

# WARREN TOWNSHIP SEWERAGE AUTHORITY

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

## Application for Waiver of Authority Approval

Attached is an application for a Waiver Request from formal review by the Warren Township Sewerage Authority for a project within the Township of Warren. A waiver may be available where a project will not directly impact the sanitary sewer system, such as in the case of a lot line change. In order to obtain a Waiver, a review of the plans is required by the Authority's Engineer, who is authorized to approve the issuance of a Waiver Letter.

1. 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 Plans
- Taxpayer Identification Number
- Escrow Agreement Signed
- Filing Fee (Separate Check)
- Escrow Fee (Separate Check)

2. Application filing fee:           **Waiver**                           **\$100** (No exceptions)

3. 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:                           **Waiver**                           **\$500**

**Application for Waiver**  
(per Articles 3.1g and 3.8)

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 \_\_\_\_\_

I) If commercial list the following:

	Existing	Proposed
Sq. ftg. of main bldg.	_____	_____

Sq. ftg. of other bldgs. (include; secondary structures, equipment storage, guard houses, etc.)	_____	_____
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Other structures	_____	_____
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If residential, total number of units \_\_\_\_\_

4) Provide brief description of Project including the nature of the request for a Waiver:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Does the proposed project include adding any of the following \_\_\_\_ Yes \_\_\_\_ No and, if so how many of each?

Sinks \_\_\_\_\_, Showers \_\_\_\_\_, Toilets \_\_\_\_\_, Floor drains \_\_\_\_\_,

Washing machines \_\_\_\_\_, Dish washers \_\_\_\_\_.

6) Has this project previously been submitted to or approved by the Authority? If so, state date, application or Resolution number. \_\_\_\_\_

7) Name, address, telephone and fax # of Attorney \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) Name, address, telephone and fax # 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 (Application for Waiver)

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.

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**Date**

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**Applicant's Signature**

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**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 (Waiver Request)

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 Waiver Application:

- Prepare documents outlined in the Waiver Application with required fees and plans.
- The application will be reviewed by the Authority's Engineer and if a waiver is deemed appropriate, a memorandum will be provided by the Authority's Secretary based upon the information provided from the Authority's Engineer.
- With the waiver letter from the Authority Secretary the applicant can then proceed with the other departments within the township.
- If, after review of the application, a waiver is not deemed appropriate a memorandum will be provided by the Authority's Secretary and the Applicant must then file the appropriate application for Authority approval.