



# THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

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

### **Background**

Every municipal utility authority is authorized to adopt and collect connection fees or tapping fees as well as user fees in accordance with [N.J.S.A. 40:14B-22](#), in this act sometimes referred to as “sewerage service charges” for direct or indirect connection with, or the use of services of the regional sewer system. The Service Agreement between the Camden County Municipal Utilities Authority (CCMUA) and the [Municipalities of Camden County](#) provides for the application of the [CCMUA](#) regional sewer connection fee and certification prior to connection into the sewer collection system.

### **Purpose**

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

### **Connection Fees and Certification**

There is a [CCMUA](#) connection fee and issuance of connection certificate to connect to the regional sewer system for any new wastewater flow generating project or upgrade of an existing project, for an addition, alteration, or change in use that materially increases the level of use and imposes a greater demand on the sewerage system (collection, pumping and treatment); this could be either additional construction of structures, enlargement or increase on footprint and/or increase in usage or flow as per the Schedule of Equivalent Domestic Units or [EDUs](#), and as per Title 40 of the Revised Statutes and Title 40A of the New Jersey Statutes. CCMUA connection fees are in addition to any fees the municipalities in the County of Camden require to connect into their local sewer collection system. Local municipalities in the County of Camden provide conveyance or point of connection/collection and local pumping, and CCMUA provide downstream pumping and treatment as well as flow allocation to the projects and the host municipalities.

### **Application For Connection Certification**

The applicant must submit a completed and executed sewer connection certificate application ([SCCA](#)) along with the Site Plan (showing all onsite and offsite wetlands for the proposed project if any), the Utility Plan shows all onsite and proposed utilities, if the new structure is replacing an existing building, attach a copy of the Demolition Plan showing all existing structures and onsite utilities. In addition, a copy of the New Jersey Department of Environmental Protection or NJDEP Treatment Works Approval / Sewer Extension or [TWA](#) for the project must also be submitted (generally, a [NJ DEP TWA](#) permit is required for developments of multiple housing units, schools, most offices and most commercial and industrial structures, the

construction and operation of industrial and domestic wastewater collection, conveyance and treatment facilities, including treatment plants, pumping stations, interceptors, sewer mains and other collection, holding and conveyance systems, see [N.J.A.C. 7:14A-22 & 23](#)). The applicant must also demonstrate that the conditions of the CCMUAs endorsement of the original [NJ DEP TWA](#) Permit application and the conditions of the permit itself have been completely satisfied.

If the project is located in or adjacent to Freshwater Wetlands, Pinelands, or in general close to or containing Environmentally Sensitive Areas or [ESA](#), NJ DEP Permits or Exclusions, also an Industrial Pre-Treatment Permit has been required, submit a copy of the permit or the applicable 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 NJ DEP Letter of Interpretation / Line Verification (LOI) and 2 copies of a site plan containing all wetlands and buffered areas contained on the project site and 2 copies of all NJDEP Permit(s) Required. This is required in order for the CCMUA to apply to United States Environmental Protection Agency or [US EPA](#) for a Grant Waiver (GW) or Mapping Revision as per US EPA and CCMUA Grand Conditions. Without this approval no Connection Certificate can be issued.

Finally, the applicant must submit a connection fee for all new properties. [The schedule of EDUs](#) approved in the Service Agreement establishes the formula for calculating the number of EDUs for each application. The connection fee charge will be adjusted annually in accordance with the formula established in the state statutes as per [N.J.S.A. 40:14B-23](#). Please contact the Engineering Department before submittal of the fee payment in order to ensure accuracy, also check our online Engineering page at <https://www.ccmua.org/departments/engineering/#sewerconnection>

### **Application Check List Summary:**

- Site Plan (To showing all onsite and offsite Wetlands if any) - 2 copies
- Utility Plan (Showing all onsite and proposed utilities) - 2 copies
- Demolition Plan (Showing all onsite utilities) - 2 copies
- NJ DEP Wetland Permits - 2 copies
- [New Jersey Pinelands Commission or NJPC](#) Pinelands Certificate of Filing
- NJ DEP [DLRP LOI / Line Verification](#) (N.J.A.C. 7:7A-4-4.5) - 2 copies
- [NJ DEP TWA/Sewer Extension Permit](#)
- [CCMUA Industrial Pre-Treatment Permit](#)
- Submit only after confirmation

