



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

GENERAL INFORMATION - Obtaining HMUA Approval for Water and/or Sewer Utilities Service is a two-step process. The first step, **Tentative Approval**, is HMUA's approval of the engineering plans for the entire project including any off site work which is required. After obtaining Tentative Approval, the proposed project may be split into Phases for separate **Final Approval**. All regular mail should be directed to P.O. Box 450, Hackettstown, NJ 07840. Packages should be delivered to our street address at 424 Hurley Drive.

SUBMISSION OF "APPLICATION FOR SERVICE" - A complete application for water and/or sewer service shall be submitted in **Triplicate** and include the following:

- **COPY OF PRELIMINARY PLANNING BOARD APPROVAL.** Preliminary Planning Board Approval shall be a condition precedent to the Tentative Approval of an Application for Service. A copy of the Preliminary Planning Board Approval shall be submitted by the Applicant (Item #6). If requested, the HMUA will review the project pending receipt of a copy of the Preliminary Planning Board Approval.
- **FILING FEE.** Item #10 - The Filing fee shall be submitted in a **separate** check in the amount as determined based upon the calculation of the number of Equivalent Dwelling Units (EDU).
- **APPLICATION REVIEW FEES.** Item #9 - Application Review Fees are determined based upon the calculation of the number of EDU's (item #7). The Application Review Fee shall be submitted to the Authority in a **separate** check for deposit into an escrow account. The Authority shall withdraw funds from this escrow account to pay invoices for engineering review, legal review and for other services provided to Applicant by the Authority. The **Tax ID Number** is required by our bank for creation of the Escrow Account.
- **FOUR COPIES OF PLANS & REPORTS.** Submit Four (4) copies of all engineering plans and reports. The engineering plans and reports shall be in accordance with, and must comply in every respect to, the rules, regulations and specifications of the HMUA. The plans must also comply with and any state or federal agency asserting jurisdiction over water and/or sewer services. The following statement shall be included on all water and/or sewer plans: **"All potable water and sanitary sewer facilities shall be installed in accordance with the Rules and Regulations of the HMUA and shall be inspected by the HMUA prior to backfill."**

Upon receipt of an Application For Service, the HMUA and its consultants will review said Application and plans and shall make every effort to provide comments to the Applicant or his Engineer within 45 days of submission. The plans and reports shall be modified in accordance with the comments and resubmitted for additional review. Upon completion of the review process, and receipt of all other required items, the Application For Service will be deemed Complete. The Application For Service will then be placed on the Agenda for the next HMUA Regular monthly Meeting seven (7) or more days following the date the Application is deemed Complete. Regular Meetings are normally held on the second Tuesday of each month. At said HMUA monthly

Meeting, the Authority may grant Tentative Approval for the Applicant's entire project. **Tentative Approval from the HMUA does not constitute a reservation of capacity or service.**

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

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

- **APPLICATION REVIEW FEES.** Item #8 - Submit additional Application Review fees as necessary. Said Fees shall be submitted to the Authority in a **separate** check for deposit in an escrow account. The Authority shall withdraw funds from this escrow account to pay invoices for engineering review, legal review or for other services provided to Applicant by the Authority. The **Tax ID Number** is required for creation of the Escrow Account.
- **MISCELLANEOUS FEES.** Item #9 - Submit a **separate** check for Miscellaneous Fees as applicable to the project. A typical Single Family Housing project would require (c) Water Service Inspection, (d) Sewer Service Inspection, (g) Meter Setting Fee (contact the Business Office for cost of meter), and (i) Meter Turn-On Fee per Unit. Any on-site or off-site water and sewer main installations 8 inch or larger would also require (e) Water Main Inspection and (f) Sewer Main Inspection. If water from a Fire Hydrant is necessary during construction contact the HMUA Business Office for exact amount of (h) Construction Meter Deposit. For determining the appropriate fees for other types of projects or any other questions pertaining to Miscellaneous Fees, contact the HMUA Business Office.
- **CONNECTION FEES.** Item #10 - The Connection Fees shall be determined by multiplying by the number of EDU's. The number of EDU's shall be determined in accordance with the "Application For Service" form, item #7. At the option of the Applicant, the Applicant may submit a **separate** check for the entire amount of the Connection Fees – OR - the Applicant may submit twenty-five (25) percent of the Total Connection Fees in a **separate** check and the remaining balance seventy-five (75) percent shall be submitted in an **Irrevocable Letter of Credit**, in a form acceptable to the attorney for the HMUA. A standard form may be obtained from the HMUA. Prior to the HMUA providing water and/or sewer utilities service to any unit or building, the Applicant shall remit the remaining seventy-five (75) percent portion for each individual unit or building. In this event the HMUA will authorize a corresponding reduction in the Irrevocable Letter of Credit. The HMUA will issue a draw against the Irrevocable Letter of Credit if payment is not submitted by the Applicant.
- **PERFORMANCE GUARANTEE.** The Applicant shall submit a Performance Guarantee, in a form acceptable to the attorney for the HMUA. The Performance Guarantee shall cover the cost of all water and/or sewer facilities that will be constructed by the Applicant. It shall also include the cost of producing As-Builts for all water and/or sewer facilities. The Applicant shall submit an estimate of these costs to the HMUA for approval prior to obtaining the Performance Bond. The amount to be posted under the Performance Guarantee shall be 120 percent of the approved cost

