and totally disabled, shall include a physician’s certificate verifying the claimant’s permanent and total disability, or a copy of the Social Security Award Certificate form No. SSA-30.
6. Definition of “Resident” means a person legally domiciled within the Borough of Pine Hill for a period of one year on or before August 1 of the year, which the application is filed. Mere seasonal or temporary residency within the Borough of Pine Hill of whatever duration shall not constitute a resident within the Borough for the purpose of this application. Absence from the Borough of Pine Hill for a period of 12 months shall be evidence of abandonment of the residency in the Borough. The burden of establishing legal residency within the Borough shall be upon the claimant. Please note that the application for reduction only applies to residential property ownership.
7. Tenancy by the Entirety – “Tenancy by the Entirety” means ownership of real property by both a husband and wife by virtue of title acquired by them jointly after marriage.
8. Reduction Period – The reduction approved is for a one (1) year time period and will be reflected in the Claimant’s annual sewer service bill effective August 1 each year, which is the start of the Authority’s fiscal year.
9. Applicant shall submit proof to the Authority that they also receive a tax discount with the Borough of Pine Hill Tax Office. The Borough tax discount is a prerequisite to receiving the Sewer discount with the Pine Hill MUA. Proof of tax discount shall be submitted along with the Sewer discount application each year.