

**CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY
SEWER CONNECTION CERTIFICATE APPLICATION
INFORMATION TO APPLICANT AND INSTRUCTIONS FOR FORM SCCA-1**

BACKGROUND

The Service Agreement between the Camden County Municipal Utilities Authority (CCMUA) and the municipalities of Camden County provides for the application of the CCMUA's regional sewer connection fee prior to connection into the sewer collection system.

PURPOSE

The purpose of sewer connection fees, in general, is to attain, in accordance with state statute, an equity among new connections and present customers who have been assisting in the liquidation of debt service through payment of the user charge.

APPLICATION FOR CERTIFICATE

The applicant must submit the site plan for the proposed project. In addition, a copy of the NJDEP Sewer Extension for the project must also be submitted (generally, a NJDEP Sewer Extension permit is required for developments of two or more homes, schools, most offices and most commercial structures). The applicant must also demonstrate that the conditions of the CCMUA's endorsement of the original NJDEP Sewer Extension Permit application and the conditions of the permit itself have been completely satisfied. Finally, the applicant must submit a connection fee in the amount of \$ 4050.00 per equivalent dwelling unit. (The connection fee charge will be adjusted annually in accordance with the formula established in the state statutes). The billing rate schedule (attached) approved in the Service Agreement establishes the formula for calculating the number of equivalent dwelling units for each application.

SCOPE OF REVIEW

For projects for which a NJDEP permit has been issued, the Authority will review to see if the proposed connection is consistent with the approved permit and that the outstanding conditions of the permit have been satisfied. If the NJDEP permit is not required for the project, the CCMUA will review to ensure that:

1. There is local and regional conveyance and treatment capacity available for the flows to be generated from the proposed project.
2. Construction of the proposed project will not conflict with the CCMUA's existing and/or proposed regional sewer facilities.
3. Construction of the proposed project will not adversely impact environmentally sensitive areas, especially wetlands.

APPLICATION FORM

The applicant is to fill out the items - "Project Name", "Address", "Municipality", "Block" and "Lot".

"Project Description" should also be completed for the entire project approved by the NJDEP permit as well as the portion of the project that is to be connected through the subject application. For example, if the NJDEP approved development consisted of 100 single family homes and a

CCMUA sewer connection application was submitted for the connection of fifteen of those homes to the sewer system through this application, then “Project Description” should read “Connecting fifteen single family homes out of a total of 100 homes for the overall project”. In addition, the application must include Service Addresses and Block and Lots for each Single Family Home. Type of Facility must also be established (i.e. single family home, restaurant, retail store, etc...) with the provisions required by the CCMUA Rate Schedule (i.e. square footage, number of persons, rooms or seats). Attach site plan to the application. If the new structure is replacing an existing building, attach a copy of the demolition plan. In addition, square footage for each building presented in this application must be supplied. Indicate the estimated flow rate in gallons per day, if required as per CCMUA Rate Schedule.

If Wetlands, Pinelands, NJDEP Permits or Exclusions or an Industrial Pre-Treatment Permit have been required, submit a copy of the permit or requirement as well as all information and drawings pertaining to this permit or requirement. If a Wetlands Permit has been required or Wetlands have been found on or near the project area, submit 2 copies of the NJDEP Letter Of Interpolation and 2 copies of a site plan containing all wetlands and buffered areas contained on the project site and an additional copy of all NJDEP Permit(s) Required. This is required in order for the CCMUA to apply to the USEPA for an Grant Waiver or Mapping Revision as per our Grant Condition. Without this approval no Connection Certificate can be issued.

The following towns are currently under NJDEP Sewer Ban Restrictions: Audubon Park, Borough of Hi Nella, Longwood Drive Sub-Basin of the Borough of Haddonfield, Tavistock and the Borough of Collingswood. In order to approve a sewer connection in these towns a NJDEP Sewer Ban Exemption must be obtained and included with the application. The Borough of Collingswood can authorize a connection for a single family home; however, all other connections must include a NJDEP Sewer Ban Exemption Approval.

The “Estimated Date of Sewer Connection” must also be provided for each proposed connection. The Authority will utilize this information to properly initiate the imposition of annual user charges to the subject property(ies). As the application notes, user billing charges automatically commence on the given date unless notice to the contrary (i.e. projected connection will not be accomplished as originally scheduled) is received in writing at least ten days prior to the above date. In addition, the applicant must transmit a notice to the Authority (through a post card that is provided as part of the application package) providing the actual date of connection to the sewer system for each property within five days of connection.

Finally, the applicant’s name, address and phone number must be provided and the applicant must sign the application, certifying an acknowledgment to comply with the CCMUA’s sewer connection rules and regulations (included in application package).

AGREEMENT FOR INSTALLMENT PAYMENT

If the applicant is converting from a septic system to public sewer, the applicant can apply for the installment plan with the CCMUA at the time of connection. Fees due shall be paid quarterly over a three year period (12 payments). The first payment is due prior to the release of the Connection Certificate. The applicant must complete and sign the installment agreement in order to qualify for the plan.