

EVESHAM MUNICIPAL UTILITIES AUTHORITY

APPLICATION PROCESS FOR NEW SERVICE

1. Sewerage Service (S-1)/Water Service (W-1) Application [S-1 Application.pdf](#) [W-1 Application.pdf](#)

- The S-1 or W-1 applications are introductory and are for conceptual approval only.
- Preliminary planning board approval shall be required prior to submission of the S-1/W-1 application to the Authority
- Fully completed S-1/W-1 applications shall be submitted in triplicate along with six (6) copies of all conceptual engineering plans and reports, application fee and conceptual review fee in the amounts stated in the Rate schedule for each equivalent dwelling unit receiving sewer or water service.
- Conceptual engineering plans and reports shall be in accordance with, and must comply in every respect to, the rules, regulations and specifications of any State or Federal agency asserting jurisdiction over sewer and water services and shall be in a minimum scale of one inch (1") equals 200 feet.
- The S-1/W-1 application must be approved by the consulting engineer to the Authority and by the Authority itself as a condition precedent to the submission of an S-2/W-2 "Service Agreement" to the Authority.

2. S-2/W-2 Service Agreement

[S-2/W-2 Agreement.pdf](#)

- The S-2/W-2 agreements are the basic service agreements with the Authority.
- Fully completed and executed S-2/W-2 "Service Agreement" shall be submitted in triplicate.
- Compliance with each and every term, condition and stipulation contained within the executed S-2/W-2 Service Agreement including, but not limited to, compliance with Authority rules, regulations and specifications.

3. S-3/W-3 Application

[S-3 Application.pdf](#) [W-3 Application.pdf](#)

- The S-3 and W-3 applications are for approval of construction plans. These applications must be approved before TW or BSDW applications can be submitted to NJDDEP.
- Payment of all fees shall be conditions precedent to the submission or approval of an S-3/W-3 "Application for Approval of Sewer/Water Construction Plans".

- Final Evesham Township Planning Board approval shall be required prior to submission of S-3/W-3 application to the Authority.
- The engineering plans which are required to be submitted with the S-3/W-3 application shall be in accordance with, and must comply in every respect to, the rules, regulations and specifications of any State or Federal agency asserting jurisdiction over sanitary sewer services or water services. All submitted plans shall be in a minimum scale of one inch (1") equals fifty feet (50') and profiles in a minimum scale of five feet (5') vertical to fifty feet (50') horizontal. The plans and profiles shall also include all other underground utilities and appurtenances such as water and sewer mains, storm sewers, gas and electric as may be applicable.
- The S-3/W-3 application shall have accompanying it sufficient additional escrow fees, according to the rate schedule, as well as six (6) copies of the sewer and water construction plans and profiles, prior to being determined complete.
- Upon submission to the Authority of a completed S-3/W-3 application, the Authority shall approve or disapprove the application within ninety (90) days of the date that the application is certified as completed. No application shall be considered complete until all applicable fees are paid and escrow deposits made.
- The Authority reserves the right to extend the time for the aforesaid approval or disapproval for a period not to exceed thirty (30) days by adoption of an appropriate resolution.
- Failure of the Authority to approve or disapprove the application for construction within such time shall constitute approval of the application and consent of the Authority to the construction of the treatment works. In the event that the Authority fails to approve or disapprove the application within time, the application shall be marked "Approved Because of Failure to Act Within the Time Limitations Imposed by Law". Such approval shall not be binding upon any State or Federal agency which may assert jurisdiction over the review and approval of plans. In the event that the application for construction is rejected by any State or Federal agency asserting jurisdiction, and the application is returned as disapproved, the applicant shall submit an amended application to the Authority for review and approval containing the changes, modifications or corrections requested by the Federal or State agency. In such cases the time limitations for approval by the Authority of the amended application shall begin again, once the application is certified as complete by the Authority, pursuant to the provisions contained herein.
- No application for construction of any water or sewer facilities shall be sent to NJDEP for approval until such time as said application has first been approved by the Authority.

- The applicant must obtain all W-1, W-2, W-3 and S-1, S-2, S-3 approvals, all treatment works approvals from NJDEP, and all other necessary approvals from NJDEP or any other municipal, State or Federal agency which may be required (except for Evesham Township building permits) before the applicant can submit an application for W-4 and S-4 connection permits to the Authority.
- Notwithstanding anything contained in this rule, in the event that an application for new service is made for water service for property which abuts existing water mains, or for sewer service for property which abuts existing sewer mains, and no treatment works approvals or main extension permits are necessary, the Authority reserves the right to waive the requirements of the W-1, W-2, W-3 or S-1, S-2 or S-3 procedures including payments of the fees associated with those procedures. In such case, the applicant may proceed with the submission of W-4 and S-4 applications for permits with payment of appropriate fees in the amounts stated in the Rate schedule.

4. S-4/W-4 Application

[S-4 Application.pdf](#) [W-4 Application.pdf](#)

- The S-4 and W-4 applications are the applications for sewer or water permits for the building. The S-4 and W-4 permits serve as permission to connect the building to the sewer or water system.
- Applicant submits S-4/W-4 application.
- Applicant pays appropriate fees in the amounts stated in the Rate schedule.