### **Scope of Review**

For projects for which a NJ DEP TWA 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 NJ DEP TWA 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 CCMUAs existing and/or proposed regional sewer facilities.
3. Construction of the proposed project will not adversely impact environmentally sensitive areas, especially freshwater wetlands.
4. If proposed project location or lands (lots) is or is not on the sewer service area or SSA as per N.J.A.C. 7:15 et seq., for more information please visit <https://www.nj.gov/dep/wqmp/applications.html>

### **Application Form**

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

Project Description should be completed as approved by the NJ DEP TWA permit for the portion of the project that is to be connected through the subject application. In addition, the application must include Service Addresses and Block and Lots for each connection covered under this application. If the Block & Lots are the result of any recent consolidation and/or subdivision, please provide copies of the consolidation and/or subdivision resolution(s) from the local municipality planning or zoning boards and/or tax assessor office.

Type of Facility must also be established (i.e., single family home, restaurant, retail store, etc.) with the provisions required by the CCMUA Schedule of [EDUs](#) (i.e. square footage, number of persons, rooms or seats). 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 Schedule of [EDUs](#), for more information please visit <https://www.ccmua.org/wp-content/uploads/2016/12/rateschedule-Nov2016.pdf>

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 contact the [Authority Billing & Customer Service Department](#) at (856) 541-3700 Extension #1444 to provide 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 sewer connection rules and regulations (included in application package). Please attach all applicable required documents and plans to the application.

### **Agreement For Payment Installments – Only For OFF-Septic/Cesspool SFD**

This is available for only properties with single-family dwellings (SFD) that are converted from a septic or cesspool system to public sewer (regional sewer system), the applicant can apply for the installment plan with the CCMUA at the time of connection application submittal. 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 an installment agreement in order to qualify for the plan.

## **Connection Fee Credits and Waiver of Connection Fees**

For any proposed project or existing project that the property or location(s) (per the tax data: block & lot) that a flow generating structure is or was connected into the regional sewer service, also in the CCMUA billing system has an existing user fees billing account(s) that is either active or inactive; such as single-family dwelling(s) demolished due to fire, termites, storms, trees falling, flood or water damages, or just being old and outdated, also any other commercial and/or industrial property that previously had structure(s) that were damaged or demolished to build new structures, improvements or upgrades, may receive credits and/or connection waiver as per Title 40 of the Revised Statutes and Title 40A of the New Jersey Statutes.

If the number of EDUs in the existing active billing account(s) are equal or less with the proposed EDUs of the new or upgrade project, then a connection certificate and associated fees will not be required, instead a connection certificate and associated fee waiver or a “connection waiver” is issued in form of an official letter that serves as the approval for the project. If the number of EDUs in the existing active billing account(s) are less than the proposed EDUs of the new or upgrade project, then a connection certificate will be issued for the total EDUs of the proposed or upgrade project, the connection fees to be collected will be equal to difference between the proposed EDUs or total project EDUs and the existing EDUs. A memo or info text box is edited and printed on the body of the certificate stating the number of EDUs received as credit from the existing active account

If the existing billing account(s) was made inactive for less than 5 years, the credit toward the connection fees applies, but the quarterly user fees for the period the account(s) was made inactive must be paid off as well as any outstanding balance must be paid off. If the existing billing account(s) was made inactive for more than 5 years credits do not apply.

## **Connection Fees for Affordable Housing Projects (Low Income Housing)**

Any project deemed affordable housing or containing units to be considered affordable housing, and as per N.J.S.A. 40:14B-22.3, CCMUA requires all applicants for the affordable housing reduced connection fees to enter into a Contingency Agreement with CCMUA. In order to qualify for 50% reduced connection fees for affordable housing any developer/investor must contact the County of Camden Solicitor Mr. Michael Watson (email [mwatson@brownconnery.com](mailto:mwatson@brownconnery.com)) at [Brown & Connery LLP](#), office phone: 8568548900 or direct phone 8568122205, and to provide Mr. Watson with all the information required to start the contingency agreement process. Once the agreement is executed between developer/investor and CCMUA, a resolution of approval must be issued by the board of commissioners at the monthly commissioner’s meeting. After the resolution is passed approving the contingency agreement, then 50% fees must be paid and the connection certificates will be issued, as the contingency agreement and the resolution must be entered/printed on the body of the certification.