

# WARREN TOWNSHIP SEWERAGE AUTHORITY

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

## Application for Preliminary Approval for proposed sanitary sewers

Attached is an application for review of plans for proposed construction of sanitary sewers and connection to the sanitary sewer system in the Township of Warren. This application form is utilized for both residential and non-residential properties. This is the first step in a two-step process. The second step is the filing of the Application for Final Approval of Sanitary Sewers along with the items required for the Engineer's Certification of Completion of Construction as set forth in the Authority's Rules and Regulations, Article 3.4.6.

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
  - Owner's Consent form
  - Escrow Agreement Signed
  - Filing Fee (Separate check)
  - Escrow Fee (Separate check)
5. Application filing fee:           **Preliminary**           **\$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.

*For Escrow Fees See Schedule B to the Authority's Rules and Regulations*

7. The Applicant and owner recognize that any preliminary approval is granted based, in part, upon a determination of the projected sewage flow of the project. That projection will be made on the basis of the information provided in the application including the description of the proposed use of the building(s). The applicant and owner agree and acknowledge, pursuant to Authority's Rules and Regulations Article 5.8, that in the event that such use changes or the actual water consumption and associated sewage flow exceeds such projection, the Authority has the right to require the applicant or then current owner or user to submit an amended application and to recalculate the connection fee. The Authority will then charge the equivalent to the then applicable connection fee for such additional flow and will base the sewer use fee on such greater flow.
8. Pursuant to the Authority's Rules and Regulations Article 3.10, preliminary approval for construction of a sewer extension that does not require subdivision or site plan approval shall be valid for a period of two years and six months from the date of approval. Preliminary approval for construction of a sewer extension for a project which does require subdivision or site plan approval shall terminate one year from the date of the Authority's approval if subdivision or site plan approval has not been obtained, however, if subdivision or site plan approval has been obtained then the approval period shall correspond to the applicable subdivision or site plan approval period.

**Application for Preliminary Approval for Construction of Proposed Sanitary Sewers and Permit to Construct.** (per Article 3.3 and 3.4)

DATE RECEIVED \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_

ESCROW ACCT. NO. \_\_\_\_\_

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. \_\_\_\_\_

Land Constraints ( Wetlands, Steep Slopes, etc.) \_\_\_\_\_

Easements and rights-of-way \_\_\_\_\_

4) Type of development:

Residential \_\_\_\_\_ Vacant \_\_\_\_\_ Existing Dwelling \_\_\_\_\_

Commercial \_\_\_\_\_ Vacant \_\_\_\_\_ Existing Structure \_\_\_\_\_

Subdivision \_\_\_\_\_ Site Plan \_\_\_\_\_ New Construction \_\_\_\_\_

Provide a brief project description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If commercial, sq. ftg. of existing/proposed bldg.: \_\_\_\_\_

If commercial, total building sq. ftg. X .125 mgd = Capacity requesting: \_\_\_\_\_

If commercial, number of employees, existing/proposed: \_\_\_\_\_

If commercial, indicate if facilities other than lavatories are being provided (i.e. kitchen/cafeteria, laboratory, and/or showers): \_\_\_\_\_

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

- 5) Does applicant and/or owner agree to convey by deed to the Authority easements to all areas on the preliminary plan showing sanitary sewers and all rights to the sewer system? \_\_\_\_\_
- 6) Estimated cost of construction \_\_\_\_\_  
\_\_\_\_\_
- 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. \_\_\_\_\_
- 11) If you feel that your project qualifies for a Waiver, where there is no impact on the sewer system, please state nature of project and submit plans, Escrow Agreement and Escrow/Filing fees, along with a copy of your application to the Planning or Zoning Board clarifying your request. (See Authority Rules & Regulations, Article 3.8).

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.

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**Signature of applicant**

**Date**

Make all checks payable to Warren Township Sewerage Authority or WTSA

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## Escrow Agreement (Preliminary Approval 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 (Preliminary Approval 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 Preliminary Approval:

- Prepare documents outlined in the Preliminary Approval Application with required fees and plans. This application is used mainly for projects requiring construction of sewer extensions or consisting of two (2) or more lots known as “minor subdivision” or “major subdivision”, or for commercial connections.
- 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 application or construction process.
- Should a NJDEP Treatment Works Approval (“TWA”) Construction Permit be needed for the project, two original copies of the TWA-1 form and endorsements are needed once the resolution is passed. The Chairman will then sign the needed documents that will go to the NJDEP for approval. This application takes up to 90 days for NJDEP to process.
- If the project is in the Middlebrook Sewer Service Area, the TWA needs to go to the SRVSA (Somerset Raritan Valley Sewerage Authority) for approval. Contact SRVSA at (732) 469-0593 to comply with their requirements for the TWA. Generally, the information that is on the TWA-1 itself is the same information that will be required by the SRVSA.
- Once approval is given the TWA will be forwarded to the Authority, the applicant’s engineer, and the applicant. After the TWA approval is given by the NJDEP, contact the Authority’s office 48 to 72 hours prior to construction starting. An Authority Engineer will be scheduled to be on site to inspect the construction of the project. The Authority’s Engineer will review any needed changes or address any concern and confirm the permit number from the state. An estimated Escrow deposit will be required before commencement of any construction and any inspections are allowed. Applicant will be charged for an inspection once it is scheduled even if the Engineer is unable to conduct the inspection, unless the inability to inspect is due to the Authority Engineer’s unavailability.
- The applicant shall not commence any construction requiring engineering inspection until it has provided proof to the Authority that the One-Call Damage Prevention System has been notified pursuant to the Underground Facility Protection Act.

Check-List for a Preliminary Approval (Continued):

- Applicant must check with its engineer if there are any Soil Conservation concerns and contact the Somerset County Soil Conservation District for permitting.
  
- If a road opening permit is needed, either with the township or county, the applicants engineer can file proper documents to authorize the opening after the preliminary approval from the Authority is given.
  
- As soon as the sewer construction phase of the project is completed and all inspections are obtained, an application for Final Approval should be filed with the Authority's office, to initiate the next phase of the application and approval process. **NO CONNECTION MAY BE MADE WITHOUT FINAL APPROVAL.**