



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

Initial as enclosed

Please NOTE: **A new connection need not be made for 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:

_____ **Digital/Electric Copy** of the Treatment Works Approval application (TWA-1)

_____ **Digital/Electric Copy** of the Statements of Consent form (WQM-003)

_____ **Digital/Electric Copy** of the Engineer's Report (WQM-006)

_____ **Digital/Electric 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 INSPECTION AND COMPLIANCE REVIEW , INCLUDING FULL PAYMENT or AGREEMENT (IF APPLICABLE) OF ANY AND 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 ETC.

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

Submitted by: _____
(signature) (print name) (date)



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 _____

| | | |
|---------------------------|------------|-------|
| _____ | _____ | _____ |
| PVSC Inspector Signature | Print Name | Date |
| _____ | _____ | _____ |
| PVSC Supervisor Signature | Print Name | Date |

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 | |
| Residential Dwellings (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 | _____ | _____ |
| Transit Dwelling Units | | | | | |
| 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 | _____ | _____ |
| Camps | | | | | |
| 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 | _____ | _____ |
| Restaurants (including washrooms and turnover) | | | | | |
| 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 | _____ | _____ |
| Clubs | | | | | |
| 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 | _____ | _____ |
| Institutions (includes staff) | | | | | |
| 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



Passaic Valley Sewerage Commission

"Protecting Public Health and the Environment"

Subtotal for Page 3: _____

| Type of Establishment | Measurement Unit | # of Units | Gallons per Day (GPD) | GPD/Type |
|---|----------------------|------------|-----------------------|----------|
| Schools (include staff) | | | | |
| 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 | _____ |
| Automobile Service Stations | | | | |
| Service Stations | Per Filling Position | _____ | 125 | _____ |
| Service bays | Per Bay | _____ | 50 | _____ |
| Mini-market | Per square foot | _____ | 0.1 | _____ |
| Miscellaneous | | | | |
| 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 (ww)) | 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 | \$3.62 /GPD |
| D) Line B multiplied by line C equals Connected Flow Fee: | \$ | _____ |
| E) Plus the Administrative Fee (per application): | + | \$250.00* |
| 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 Connections Unit for more information. Any applicable credit will be applied in accordance with PVSC Rule 602.6k .