

WARREN TOWNSHIP SEWERAGE AUTHORITY

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

Application for Conceptual Plan Review for proposed sanitary sewers

Attached is an application for review of a Conceptual Plan for connection to the 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 are 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 Administrator 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
 - Owner's Consent form
 - Escrow Agreement Signed
 - Filing Fee (Separate Check)
 - Escrow Fee (Separate Check)
5. Application filing fee: **Conceptual Plan \$100 per EDU** (No exceptions)
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: **Conceptual Plan** **\$1500 per plan**

Application for Conceptual Plan Review of Proposed Sanitary Sewers

DATE RECEIVED _____

APPLICATION NO. _____

ESCROW ACCT. NO. _____

1) Address of Project: _____

2) Applicant's Name: _____

Mailing Address: _____

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

3) Property Description:

- A) Block # _____ B) Lot # _____
- C) Zoning District _____ D) Sewer service area _____
- E) Amount of Acreage _____ F) Total Sq. Ftg. _____
- G) Land Constraints (Wetlands, Steep Slopes, etc.) _____
- H) Easements and rights-of-way _____

4) Type of development:

- Residential _____ Vacant Land _____ Existing Dwelling _____
- Commercial _____ Vacant Land _____ Existing Structure _____
- Subdivision _____ Site Plan _____ New Construction _____

If commercial, sq. ftg. of existing/proposed bldg. _____

If commercial, total building sq. ftg. x .125 mgd = Capacity requesting

Compute capacity: _____

If residential, total number of building lots x 280 gpd = Capacity requesting

Compute capacity: _____

5) Provide Brief Description of Project: _____

6) Estimated cost of construction _____

7) Name, address and telephone # of Attorney _____

8) Name, address and telephone # of Engineer _____

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

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 (Conceptual Plan Review)

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 application and review by the Authority's professionals and upon the written request of the applicant, pursuant to N.J.S.A. 40:14A-41.

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 (Conceptual Plan Review)

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 Conceptual Plan Review Application:

- Prepare documents outlined in the Conceptual Plan Connection Application with required fees and plans.
- Deliver documents **30 days** prior to the Authority's Work/Public Meeting.
- The application will be discussed in the Work Meeting where Board Members, Engineer, and Attorney feedback will be provided to the applicant and/or engineer for applicant. With recommended changes or improvements provided on project.
- Thereafter, when applicant is prepared to move forward with its project it must file the appropriate application with the Authority.