estimate of all water and/or sewer facilities to be constructed by the Applicant, plus the approved estimated cost of producing As-Built drawings for all facilities.

- **PERMIT APPLICATIONS.** Submit three (3) copies, two (2) with original signatures of all Applications for Permits that require the endorsement of the HMUA. This typically includes NJDEP “Treatment Works Approval”(TWA) (Form TWA-1). TWA’s are required for projects where the anticipated sewerage flow for the entire project is 8,000 gallons per day or more. The “Standard Application Form to Construct / Modify / Operate Public Water Works Facilities”(BSDW-Application) may also be necessary. An NJDOT “Road Opening Permit” is required for any facilities crossing or within the Rights of Way of any state highway. Road Opening Permits require six (6) copies of the drawing of the proposed opening be attached to the Permit application. There may be other Applications, not stated herein, that require HMUA’s endorsement.

TWA-1 Form - In most cases the HMUA should be listed as the Applicant/Owner under Item #1, unless the interior roads will not be accepted by the municipality. In this event, the developer or homeowner’s association will retain responsibility for operating and maintaining the water distribution mains and the sewerage collection system. The developer’s engineer will be the APPLICANT’S AGENT in item #7. All eleven items on the form should be completed. The property owner should provide endorsement under item #8. The developer’s engineer should provide endorsements under items #7 & 9. The HMUA will provide endorsements under items #7, 10 & 11.

WQM-003 - Statements of Consent - Item A-1 must be endorsed by the municipalities Governing Body unless the project is located within the Town of Hackettstown. The HMUA will provide endorsements for items A-2, B & C. Item A-3 is not required for a sewer extension.

WQM-006 - Engineers Report For Sewer Systems - This report requires endorsement by the developer’s engineer.

The HMUA will only endorse Permit Applications necessary to service the units which have been granted Final Approval by the HMUA.

- **SERVICE AGREEMENT.** Submit an executed “Service Agreement Between the Hackettstown Municipal Utilities Authority and APPLICANT For Potable Water and/or Sanitary Sewerage Service.”

Upon receipt of an “Application For Final Approval For Service”, the HMUA and its consultants will review said Application and shall make every effort to provide comments to the Applicant or his Engineer within 45 days of submission. If necessary, documents shall be modified and resubmitted for further review. Upon completion of the review process, and receipt of all other required items, the Application For Final Approval will be deemed Complete. The Application For Final Approval will then be placed on the Agenda for the next HMUA Regular monthly Meeting seven (7) or more days following the date the Application is deemed Complete. Regular Meetings are normally held on the second Tuesday of each month. At said monthly HMUA Meeting, the Authority may grant Final Approval.



HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

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

APPLICATION FOR SERVICE

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

1. Name of Applicant _____
Street Address _____
City, State, and Zip code _____
Phone _____ FAX _____ E-mail _____

2. Interest of Applicant, if other than Owner _____

3. Name of Owner _____
Street Address _____
City, State, and Zip code _____
Phone _____ FAX _____ E-mail _____

4. Name of Project _____ Type of Units _____

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

6. Status of Planning Board Application _____

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

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

Other Uses – WATER - # of EDU’s = GPD as per N.J.A.C. 7:10-12.6(b) divided by 300 GPD.

