

PENNSAUKEN SEWERAGE AUTHORITY  
PROCEDURAL GUIDE

COMMERCIAL APPLICATION – CONNECTION  
AND REVIEW

Procedures for the application and approval of connections to the Pennsauken Sanitary Sewer System are contained within. This document covers application and review requirements ONLY. For further information please refer to the Pennsauken Sewerage Authority “Schedule of Rates and Rules and Regulations” which can be obtained at the Sewerage Authority office, 1250 John Tipton Blvd., Pennsauken, New Jersey.

The Owner of the property for which approval is sought, or his representative shall submit the materials and data, as stipulated below, to the Executive Director of the Authority:

Mr. Bill Orth, Executive Director  
1250 John Tipton Blvd.  
Pennsauken, NJ 08110

1. All applications must be accompanied by the initial filing fee of \$15.00. When the application is made for Multiple Units, Commercial and Industrial Connections, said application shall also be accompanied by an escrow fee of \$2,500.00 which shall be utilized to establish an escrow fund from which shall be paid all engineering and legal review fees.
2. After preliminary review, the Authority’s Engineer will provide an estimate of Total Fees which are to be paid before initiating construction.
3. The Applicant shall forward two (2) copies of all plans and three (3) copies of the completed application and specifications if applicable. (The plans shall be revised and resubmitted until approval is obtained.) Industrial and commercial applicants shall, in addition to the above, furnish a detailed description which shall include the type and size of the building(s); the nature of the business to be conducted; the number and type of fixtures to be served; the type, volume and chemical characteristics of the waste to be discharged. The plans which accompany the application shall also show:
  - a. The boundaries of the property;
  - b. The location and dimensions of the structure(s) to be served;

- c. The location, profile, and grades of all piping and appurtenances;
  - d. Details of the proposed connections (including but not limited to size(s), type, and construction details of pipe and appurtenances), and arrangement and details of meter installation (if required). All plans and specifications must be signed and sealed by the owner's Engineer/Architect.
4. If the connection involves the extension of a sewer main, the Applicant will be required to obtain the approval of the State of New Jersey, Department of Environmental Protection (NJDEP). This application must be endorsed by the Authority. All expenses connected with this submission shall be borne by the applicant.
5. Upon approval by the Authority's Engineer and the NJDEP, the Engineer will calculate the initial connection fee based on expected gallonage. Applicant will furnish, as a part of his application, the support data relative to type of installation, estimated water consumption, etc., which is necessary to complete these calculations. The initial connection fee is to be paid prior to the start of construction.
6. Upon approval and prior to construction, the applicant will be required to post a Performance Bond in the amount equal to the cost of construction as estimated by the Authority's Engineer.
7. The applicant will provide the following information for requesting and/or returning Escrow Funds:
  - Company Name
  - Contact Name with Official Title
  - Address
  - Phone Number and Fax Number
  - E-mail address if possible

This information will also be necessary for returning Performance Bonds and Maintenance Bonds as may be required by the Pennsauken Sewerage Authority for the purposes of this connection.

COMMERCIAL CONNECTION PROJECT  
PENNSAUKEN SEWERAGE AUTHORITY  
PENNSAUKEN TOWNSHIP, CAMDEN COUNTY, NEW JERSEY

READ PROCEDURAL GUIDE

PLEASE TYPE OR PRINT

1. Applicant/Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone No: ( ) - \_\_\_\_\_  
Name
2. Location of Project: \_\_\_\_\_  
Plate No. \_\_\_\_\_ Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_
3. Name of Engineer/Architect: \_\_\_\_\_ Phone No: ( ) - \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Fee is attached \$ \_\_\_\_\_ (\$15.00 Application Fee and \$2,500.00 Escrow Fee)
5. Estimated Construction Cost of Proposed Sanitary Sewer Facilities: \$ \_\_\_\_\_
6. Proposed Building Use: \_\_\_\_\_
7. Six (6) copies of plans are attached: Yes \_\_\_\_\_ No \_\_\_\_\_
8. Three (3) copies of specifications are attached: Yes \_\_\_\_\_ No \_\_\_\_\_
9. Three (3) copies of applications are attached: Yes \_\_\_\_\_ No \_\_\_\_\_
10. Detailed description of project is attached: Yes \_\_\_\_\_ No \_\_\_\_\_
- 11a. If work involves an extension of a sewer main, the required NJDEP application is attached: Yes \_\_\_\_\_ No \_\_\_\_\_
- 11b. If yes, the additional sets of plans and specifications required by the NJDEP is attached: Yes \_\_\_\_\_ No \_\_\_\_\_

**CALL BEFORE  
YOU DIG  
1-800-272-1000  
OR 811**

PLEASE provide contact information for purposes of requesting and returning Escrow Funds & Bonds:

Contact & Position: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No: ( ) - \_\_\_\_\_ Fax No: ( ) - \_\_\_\_\_ E-mail : \_\_\_\_\_

**For Office Use Only:**

Disposition: \_\_\_\_\_

Comments or Conditions: \_\_\_\_\_

Signature

Dated

Application Fee Received \$ \_\_\_\_\_

Permit Fee Received \$ \_\_\_\_\_

Permit # \_\_\_\_\_

Date Issued \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Account # \_\_\_\_\_

Inspection Requested For: Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_

Inspected By: \_\_\_\_\_

Results of Inspection: \_\_\_\_\_

J/E from Reserve (3990) to Revenue (4016 or 4019): Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Amount \$ \_\_\_\_\_

Certificate of Occupancy Issued \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Account Activated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Notes: \_\_\_\_\_

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FOR AUTHORITY'S ENGINEER'S USE ONLY

ESTIMATED CONSTRUCTION COST \$ \_\_\_\_\_

REVIEW FEE \$ \_\_\_\_\_

INSPECTION FEE \$ \_\_\_\_\_

"AS-BUILT" FEES \$ \_\_\_\_\_

INITIAL CONNECTION CHARGE \$ \_\_\_\_\_

PERFORMANCE BOND:

    AMOUNT \$ \_\_\_\_\_

    BOND NUMBER \_\_\_\_\_

EASEMENTS/DEED REG'D \_\_\_\_\_

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