



## SEWER CONNECTION SUBMITTAL REQUIREMENT CHECKLIST FOR NEW CONSTRUCTION PROJECTS

*Initial as enclosed*

- 1) \_\_\_\_\_ Accurate information for the applicant, owner, and project location and description have been provided in the fields on page two of this application.
- 2) \_\_\_\_\_ A Site Plan, Property Survey, or sketch depicting all sewer connection point(s) along with any relevant detail sketches have been enclosed. (For TWA, see below item 6).
- 3) \_\_\_\_\_ Municipal endorsement of the project (where applicable\*) has been enclosed.
- 4) \_\_\_\_\_ Endorsement of project by local sewer authority (where applicable\*) has been enclosed.
- 5) \_\_\_\_\_ The appropriate payment of the sewer connection fee as calculated in accordance with the attached Sewer Connection Fee Calculation Sheet or by PVSC. Payment shall be in the form of a check or money order made payable to **“Passaic Valley Sewerage Commission.”** Please write the project address in the check memo line.
- 6) \_\_\_\_\_ For those projects requiring a Treatment Works Approval (TWA) from the New Jersey Department of Environmental Protection, the following shall also be submitted:
  - \_\_\_\_\_ **Copy** of the Treatment Works Approval application (TWA-1)
  - \_\_\_\_\_ **Copy** of the Statements of Consent form (WQM-003)
  - \_\_\_\_\_ **Copy** of the Engineer’s Report (WQM-006)
  - \_\_\_\_\_ **Copy** of the Site, Utility, Profile and Detail Plans for all underground facilities in electronic PDF format (can be emailed, or present on a disk)

The Connection Application Package shall, at a minimum, consist of all of the above that are applicable to be considered complete and may be forwarded or dropped off **(BY APPOINTMENT ONLY)** to the address below. **PVSC APPROVAL WILL BE GRANTED ONLY UPON COMPLETION OF THE PVSC INSPECTION AND COMPLIANCE REVIEW PROCESS INCLUDING FULL PAYMENT (IF APPLICABLE) OF ANY AND ALL PVSC CONNECTION FEES.**

**Passaic Valley Sewerage Commission  
600 Wilson Avenue  
Newark, NJ 07105  
Attention: Andrew Caltagirone, Assistant Director  
Inspection and Compliance Bureau**

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



## APPLICANT, OWNER, PROJECT INFORMATION

### 1.) APPLICANT: (THIS IS WHERE THE ENDORSEMENT LETTER WILL BE MAILED.)

NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX # or E-MAIL: \_\_\_\_\_

### 2.) PROPERTY OWNER OR AUTHORIZED AGENT: **SAME AS ABOVE**

NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX # or E-MAIL: \_\_\_\_\_

### 3.) PROJECT/TENANT SPACE:

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: NEW JERSEY ZIP: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



## SEWER CONNECTION FEE CALCULATION SHEET

*Connected Flow = sum of all daily flows from the connection as specified in N.J.A.C. 7:14A-23.3 "Projected Flow Criteria." For your convenience, we have excerpted below the types of establishments, measurement units and projected use in gallons per day (gpd) from N.J.A.C. 7:14A-23.3*

