



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
MAIL CODE 401-04Q
DIVISION OF WATER SUPPLY & GEOSCIENCE
BUREAU OF WATER SYSTEM ENGINEERING
P.O. BOX 420
TRENTON, NEW JERSEY 08625-0420
(609) 292-2957



CONTRACT APPROVAL APPLICATION GUIDELINES

These guidelines have been prepared by the Bureau of Water System Engineering (Bureau) to assist in the preparation of a Contract Approval Application Package (CAAP). The CAAP has been developed to provide the necessary information which will allow the Bureau to approve/deny contracts pursuant to N.J.A.C. 7:19-7 et seq. If you have questions regarding the application requirements or other requested information you should contact the Bureau at (609) 292-2957.

Contract approvals are required to ensure that the safe yield of a permittee's sources of supply and/or allocations are not exceeded as a result of contractual obligations. It also helps the Bureau to assess the regional water supply situation. A complete CAAP consists of the completed application form, a copy of the proposed contract (or executed for existing), a spreadsheet listing quantity of water in million gallons from all purchases and sales (individually listed by name and permit number) and total diversion amounts for the past 5 years on monthly basis, and for each party to the contract who holds an allocation permit, a copy of their Water Conservation and Drought Management Plan (if such plan or update to the plan has not been previously filed).

All CAAPs are to be submitted by the party selling the water. CAAPs for new or proposed contracts should be submitted two months prior to executing the contract. CAAPs for existing contracts should be submitted as soon as the package can be compiled.

GENERAL INSTRUCTIONS AND GUIDELINES FOR COMPLETING BWA - 006

All sections of the form must be completed and all requested information provided or the application will be returned. Additional sheets may be attached if necessary. For additional information, please contact the Bureau of Water System Engineering at 609-292-2957.

PART A – GENERAL INFORMATION

1. Date of Contract: Provide the signing date of the Contract
2. Contracting Parties Seller/Buyer: Provide a name of Seller/Buyer, current address, name of contact and phone number.
3. Contract Length: Provide the effective and expiration date of the contract.
4. Terms of Contract: Provide specific conditions of contract including but not limited to type of contact (commodity demand, off peak, general metered, water transfer), length, amount of water.
5. Nominated Demand Due Date: Provide due date for requested increase in demand if applicable.
6. Quantity of Water: Provide quantity of water contracted in million gallons per day (mgd), million gallons per month (mgm) and million gallons per year (mgy) including maximum rates and contract minimum. All contracts must include daily, monthly, and annual peak contractual limits.
7. Price of Water: Provide the price of water

PART B – BUYER INFORMATION (To be completed by the Buyer)

1. Water Assets: Provide the Water Allocation/Program Interest ID No. for the buyer, the overall allocation limits and the contractual amounts of each purchase agreement.
2. Peak Water Needs: Provide the peak water needs of the buyer for the past five years on a daily, monthly and annual basis. The peak water needs is equivalent to the amount of water diverted plus the amount of water purchased minus the amount of water sold.
3. Normal Demand: Provide the Normal Demand for the buyer which is defined as the annual average daily demand during the three preceding non-drought years, including normally occurring peaks. The normal demand is equivalent to the amount of water diverted plus the amount of water purchased minus the amount of water sold.
4. Existing Contracts: Provide all existing contracts including sales, purchases and water transfers.
5. Why Contract is needed: Provide explanation as to why the contracted is needed.
6. Interconnections: Provide list of all interconnections, number, size (inches) use (sale, purchase, emergency) and capacity (million gallons per day)

PART C – SELLER INFORMATION

1. Water Assets: Provide the Water Allocation/Program Interest ID No. for the seller, the overall allocation limits and the contractual amounts of each purchase agreement.
2. Systems Own Water Needs: Provide the peak water needs of the seller for the past five years on a daily, monthly and annual basis. The systems own water needs is equivalent to the amount of water diverted plus the amount of water purchased minus the amount of water sold.
3. Normal Demand: Provide the Normal Demand for the seller which is define as the annual average daily demand during the three preceding non-drought years, including normally occurring peaks. The normal demand is equivalent to the amount of water diverted plus the amount of water purchased minus the amount of water sold.
4. Existing Contracts: Provide all existing contracts including sales, purchases and water transfers.
5. Interconnections: Provide list of all interconnections, number, size (inches) use (sale, purchase, emergency) and capacity (million gallons per day).

PART D – REQUIRED SUBMITTAL ATTACHMENTS

1. and 2. The Buyer and Seller must provide a spreadsheet listing quantity of water in million gallons from all purchases and sales (individually listed by name and permit number) and total diversion amounts for the past 5 years on monthly basis. If spreadsheet is not attached, the Bureau will not be able to process the application and it will, therefore, be returned.
3. A copy of the proposed/executed contract must be attached. All contracts must include daily, monthly and annual peak contractual limits.
4. and 5. A copy of the Seller's and Buyer's Water Conservation and Drought Management Plan (if such plan or update to the plan has not been previously filed).

PART E – CERTIFICATIONS

The representative from the Buyer and Seller must sign in the appropriate spaces.



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CONTRACT APPROVAL APPLICATION

PART A – GENERAL INFORMATION

(Check one) New Contract Contract Renewal Contract Modification

1. Date of Contract: _____

2. Contracting Parties – Seller: _____

(Names & Addresses)

Contact: _____ Phone: _____

Buyer:

Contact: _____ Phone: _____

3. Contract Length: Effective Date ____/____/____ Expiration Date ____/____/____

4. Terms of Contract: _____

5. Nominated Demand Due Date: _____

6. Quantity of Water _____ mgd _____ mgm _____ mgy

7. Price of Water: _____

PART B – BUYER INFORMATION: To be completed by the buyer.

1. Water Assets: Water Allocation Permit No. _____

Allocation: _____ gpm _____ mgd _____ mgm _____ mgy

Purchases: _____ gpm _____ mgd _____ mgm _____ mgy

2. Peak Water Needs: _____ mgd _____ mgm _____ mgy

3. Normal Demand: _____ mgy

4. Existing Contracts:

Name of Party	Sell or Purchase	Contract Amount			Effective Date	Expiration Date
		(mgd)	(mgm)	(mgy)		

5. Why contract is needed: _____

6. Interconnections:

Name of Party	No.	Size	Use	Capacity

PART C – SELLER INFORMATION: To be completed by the seller.

1. Water Assets: Water Allocation Permit No. _____
 Allocation: _____ gpm _____ mgd _____ mgm _____ mgy
 Purchases: _____ gpm _____ mgd _____ mgm _____ mgy
2. Systems Own Peak Water Needs: _____ mgd _____ mgm _____ mgy
3. Normal Demand: _____ mgy
4. Existing Contracts:

Name of Party	Sell or Purchase	Contract Amount			Effective Date	Expiration Date
		(mgd)	(mgm)	(mgy)		

