



# Passaic Valley Sewerage Commission

*"Protecting Public Health and the Environment"*

## SEWER CONNECTION SUBMITTAL REQUIREMENT CHECKLIST FOR ALL NEW or CHANGED PROJECTS

*Initial as  
enclosed*

**Please NOTE: A new connection need not be made for PVSC's review to be required**

- 1) \_\_\_\_\_ Accurate information for the applicant, owner, and project location and description have been provided in the fields on page two of this application. **No P.O Boxes.**
- 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 / Agency 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 by PVSC. Payment may be in the form of a Wire Transfer,(preferred) check or money order made payable to the **Passaic Valley Sewerage Commission ("PVSC")**. Please write the project address/ file number in the check memo line.
- 6) \_\_\_\_\_ **For those projects requiring a Treatment Works Approval (TWA)** from the New Jersey Department of Environmental Protection,(NJDEP) the following shall also be submitted:  
**Please NOTE all TWA files must be submitted by the Engineer of record, as Applicant**
  - \_\_\_\_\_ **Digital/Electronic Copy** of the Treatment Works Approval application (TWA-1)
  - \_\_\_\_\_ **Digital/Electronic Copy** of the Statements of Consent form (WQM-003)
  - \_\_\_\_\_ **Digital/Electronic Copy** of the Engineer's Report (WQM-006)
  - \_\_\_\_\_ **Digital/Electronic Copy** of the Site, Utility, Profile and Detail Plans for all underground facilities in electronic PDF format (to be emailed, or sent via link)

**{ NOTE: Copies only! DO NOT SUBMIT ORIGINAL TWA DOCUMENTS }**

**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 faxed (973-466-2712) to the address below. **PVSC APPROVAL (Required under NJAC 5:23) WILL BE GRANTED ONLY UPON COMPLETION OF THE PVSC REVIEW , INCLUDING FULL PAYMENT OF ALL PVSC CONNECTION FEES.****

**Please NOTE: In order to be more accurate and help in correctly issuing any available credit our Inspector may ask for other documents such as water consumption, Property Record Cards ect.**

Mail to:

**Passaic Valley Sewerage Commission (PVSC)**  
600 Wilson Avenue  
Newark, NJ 07105  
Attn: Connections Unit, ICB

Submitted by: \_\_\_\_\_

(signature)

(print name)

(date)



# Passaic Valley Sewerage Commission

"Protecting Public Health and the Environment"

Form SCF-26 FMG  
Revised: (12/28/25)

## APPLICANT, OWNER, PROJECT INFORMATION

### **1.) APPLICANT: (APPROVAL LETTER IS MAILED TO THIS ADDRESS, ENSURE IT IS ACTIVE)**

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: *FILE CAN NOT BE ENTERED WITHOUT THIS FILLED OUT***

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

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

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

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

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PVSC Inspector Signature

Print Name

Date

PVSC Supervisor Signature

Print Name

Date

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



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## 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 which PVSC uses as basis for all calculations.

### 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
<b>Residential Dwellings</b> (Single family homes, duplex units, townhouses, condominiums, apartments)			Age Restricted      Standard	
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 (Waiter and Waitress service)	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 (Gym, Martial arts /MMA training)	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 /Out Patient Centers	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



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

Type of Establishment	Measurement Unit	# of Units	Gallons per Day (GPD)	GPD/Type
<b>Schools (include staff)</b>				
No shower or cafeteria	Per Student / Staff	_____	10	_____
With shower or cafeteria (Athletic-classes)	Per Student / Staff	_____	15	_____
With cafeteria and showers	Per Student / Staff	_____	20	_____
With cafeteria, showers and laboratories	Per Student / Staff	_____	25	_____
Boarding / Dorm Rooms	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 / Office Space (gross area)	Per square foot	_____	0.1	_____
Stores & shopping centers / Retail Space (gross area)	Per square foot	_____	0.1	_____
Factories/warehouses (add process wastewater)	Per employee	_____	25	_____
Factories/warehouses w/showers (add process ww)	Per employee	_____	40	_____
Process Wastewater (include blowdown, cooling water)	Gallons Per Day	_____	1	_____
Laundromats (coin operated) Industrial see above	Per machine	_____	580	_____
Bowling alleys (add bar area seating when applicable)	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,Houses of Worship (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) Total Projected Flow in GPD as calculated from pages 3 and 4:** \_\_\_\_\_ GPD

**C) Total Projected flow multiplied by the Rate (\$/GPD):** X \$3.95 /GPD

**D) Line B multiplied by line C equals Connected Flow Fee:** \$ \_\_\_\_\_

**E) Plus the Administrative Fee (per application):** + \$750.00\* TWA/C

**F) Total Connection Fee due:** \$ \_\_\_\_\_ \*\*

\* If you are submitting applications for multiple addresses (**same municipality**) and wish to pay combined, this Admin fee will only be applied once.

\*\*Calculated fee may be reduced due to credits for active existing buildings/uses, as determined by the PVSC Inspector. Contact your Connections Unit Inspector for more information. Any available credit may be applied in accordance with PVSC Rule 602.6k upon request and verification.

**PLEASE NOTE: Fees above are only valid in the same calendar year, afterwards the next years rate will be applied.**