Other Uses – SEWER - # of EDU’s = GPD as per N.J.A.C. 7:14A-23.3 divided by 300 GPD.

8. Applicant’s Consulting Engineer _____
Street Address _____
City, State, and Zip code _____
Phone _____ FAX _____ E-mail _____

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

Application Review Fee = \$40.00 per EDU, minimum of \$1,000.00 or as otherwise directed.

Application for Service

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

Water Filing Fee = \$25.00 per EDU, but not more than \$1,000.00 nor less than \$200.00. In the case of one (1) single-family dwelling, the water Filing Fee shall be \$35.00.

Sewer Filing Fee = \$25.00 per EDU, but not more than \$1,000.00 nor less than \$200.00. In the case of one (1) single-family dwelling, the Sewer Filing Fee shall be \$35.00.

APPLICATION FOR SERVICE CHECKLIST:

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

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

APPLICANT

(Signature)

Date: _____

(Type or Print Name and Title)

FOR HMUA USE ONLY:

TENTATIVE APPROVAL

ACTION BY HMUA: Approved _____ Disapproved _____

Reasons for Disapproval: _____

Date: _____

Signature: _____

Title: _____



HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

424 Hurley Drive - P.O. Box 450

Hackettstown, NJ 07840

(908) 852-3622

APPLICATION FOR FINAL APPROVAL

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

1. Name of Applicant _____

Street Address _____

City, State, and Zip code _____

Phone _____ FAX _____ E-mail _____

2. Interest of Applicant, if other than Owner _____

3. Name of Owner _____

Street Address _____

City, State, and Zip code _____

Phone _____ FAX _____ E-mail _____

4. Name of Project _____ Phase / Section # _____

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

6. Status of Planning Board Application _____

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

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

Other Uses – WATER - # of EDU's = GPD as per N.J.A.C. 7:10-12.6(b) divided by 300 GPD.

Other Uses - SEWER - # of EDU's = GPD as per N.J.A.C. 7:14A-23.3 divided by 300 GPD.

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

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

- a) Water Service Tapping Fee (if required) - \$250.00
- b) Sewer Service Tapping Fee (if required) - \$250.00
- c) Water Service Inspection - \$50.00 per connection
- d) Sewer Service Inspection - \$50.00 per connection
- e) Water Main Inspection - \$1.00 per foot
- f) Sewer Main Inspection - \$1.00 per foot
- g) Meter Setting Fee (cost of Water Meter system + \$25)
- h) Construction Meter Deposit (if necessary) =
- i) Water Turn-On Fee - \$25.00

Application For Final Approval

- j) Geographical Information System As-Built Fee - \$100 per EDU – Fee is for projects less than 3 EDU’s that are not producing electronic As-Builts in accordance with Section 111B.)

10. Submit the total Water and/or Sewer Connection Fees \$_____. At the option of the Applicant, the Applicant may submit a separate check for the entire amount of the Connection Fees – OR – the Applicant may submit 25 percent of the Connection Fees in a separate check and the balance (75 percent) in an acceptable Irrevocable Letter of Credit.

Water Connection Fee - \$1,429.00 per Equivalent Dwelling Unit (EDU)

Sewer Connection Fee - \$3,054.00 per Equivalent Dwelling Unit (EDU)

APPLICATION FOR SERVICE CHECKLIST:

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

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

APPLICANT

(Signature)

Date: _____

(Type or Print Name and Title)

FOR HMUA USE ONLY:

FINAL APPROVAL

ACTION BY HMUA: Approved _____ Disapproved _____

Reasons for Disapproval: _____

Date: _____

Signature: _____

Title: _____



SERVICE AGREEMENT BETWEEN
THE HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY
AND

(Applicant)

FOR
POTABLE WATER AND/OR SANITARY SEWERAGE SERVICE

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

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

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

_____ ; and

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

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

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

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

Service Agreement

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

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

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

WITNESS/ATTEST:

APPLICANT:

(Signature)

By: _____
(Signature)

