

WARREN TOWNSHIP SEWERAGE AUTHORITY

46 Mountain Blvd., Warren, New Jersey 07059
(908) 753-8000 * Fax (908) 753-6893

Application for Change in Use of Connection to Sanitary Sewers

Attached is an application for review of plans for proposed change in use, or intensification or expansion of an existing, nonresidential, use which is connected to the sanitary sewer system in the Township of Warren.

1. This application is subject to all of the Rules and Regulations of the Authority, including but not limited to those listed on this application, and by applicant's submission of this application, applicant and owner agree to be bound by same. A copy of the Authority's Rules and Regulations is available for review and purchase from the Warren Township Sewerage Authority Office.
2. Applications will only be heard by the Authority at the Work/Public Meeting generally held on the third (3rd) Wednesday of each month.
3. Filing deadline is thirty (30) days prior to the meeting date. (No exceptions)
4. The following items are needed by the Secretary of the Warren Township Sewerage Authority to complete the application process:
 - Original Application
 - One copy of Application
 - Two (2) sets of licensed Engineer Plans
 - Taxpayer Identification Number
 - Water use records for the past few years
 - Owner's Consent form
 - Escrow Agreement Signed
 - Filing Fee (Separate check)
 - Escrow Fee (Separate check)
5. Application filing fee: **Change in Use** **\$100 per new EDU**
6. As set forth in the Authority's Rules and Regulations, Article 3.13 et. seq., an escrow fee must accompany an application in addition to the application filing fee. The escrow fee shall be used to cover costs of professional services incurred in connection with the review of applications, review and preparation of documents and inspection of improvements. The costs incurred may be more or less than the escrow amount. If the escrow account contains insufficient funds to enable the Authority to perform these reviews and inspections, an additional escrow amount will be established by the Authority and must be posted by the

applicant within 14 days of the issuance of the notice. The Authority will discontinue any action on this and any other of applicant's applications or inspections and will not issue any permits if the escrow fund is not restored within 14 days of the Authority's request for additional funds. If the total review costs are less, the remainder of the escrow account will be refunded pursuant to N.J.S.A. 40:14A-41.

Escrow Fee:	Change in Use/ Intensification of Use	\$1500
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Application for Change in Use of Connection to Sanitary Sewers
(per Article 5.8)

DATE RECEIVED _____

APPLICATION NO. ____ - RCIU-0659

ESCROW ACCT. NO. 00743 _____

1) Address of Project: _____

2) Applicant's Name: _____

Mailing Address: _____

Phone #: Home(____) _____ Work:(____) _____ Fax:(____) _____

3) Property Description:

Block #	_____	Lot #	_____
Zoning District	_____	Sewer Area	_____
Total Acreage	_____	Total Sq. Ftg.	_____

4) Type of development:

Commercial	_____	Vacant	_____	Existing Structure	_____
Retail	_____	Restaurant	_____	New Construction	_____

Provide a description of the change in use, or increase in intensity of use, at the property: _____

Square footage of existing and proposed bldg.: _____

Indicate if facilities other than lavatories are being provided (i.e. kitchen/cafeteria, laboratory, and/or showers): _____

5) If commercial, total sq. ftg. X .125 mgd = Capacity requesting: _____

If not commercial, Capacity requesting _____

Indicate how capacity is calculated: _____

7) Name, address, telephone and fax # of Attorney _____

8) Name, address, telephone, and fax # of Engineer _____

9) List of additional supportive documents being submitted with application (include date of plans and reports, who prepared, etc.) _____

10) Has this Project previously been submitted to or approved by the Authority? If so, state date, application, or Resolution Number. _____

By signing below applicant certifies to the accuracy of the information in this application and states that it understands the Authority's Rules and Regulations and agrees to be bound thereby.

Signature of applicant

Date

Make all checks payable to Warren Township Sewerage Authority or WTSA

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Escrow Agreement (Change in Use Application)

The undersigned applicant hereby agrees that if the Escrow Amount submitted with this application is not sufficient to cover professional charges and/or fees, he/she will provide additional funds as deemed necessary by the Authority's Secretary in accordance with the Authority's Rules and Regulations Article 3.13 et. seq. (available for review and purchase in the WTSA office).

In the event it is determined that escrow funds in addition to the initial deposit are required, the Secretary to the Authority shall notify the applicant. The applicant agrees to pay the additional escrow within fourteen (14) days of said notice.

Applicant further agrees and acknowledges that if the aforesaid additional escrow funds are not paid within the time specified, all processing of the applicant's application on this and any other application submitted by the applicant or owner will be terminated until the payment is made in full. In any event, no construction permit or Certificate of Occupancy will be issued by the Construction Code Official of the Township of Warren until such time that the applicant has posted all outstanding balances to cover all escrow charges with the Authority.

In the event amounts deposited in said escrow account shall be in excess of the amount required for review and inspections, the excess funds shall be returned to the applicant after completion of the project and upon the written request of the applicant, pursuant to N.J.S.A. 40:14A-41.

If, however, no request for release is received, the monies shall remain in the escrow account until issuance of a Certificate of Occupancy, at which time the unused monies shall be released.

I, the applicant, as signed below, have carefully read and understand the above Escrow Agreement and hereby agree to abide by the conditions set forth herein. I further understand that should I not abide by these conditions summary collection proceedings may be initiated by the Warren Township Sewerage Authority.

Date

Applicant's Signature

Tax ID # or Social Sec. #**

**Taxpayer's Identification Number must be provided for all escrow deposits in excess of \$5,000.00 according to law.

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Consent of Property Owner (Change in Use Application)

I (We), _____, the undersigned, presently residing at _____, in the Township of _____, County of _____, State of _____, do hereby certify the I (we) am (are) the owner (s) of the property situated at _____, in the Township of Warren, also know as Block(s) _____, Lot(s) _____ as designated on the Tax Map of the Township of Warren. (Hereinafter the "Owners").

By virtue of this certificate, the Owners do hereby consent to the making of this application by _____ and to its subsequent approval.

Owners hereby acknowledge that Owners have read the completed application and believe to the best of their knowledge that the information contained therein is accurate. Owners understand and agree that this application is governed by the Authority's Rules and Regulations and agree to be bound by same.

Owners further understand that the Applicant has deposited with the Authority escrow fees in connection with the Application pursuant to the Authority's Rules and Regulations and applicable statutes, such fees are for the costs incurred for services of professional retained by the Authority to review the application, draft documents and inspect any required construction. Owners are further aware that additional fees may be required by the Authority in connection with the application. If additional escrow fees are required and have not been paid by the Applicant, Owners understand and agree that as the property owner(s) I (we) will become responsible for the payment of such fees.

Date

Signature of Owner(s)

Sworn to and subscribe to before me in the State of New Jersey

Notary Public

Check-List for a Change in Use:

- Prepare documents outlined in the Change in Use Application with required fees and plans. This application is used for properties which are already connected to the sanitary sewer system but for which there is a proposed change in use or an increase in the intensity of use from the time of the prior approval.
- Deliver documents 30 days prior to the Warren Township Sewerage Authority Work/Public Meeting.
- If the application is approved, a resolution granting preliminary approval will be prepared for the next Public Meeting.
- The resolution will be forwarded to the applicant, engineer and/or attorney approximately three days after the meeting allowing the applicant to proceed with the next phase of the process after payment of recalculated connection fees.