

**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 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 showing all onsite and offsite wetlands for the proposed project. A 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 NJDEP Treatment Works Approval / Sewer Extension or TWA for the project must also be submitted (generally, a NJDEP TWA 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 CCMUAs endorsement of the original NJDEP TWA Permit application and the conditions of the permit itself have been completely satisfied.

If Wetlands, Pinelands, NJDEP Permits or Exclusions or an Industrial Pre-Treatment Permit have 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 NJDEP Letter of Interpolation / Line Verification 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 the USEPA for a Grant Waiver or Mapping Revision as per our Grant Condition. Without this approval no Connection Certificate can be issued.

Finally, the applicant must submit a connection fee for all new properties. The Schedule of Rates (attached) approved in the Service Agreement establishes the formula for calculating the number of equivalent dwelling units for each application. The connection fee charge will be adjusted annually in accordance with the formula established in the state statutes. Please contact the Engineering Department before submittal of the fee in order to ensure accuracy, also check our online Engineering page at <https://www.ccmua.org/departments/engineering/#sewerconnection>

APPLICATION CHECK LIST

- Site Plan (Showing all onsite and offsite Wetlands, 2 copies)
- Utility Plan (Showing all onsite and proposed utilities)
- Demolition Plan (Showing all onsite utilities, 2 copies)
- NJDEP Wetland Permits (2 copies)
- NJDEP Pinelands Certificate of Filing
- NJDEP Letter of Interpolation / Line Verification (2 copies)
- NJDEP Sewer Extension Permit
- CCMUA Industrial Pre-Treatment Permit
- Connection Fee - Submit only after confirmation

SCOPE OF REVIEW

For projects for which a NJDEP 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 NJDEP 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 wetlands.
4. The proposed project location or lands (lots) 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 NJDEP 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 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 Rates (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 Rates, 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 providing the actual date of connection to the sewer system for each property within five days of connection.

Finally, the applicants 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 INSTALLMENT PAYMENT

This is available for only the applicants & properties that are converting 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 the installment agreement in order to qualify for the plan.