(Typed Name and Title)

(Typed Name and Title)

ATTEST:

Hackettstown Municipal Utilities Authority

(Signature)

By: _____
(Signature)

(Typed Name and Title)

(Typed Name and Title)



HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

424 Hurley Drive - P.O. Box 450

Hackettstown, NJ 07840

(908) 852-3622

WATER AND / OR SEWER PERMIT

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

Name of Applicant _____

Name of Owner _____

Name of Project _____

Phase / Section Number _____

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

Number of Proposed Equivalent Dwelling Units approved WATER _____ SEWER _____

Date of Issue _____ Expiration Date _____

Date _____ Signature _____

Bruce D. Smith
Executive Director

This form is required when setting up an Escrow Account.
Please complete section '2. Third-Party Information'
(lines 1 thru 7).

WELLS
FARGO

Client Fund Manager (CFM) Third-Party Setup Form

Please complete a form for each third-party account being requested.

1. CFM Customer Information – Complete all Fields

Customer Name Hackettstown Municipal Utilities Authority	Phone Number (908) 852-3622	Ext:
Customer Account Address 424 Hurley Drive, PO Box 450, Hackettstown, NJ 07840		
Account Number (account to which the new third-party account will be linked) 2000300790995	Internal Use Account Product Name DDA	

2. Third-Party Information – Complete all Applicable Fields. Information Requested in this Section Pertains to your Client.

Client Name	DBA (doing business as) Client Name – if applicable		
Client Address (1) – No P.O. Boxes (include apartment # and building # if applicable)	Client Address (2)		
City	State	Zip Code	Country
Client Date of Birth (individual) or Entity Formation Date (non-individual)	Client Occupation/Profession (individual) or Type of Business (non-individual)		
Country of Citizenship (individual)	If not a U.S. citizen, are you a permanent resident alien?		
<input type="radio"/> U.S. <input type="radio"/> Other:	<input type="radio"/> Yes <input type="radio"/> No		
Client Tax Identification Number (TIN) - attach W-9. If no TIN, provide the number and country of issuance of any other government-issued identification document and attach W-8.			
Does your client conduct business in non-U.S. countries? If so, please list.			
Describe the business relationship with your client and the services provided. Providing water and/or sewer service(s).			
Please indicate if account should be interest or non-interest bearing. Interest			

Yes No Will this account have interest splitting? If YES, what percent of interest should be paid to the CFM customer account? _____%
Whole percentages only. **NOTE:** If applicable, review state/federal regulations and contract with third party and verify that you are eligible for interest splitting. Rent Security accounts in New York and Pennsylvania are automatically set to pay 1% to the master account. In Washington, Rent Security accounts are automatically set to pay 100% to the master account.

Yes No For Rent Security Customers in New York or Pennsylvania, do you wish the Bank to issue an annual interest check to your tenant?
NOTE: Fee applies. For Rent Security Customers in New Jersey, Connecticut, and Illinois the Bank will automatically send annual interest checks to tenants.

Include W-8/W-9 Attachments for your Client

Expected Monthly Transaction Activity	Volume – Number of Deposits	Dollar Amount – For Rent Security customers, this amount is used to track security deposits for tenants and to calculate interest splitting, if applicable.
1	1	\$



FO01-00000WBA3061-01

Account Number (account to which the new third party account will be linked)	Internal Use	Account Product Name	COID
2000300790995	DDA		

3. Customer Approval – (Authorized Signature Required)

Each person who signs this form on Customer's behalf is authorized to do so by resolution, agreement or other legally sufficient action of the governing body of Customer, if Customer is not an individual, or is an Authorized Signer on Customer's account.

Printed Name of Authorized Signer	Phone	Ext:
Bruce D. Smith	(908) 852-3622	
Signature	Date	
X		

4. Wells Fargo Relationship Manager Information – Complete all Fields

Relationship Manager Name	Phone Number	Ext:

For Business Banker Use Only

Completed By	Phone	Ext:

Current business documentation has been validated and is on file Yes No
 All SVP profiles have been created or updated and match the current business documentation Yes No

Business Banker Signature	Date Completed
Business Banking Manager Approval	Date Completed



FO01-00000WBA3061-02