### A) FILL IN THE COLUMNS FOR THE CRITERIA THAT APPLY TO THIS APPLICATION:

Type of Establishment	Measurement Unit	# of Units	Gallons per Day (GPD)		GPD/Type
			Age Restricted	Standard	
<b>Residential Dwellings</b> (Single family homes, duplex units, townhouses, condominiums, apartments)					
1-bedroom unit (Age Restricted/Standard)	Per Dwelling	_____	110/150	_____	_____
2-bedroom unit (Age Restricted/Standard)	Per Dwelling	_____	170/225	_____	_____
3-bedroom unit or larger (Age Restricted/Standard)	Per Dwelling	_____	225/300	_____	_____
<b>Transit Dwelling Units</b>					
Hotels	Per Bedroom	_____	75	_____	_____
Lodging houses and tourist homes	Per Bedroom	_____	60	_____	_____
Motels and tourist cabins	Per Bedroom	_____	60	_____	_____
Boarding Houses (maximum permitted occupancy)	Per Boarder	_____	50	_____	_____
<b>Camps</b>					
Campground/mobile recreational vehicle/tent	Per Site	_____	100	_____	_____
Parked mobile trailer site	Per Site	_____	200	_____	_____
Children's camps	Per Bed	_____	50	_____	_____
Labor camps	Per Bed	_____	40	_____	_____
Day camps – no meals	Per Person	_____	15	_____	_____
<b>Restaurants (including washrooms and turnover)</b>					
Average restaurant	Per Seat	_____	35	_____	_____
Bar/cocktail lounges	Per Seat	_____	20	_____	_____
Fast food restaurant	Per Seat	_____	15	_____	_____
24-hour service restaurant	Per Seat	_____	50	_____	_____
Curb service/drive-in restaurant	Per Car Space	_____	50	_____	_____
<b>Clubs</b>					
Residential	Per Member	_____	75	_____	_____
Non-residential	Per Member	_____	35	_____	_____
Racquet club	Per Court Hour	_____	80	_____	_____
Bathhouse with shower	Per Person	_____	25	_____	_____
Bathhouse without shower	Per Person	_____	10	_____	_____
<b>Institutions (includes staff)</b>					
Hospitals	Per Bed	_____	175	_____	_____
Assisted Living	Per Bed	_____	100	_____	_____
Skilled Nursing Facility	Per Bed	_____	75	_____	_____
Other institutions	Per bed	_____	125	_____	_____

Press here if you would like to reset the numbers



# Passaic Valley Sewerage Commission

GPD Subtotal for Page 3: \_\_\_\_\_

Type of Establishment	Measurement Unit	# of Units	Gallons per Day ..... <del>ft</del> DBL	GPD/Type
<b>Schools (includes staff)</b>				
No shower or cafeteria	Per Student	_____	10	_____
With cafeteria	Per Student	_____	15	_____
With cafeteria and showers	Per Student	_____	20	_____
With cafeteria, showers and laboratories	Per Student	_____	25	_____
Boarding	Per Student	_____	75	_____
<b>Automobile Service Stations</b>				
Service Stations	Per Filling Position	_____	125	_____
Service bays	Per Bay	_____	50	_____
Mini-market	Per square foot	_____	0.1	_____
<b>Miscellaneous</b>				
Office buildings (gross area)	Per square foot	_____	0.1	_____
Stores and shopping centers (gross area)	Per square foot	_____	0.1	_____
Factories/warehouses (add process wastewater (ww))	Per employee	_____	25	_____
Factories/warehouses w/ showers (add process ww))	Per employee	_____	40	_____
Process Wastewater (for Factories/warehouses)	Gallons Per Day	_____	1	_____
Laundromats	Per machine	_____	580	_____
Bowling alleys	Per alley	_____	200	_____
Picnic parks (restrooms only)	Per person	_____	10	_____
Picnic parks with showers	Per person	_____	15	_____
Fairgrounds (based upon average attendance)	Per person	_____	5	_____
Assembly halls	Per seat	_____	3	_____
Airports (based on passenger use)	Per passenger	_____	3	_____
Churches (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	_____
Visitors center	Per visitor	_____	5	_____
Multi-member swimming pool	Per Person	_____	15	_____

<b>B) Total Projected Flow in GPD as calculated from pages 3 and 4:</b>	_____	<b>GPD</b>
<b>C) Total Projected flow multiplied by the Rate (\$/GPD):</b>	<b>X</b>	<b>\$2.66/GPD</b>
<b>D) Line B multiplied by line C equals Connected Flow Fee:</b>	<b>\$</b>	_____
<b>E) Plus the Administrative Fee (per application):</b>	<b>+</b>	<b>\$250.00*</b>
<b>F) Total Connection Fee due:</b>	<b>\$</b>	_____ <b>**</b>

\*If you are submitting applications for multiple addresses and wish to pay with one check, this fee is only applied once.  
\*\*Calculated fee may be reduced due to credits for active existing buildings/uses. Contact Connections Unit for more information.