

WARREN TOWNSHIP SEWERAGE AUTHORITY

46 Mountain Blvd., Warren, New Jersey 07059
(908) 753-8000 * Fax (908) 753- 1507

Application for Single Connection to the sanitary sewer: Residential or Commercial

Attached is an application for review of a single connection to the existing 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, both it and the owner of the property 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 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: **Single Connection \$100** (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: **\$ 1500**

7. Prior to the installation of a saddle tap connection only, an additional \$300.00 escrow amount must be posted with the Authority to cover costs of construction inspection.
8. Single Connection Applications are used for a one (1) unit / one (1) lot residential or commercial project for properties located in Warren Township, whether the sewer connection is made to an existing lateral service stub terminating at the property line, or by means of installing a saddle tap connection to the public sewer line.
9. Preliminary and Final Approval is granted upon review and approval by the Authority in the form of a Resolution. However, final approval is effective only after satisfactorily completing construction, witnessed and certified by the Authority's Engineer (saddle tap) or Plumbing sub-code official (existing stub).

Application for Single Connection; Residential or Commercial
(per Article 3.4)

DATE RECEIVED _____

APPLICATION NO. _____

ESCROW ACCT. NO. _____

1) Address of Project: _____

2) Applicant's Name: _____

Mailing Address: _____

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

EMAIL _____

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 construction:

Vacant Land _____ Single Dwelling _____

New Dwelling Const _____ Connect by installing saddle tap _____

Capacity requesting: 1 dwelling x 280 gpd = 280 gpd (1 Equivalent Unit)

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

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

- 7) 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 (Single Connection)

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.

WARREN TOWNSHIP SEWERAGE AUTHORITY

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Consent of Property Owner (Single Connection)

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 Single Connection (Preliminary and Final):

- Prepare documents outlined in the Single Connection Application with required fees and plans. Detail sheets of the "saddle connection" and the "standard house connection" are available in the engineering office at the Municipal Building and should be included on the required plans.
- Deliver documents **30 days** prior to the Authority's Work/Public Meeting.
- If application is recommended for approval a resolution will be prepared and voted on at the next public meeting, as long as everything has been completed.
- 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 connection.

**SRVSA applicable only (Middlebrook)
Check with Authority administrator**

- With the resolution, the applicant then goes to SRVSA (Somerset Raritan Valley Sewerage Authority) to pay the required fees for connection to the Middlebrook system. 732-469-0593 – PO Box 6400, Bridgewater, NJ 08807; located on Polhemus Road
- Bring the verification of payment document from SRVSA to the Authority's office and pay the connection fee needed to receive the Building Permits from the Construction Department.

Warren Township Stages I&II, IV, or V only

- With the resolution, the applicant then pays the required fees for connection to the Warren Township Sewer System. This is needed to receive the Building Permits from the Construction Department.
- * * *
- If a road opening permit is needed, either with the township or county, the applicant's engineer can file proper documents to authorize the opening after the approval from the Authority is given.
 - Once construction is ready to commence, contact the Authority's office **48 hours** in

advance to schedule an inspector to be on site to inspect the saddle connection, if one is to be utilized. Once an inspection is scheduled Applicant will be charged for the inspection even if the Authority's

Check-List for a Single Connection (Preliminary and Final): (Continued)

Engineer is unable to conduct the inspection, unless the inability to inspect is caused by the Authority Engineer's unavailability.

- After the saddle connection is completed, the process with the Authority is completed. Further completion of the project will be done through the Construction Department, Plumbing Inspector's Office and the Planning Board.
- The application 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.
- Applicant must check with its Engineer if there are any Soil Conservation concerns and contact the Somerset County Soil Conservation District for permitting.
- Once a Certificate of Occupancy is issued, the Authority's office will sign off and regular service billing will commence. Bills are sent out twice a year with quarterly stubs. Quarterly payments are due same as the Township tax payments on February 1, May 1, August 1, and November 1.
- In the future, should the use of the property change, the applicant and owner acknowledge and agree, pursuant to the Authority Rules and Regulations, Article 5.8, that 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.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see Instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number																									
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

SCHEDULE A

APPLICATION FEE SCHEDULE

1. Preliminary Application	\$100 per EDU
2. Final Application	\$100 per EDU
3. Connection Permit Application.....	\$100 per EDU
4. Conceptual Plan Application	\$100 per EDU
5. Application for Waiver	\$100
6. Request for Review Water Quality Management Plan Amendment	\$25
7. Emergency Connection Application.....	\$100
8. Single Family Application	\$100
9. Construction in a sanitary sewer easement.....	\$100
10. Change in use/increased flow.....	\$100 per EDU
11. Request for extension of prior approval.....	\$100
12. All other.....	\$100

For non residential applications, the fee shall be based on the number of Equivalent Dwelling Units (“EDUs”), with each EDU being equivalent to 280 gpd of projected flow.

SCHEDULE B

ESCROW FUND SCHEDULE

I. PRELIMINARY APPROVAL FOR SUBDIVISION

1-10 lots or units	\$1,550
11-25 lots or units	1,750
26-50 lots or units	3,000
51-100 lots or units	5,000
101 or more lots or units	7,500

If preliminary approval is granted, an additional escrow amount of \$18.50 per linear foot of the sewer extension will be required prior to commencement of any construction to cover engineering inspection fees, unless a different amount is determined at the time of Preliminary Approval.

II. FINAL APPROVAL FOR RESIDENTIAL SUBDIVISION

1-25 lots or units	\$1,500
26-50 lots or units	1,500
51-100 lots or units	2,500
101 or more lots or units	3,500

III. PRELIMINARY APPROVAL FOR NON-RESIDENTIAL APPLICATIONS

Less than 10,000 square feet	\$1,750
10,001-50,000 square feet	2,750
50,001-100,00 square feet	3,500
100,001 or more square feet	5,000

If preliminary approval is granted, an additional escrow amount of \$18.50 per linear foot of the sewer extension will be required prior to commencement of any construction to cover engineering inspection fees, unless a different amount is determined at the time of Preliminary Approval.

IV. FINAL APPROVAL FOR NON-RESIDENTIAL APPLICATIONS

Less than 10,000 feet	\$1,000
10,001 or more square feet	2,000

V. PRELIMINARY AND FINAL APPROVAL FOR SINGLE DWELLING WHERE NO SEWER EXTENSION IS REQUIRED

Single dwelling review	\$1,500
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An additional escrow amount of \$200 will be required at the time of Preliminary and Final Approval to cover engineering inspection fees where such engineering inspection shall be required.

VI. PRELIMINARY APPROVAL FOR SINGLE FAMILY DWELLING WHERE SEWER EXTENSION IS REQUIRED

Single dwelling review	\$1,500
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VII. FINAL APPROVAL FOR SINGLE FAMILY DWELLING WHERE SEWER EXTENSION IS REQUIRED

Single dwelling requiring sewer extension	\$500
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VIII. CONCEPTUAL PLAN	\$1500
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IX. WAIVER	\$1000
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X. EMERGENCY CONNECTION	\$1,500
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XI. REVIEW OF WATER QUALITY MANAGEMENT PLAN AMENDMENT	\$1,500
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