



# SEWER CONNECTION APPLICATION



In accordance with Article XI of *Rules, Regulations and Standards of the Northwest Bergen County Utilities Authority*, any person seeking to construct a direct or indirect connection to a municipal sewer system or the NBCUA's system shall pay a connection fee to the NBCUA. In accordance with this rule, this **Sewer Connection Application** must be completed and submitted to the Northwest Bergen County Utilities Authority along with the connection fee payment.

## INSTRUCTIONS

1. Complete page 2 of this application including name and address of the applicant and property owner and a complete description of the project.
2. Complete the **Sewer Connection Fee Calculation Sheet** to determine the total connection fee to be paid to the Northwest Bergen County Utilities Authority.
3. Initial the relevant section of the **Sewer Connection Submittal Requirement Checklist**. Submit all **TWA** forms and information, if required.
4. Submit **Sewer Connection Application** and **connection fee** to the Northwest Bergen County Utilities Authority at the address listed on page 7 of this application.

**PLEASE BE ADVISED THAT MUNICIPALITIES ARE PROHIBITED FROM ISSUING A BUILDING PERMIT UNTIL A NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY SEWER CONNECTION ENDORSEMENT FORM IS ISSUED BY THE NBCUA.**

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

**SEWER CONNECTION APPLICATION**

**Applicant/Owner – Project Information**

**1. APPLICANT (Endorsement will be mailed to this party.)**

Name \_\_\_\_\_ Contact \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email address: \_\_\_\_\_

**2. OWNER (If different from applicant)**

Name \_\_\_\_\_ Contact \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email address: \_\_\_\_\_

**3. PROJECT**

Address: \_\_\_\_\_  
City \_\_\_\_\_ State **New Jersey** Zip Code \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_

DESCRIPTION: The project consists of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are any existing structures being demolished as part of this project?  YES  NO

If yes, please detail. \_\_\_\_\_  
\_\_\_\_\_

Referral Number _____ <small>For NBCUA use only</small>
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# NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

## SEWER CONNECTION APPLICATION

### Sewer Connection Fee Calculation Sheet

#### **SECTION A**

If existing structure(s) is being demolished as part of this project and new development is constructed in its place at the same location, the applicant is entitled to a credit against the total amount of gallons to be produced by the proposed development.

If existing structures are being demolished as part of this project, please complete Section A. If no existing structures are being demolished as part of this project, please skip Section A and go directly to Section B.

#### **SECTION A: FILL IN THE COLUMNS FOR THE CRITERIA THAT APPLY TO THIS APPLICATION FOR EXISTING STRUCTURES.**

<b>Type of Establishment</b>	<b>Measurement Unit</b>	<b># of Units</b>	<b>Gallons per Day</b>	<b>GPD/Type</b>
<b>Residential Dwelling</b> (single family home, duplex unit, townhouse, condominium, apartment)				
1-bedroom unit	per dwelling	_____	150	_____
2-bedroom unit	Per dwelling	_____	225	_____
3-bedroom unit or larger	per dwelling	_____	300	_____
<b>Residential Dwelling (age restricted)</b>				
1-bedroom unit	per dwelling	_____	110	_____
2-bedroom	Per dwelling	_____	170	_____
3-bedroom	per dwelling	_____	225	_____
<b>Institution (includes staff)</b>				
Hospital	per bed	_____	175	_____
Assisted living facility	per bed	_____	100	_____
Skilled nursing facility	per bed	_____	75	_____
Other institutions	per bed	_____	125	_____
<b>Miscellaneous</b>				
Office building (gross area)	per square foot	_____	0.100	_____
Store and shopping center (gross area)	per square foot	_____	0.100	_____
Factory/warehouse (add process wastewater )	per employee	_____	25	_____
Factory/warehouse w/showers (add process wastewater)	per employee	_____	40	_____
Laundromat	per machine	_____	580	_____
Bowling alley	per alley	_____	200	_____
Picnic park (restrooms only)	per person	_____	10	_____
Picnic park with showers	per person	_____	15	_____
Fairgrounds (based upon average attendance)	per person	_____	5	_____
Assembly hall	per seat	_____	3	_____
Airport (based on passenger use)	per passenger	_____	3	_____

# NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

## SEWER CONNECTION APPLICATION

### Section A Continued

Church (worship area only)	per seat	3
Theater (indoor)	per seat	3
Dinner theater	per seat	20
Catering/banquet hall	per person	20
Sports stadium	per seat	3
Visitor's center	per visitor	5
Multi-member swimming pool	per person	15
<b>Transit dwelling units</b>		
<b>Hotels</b>	<b>Bedroom</b>	<b>75</b>
Lodging houses and tourist homes	Bedroom	60
Motels and tourist cabins	Bedroom	60
Boarding houses (max. permitted occupancy)	Boarder	50
<b>Camps</b>		
Campground/mobile rec. vehicle/tent	Site	100
Parked mobile trailer site	Site	200
Children's camps	Bed	50
Labor camps	Bed	40
Day camps - no meals	Person	15
<b>Restaurants (including washrooms and turnover)</b>		
Average restaurant	Seat	35
Bar/Cocktail lounges	Seat	20
Fast food restaurant	Seat	15
24 hours service restaurant	Seat	50
Curb service/drive-in restaurant	Car space	50
<b>Clubs</b>		
Residential	Member	75
Nonresidential	Member	35
Racquet club	(per court per hour)	80
Bathhouse with shower	Person	25
Bathhouse without shower	Person	10
<b>Schools (includes staff)</b>		
No shower or cafeteria	Student	10
With cafeteria	Student	15
With cafeteria and showers	Student	20
With cafeteria and showers and laboratories	Student	25
Boarding	Student	75
<b>Automobile service station</b>		
Service station	Per filling position	125
Service bays	Per bay	50
Mini-market	Per square foot	.100

### Section "A" Total GPD Credit \_\_\_\_\_

To the extent the existing structure(s) being demolished is not covered by the above criteria, the projected flow shall be proposed by the applicant based on similar operations or best professional judgment, and such projection shall be accepted, rejected, or modified by the NBCUA, exercising his reasonable discretion.

# NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

## SEWER CONNECTION APPLICATION

### **SECTION B**

Please complete Section B for all structures proposed to be constructed for this project.

### **SECTION B: FILL IN THE COLUMNS FOR THE CRITERIA THAT APPLY TO THIS APPLICATION FOR PROPOSED STRUCTURES.**

<b>Type of Establishment</b>	<b>Measurement Unit</b>	<b># of Units</b>	<b>Gallons per Day</b>	<b>GPD/Type</b>
<b>Residential Dwelling</b> (single family home, duplex unit, townhouse, condominium, apartment)				
1-bedroom unit	per dwelling	_____	150	_____
2-bedroom unit	per dwelling	_____	225	_____
3-bedroom unit or larger	per dwelling	_____	300	_____
<b>Residential Dwelling (age restricted)</b>				
1-bedroom unit	per dwelling	_____	110	_____
2-bedroom	per dwelling	_____	170	_____
3-bedroom	per dwelling	_____	225	_____
<b>Institution (includes staff)</b>				
Hospital	per bed	_____	175	_____
Assisted living facility	per bed	_____	100	_____
Skilled nursing facility	per bed	_____	75	_____
Other institutions	per bed	_____	125	_____
<b>Miscellaneous</b>				
Office building (gross area)	per square foot	_____	0.100	_____
Store and shopping center (gross area)	per square foot	_____	0.100	_____
Factory/warehouse (add process wastewater )	per employee	_____	25	_____
Factory/warehouse w/showers (add process wastewater)	per employee	_____	40	_____
Laundromat	per machine	_____	580	_____
Bowling alley	per alley	_____	200	_____
Picnic park (restrooms only)	per person	_____	10	_____
Picnic park with showers	per person	_____	15	_____
Fairgrounds (based upon average attendance)	per person	_____	5	_____
Assembly hall	per seat	_____	3	_____
Airport (based on passenger use)	per passenger	_____	3	_____
Church (worship area only)	per seat	_____	3	_____
Theater (indoor)	per seat	_____	3	_____
Dinner theater	per seat	_____	20	_____
Catering/banquet hall	per person	_____	20	_____
Sports stadium	per seat	_____	3	_____
Visitor's center	per visitor	_____	5	_____
Multi-member swimming pool	per person	_____	15	_____
<b>Transit dwelling units</b>				
Hotels	Bedroom	_____	75	_____
Lodging houses and tourist homes	Bedroom	_____	60	_____
Motels and tourist cabins	Bedroom	_____	60	_____
Boarding houses (max. permitted occupancy)	Boarder	_____	50	_____

# NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

## SEWER CONNECTION APPLICATION

### Section B Continued

<b>Camps</b>		
Campground/mobile rec. vehicle/tent	Site	100
Parked mobile trailer site	Site	200
Children's camps	Bed	50
Labor camps	Bed	40
Day camps - no meals	Person	1 5
<b>Restaurants (including washrooms and turnover)</b>		
Average restaurant	Seat	35
Bar/Cocktail lounges	Seat	20
Fast food restaurant	Seat	15
24 hours service restaurant	Seat	50
Curb service/drive-in restaurant	Car space	50
<b>Clubs</b>		
Residential	Member	75
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Bathhouse without shower	Person	10
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No shower or cafeteria	Student	10
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Boarding	Student	75
<b>Automobile service station</b>		
Service station	Per filling position	125
Service bays	Per bay	50
Mini-market	Per square foot	.100

**Section B Total GPD** \_\_\_\_\_

To the extent the proposed development is not covered by the above criteria, the projected flow shall be proposed by the applicant based on similar operations or best professional judgment, and such projection shall be accepted, rejected, or modified by the NBCUA, exercising his reasonable discretion.

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

**SEWER CONNECTION APPLICATION**

**CONNECTION FEE SUMMARY**

<b>1. Section B Total GPD</b>	_____	
<b>2. Section A Total GPD Credit</b>	_____	<b>Credit (if any)</b>
<b>3. Total GPD (Section B – Section A)</b>	_____	<b>GPD</b>
<b>4. Connection Fee Rate (per gallon)</b>	<b>\$18.66</b>	<b>Rate</b>
<b>5. Total Connection Fee Due (line 3 x line 4)</b>	_____	

**Please make check payable to: Northwest Bergen County Utilities Authority**

**Mail completed package to:**

**Northwest Bergen County Utilities Authority  
30 Wyckoff Avenue @ Authority Drive  
Box 255  
Waldwick, New Jersey 07463**

**Attn: Maureen Sullivan**

**Telephone: 201.447.2660**

# NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

## SEWER CONNECTION APPLICATION

INITIAL AS  
ENCLOSED

### Sewer Connection Submittal Requirement Checklist

- \_\_\_\_ 1. Accurate information from applicant/owner and project location and description has been provided in the fields on page 2 of this application.
- \_\_\_\_ 2. Municipal endorsement of the project (where applicable\*).
- \_\_\_\_ 3. Endorsement of project by local sewer authority (where applicable\*).
- \_\_\_\_ 4. The appropriate payment of the sewer connection fee as calculated in accordance with the attached **Sewer Connection Fee Calculation Sheet** or by the NBCUA. Payment shall be in the form of a check or money order made payable to: **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**. Please write the project address on the check or money order.
- \_\_\_\_ 5. If existing structure(s) is being demolished as part of this project, please provide the appropriate documents, such as the certificate of occupancy detailing the type and square footage of the structure being demolished.
- \_\_\_\_ 6. For any project requiring a **TREATMENT WORKS APPROVAL (TWA)** from the New Jersey Department of Environmental Protection (NJDEP), the following shall also be submitted.
  - One (1) original and one (1) copy of the Treatment Works Approval application (TWA-1) including plans and specifications. Drawings should be provided as .pdf files as well as hard copy.
  - One (1) original and one (1) copy of the Statements of Consent form (WQM-003)
  - One (1) original and one (1) copy of the Engineer's Report (WQM-006)
  - Two (2) copies of the Site, Utility, Profile, and Detail Plans for all underground facilities
  - TWA \$100 review fee.

The Connection Application Package shall, at a minimum, consist of all of the above that is applicable to be considered complete and may be mailed, or if hand-delivered – by appointment only, to the address below.

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY  
30 Wyckoff Avenue, PO Box 255  
Waldwick, NEW JERSEY 07463**

**THE NBCUA REVIEW PROCESS WILL NOT COMMENCE UNTIL THE COMPLETED PACKAGE, INCLUDING CONNECTION FEE PAYMENT, HAS BEEN RECEIVED.**

*I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS SEWER CONNECTION APPLICATION IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY INFORMATION AND BELIEF. I AM AWARE THAT I AM SUBJECT TO PENALTIES OF LAW IF ANY OF THE INFORMATION IN THIS SEWER CONNECTION APPLICATION IS WILLFULLY FALSE.*

Submitted by: \_\_\_\_\_ (signature) \_\_\_\_\_ (print name) \_\_\_\_\_ (date)

\* Contact NBCUA