

**CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY
SEWER CONNECTION CERTIFICATE APPLICATION
INFORMATION TO APPLICANT AND INSTRUCTIONS FOR FORM SCCA-1**

BACKGROUND

The Service Agreement between the Camden County Municipal Utilities Authority (CCMUA) and the municipalities of Camden County provides for the application of the CCMUA's regional sewer connection fee prior to connection into the sewer collection system.

PURPOSE

The purpose of sewer connection fees, in general, is to attain, in accordance with state statute, an equity among new connections and present customers who have been assisting in the liquidation of debt service through payment of the user charge.

APPLICATION FOR CERTIFICATE

The applicant must submit the site plan showing all onsite and offsite wetlands for the proposed project. A Utility Plan show all onsite and proposed utilities. If the new structure is replacing an existing building, attach a copy of the demolition plan showing all existing structures and onsite utilities. In addition, a copy of the NJDEP Sewer Extension for the project must also be submitted (generally, a NJDEP Sewer Extension permit is required for developments of two or more homes, schools, most offices and most commercial structures). The applicant must also demonstrate that the conditions of the CCMUA's endorsement of the original NJDEP Sewer Extension Permit application and the conditions of the permit itself have been completely satisfied.

If Wetlands, Pinelands, NJDEP Permits or Exclusions or an Industrial Pre-Treatment Permit have been required, submit a copy of the permit or the applicable requirement as well as all information and drawings pertaining to this permit or requirement. If a Wetlands Permit has been required or Wetlands have been found on or near the project area, submit 2 copies of the NJDEP Letter Of Interpolation / Line Verification and 2 copies of a site plan containing all wetlands and buffered areas contained on the project site and 2 copies of all NJDEP Permit(s) Required. This is required in order for the CCMUA to apply to the USEPA for an Grant Waiver or Mapping Revision as per our Grant Condition. Without this approval no Connection Certificate can be issued.

The following towns are currently under NJDEP Sewer Ban Restrictions: Borough of Audubon Park, Borough of Hi Nella, Borough of Haddonfield (part - Longwood Drive Sub-basin), Borough of Tavistock and the Borough of Collingswood. In order approve a sewer connection in these towns a NJDEP Sewer Ban Exemption must be obtained and included with the application. The Borough of Collingswood can authorize a connection for a single family home; however, all other connections must include a NJDEP Sewer Ban Exemption Approval.

Finally, the applicant must submit a connection fee for all new properties in the amount of \$ 4,250.00 per equivalent dwelling unit. (The connection fee charge will be adjusted annually in accordance with the formula established in the state statutes). The billing rate schedule (attached) approved in the Service Agreement establishes the formula for calculating the number of equivalent dwelling units for each application. Please contact the Engineering Department before submittal of the fee in order to insure accuracy.

APPLICATION CHECK LIST

- Site Plan (Showing all onsite and offsite Wetlands, 2 copies)
- Utility Plan (Showing all onsite and proposed utilities)
- Demolition Plan (Showing all onsite utilities, 2 copies)
- NJDEP Wetland Permits (2 copies)
- NJDEP Pinelands Certificate of Filing
- NJDEP Letter of Interpolation / Line Verification (2 copies)
- NJDEP Sewer Extension Permit
- NJDEP Sewer Ban Exemption Approval
- CCMUA Industrial Pre-Treatment Permit
- Connection Fee - Submit only after confirmation

SCOPE OF REVIEW

For projects for which a NJDEP permit has been issued, the Authority will review to see if the proposed connection is consistent with the approved permit and that the outstanding conditions of the permit have been satisfied. If the NJDEP permit is not required for the project, the CCMUA will review to ensure that:

1. There is local and regional conveyance and treatment capacity available for the flows to be generated from the proposed project.
2. Construction of the proposed project will not conflict with the CCMUA's existing and/or proposed regional sewer facilities.
3. Construction of the proposed project will not adversely impact environmentally sensitive areas, especially wetlands.

APPLICATION FORM

The applicant is to fill out the items - "Project Name", "Address", "Municipality", "Block" and "Lot".

"Project Description" should be completed as approved by the NJDEP Sewer Extension permit for the portion of the project that is to be connected through the subject application. In addition, the application must include Service Addresses and Block and Lots for each connection covered under this application . Type of Facility must also be established (i.e. single family home, restaurant, retail store, etc...) with the provisions required by the CCMUA Rate Schedule (i.e. square footage, number of persons, rooms or seats). In addition, square footage for each building presented in this application must be supplied. Indicate the estimated flow rate in gallons per day, if required as per CCMUA Rate Schedule.

The "Estimated Date of Sewer Connection" must also be provided for each proposed connection. The Authority will utilize this information to properly initiate the imposition of annual user charges to the subject property(ies). As the application notes, user billing charges automatically commence on the given date unless notice to the contrary (i.e. projected connection will not be accomplished as originally scheduled) is received in writing at least ten days prior to the above date. In addition, the applicant must transmit a notice to the Authority (through a post card that is provided as part of the application package) providing the actual date of connection to the sewer system for each property within five days of connection.

Finally, the applicant's name, address and phone number must be provided and the applicant must sign the application, certifying an acknowledgment to comply with the CCMUA's sewer connection rules and regulations (included in application package). Please attach all applicable required documents and plans to the application.

AGREEMENT FOR INSTALLMENT PAYMENT

If the applicant is converting from a septic system to public sewer, the applicant can apply for the installment plan with the CCMUA at the time of connection. Fees due shall be paid quarterly over a three year period (12 payments). The first payment is due prior to the release of the Connection Certificate. The applicant must complete and sign the installment agreement in order to qualify for the plan.