



## **SEWER CONNECTION SUBMITTAL REQUIREMENT CHECKLIST** **FOR ALL NEW or CHANGED PROJECTS**

**Initial as enclosed**

**PLEASE NOTE: A new connection to the sewer need not be made for PVSC's review to be required.**

- 1) \_\_\_\_\_ Accurate information for the applicant, owner, project location, and project description have been provided in the fields on page two of this application. **No P.O. Boxes.**
- 2) \_\_\_\_\_ A Site Plan, Property Survey, or sketch depicting all sewer connection point(s), along with any relevant detail sketches have been enclosed. (For a TWA, see item 6 below).
- 3) \_\_\_\_\_ Municipal / Agency endorsement of the project (where applicable) has been enclosed.
- 4) \_\_\_\_\_ Endorsement of the project by the local sewer authority (where applicable) has been enclosed.
- 5) \_\_\_\_\_ Appropriate payment of the connection fee has been made, as calculated in accordance with the attached PVSC Sewer Connection Fee Calculation Sheet. Payment may be in the form of a Wire Transfer (preferred), or check/money order made payable to the **Passaic Valley Sewerage Commission ("PVSC")**. Please write the project address/ file number in the check memo line.
- 6) \_\_\_\_\_ ***For those projects requiring a Treatment Works Approval (TWA) from the New Jersey Department of Environmental Protection (NJDEP), the following shall also be submitted:***  
**Please NOTE that all TWA files must be submitted by the Engineer of record, as Applicant**

\_\_\_\_\_ **Digital/Electronic Copy** of the Treatment Works Approval application (TWA-1)

\_\_\_\_\_ **Digital/Electronic Copy** of the Statements of Consent form (WQM-003)

\_\_\_\_\_ **Digital/Electronic Copy** of the Engineer's Report (WQM-006)

\_\_\_\_\_ **Digital/Electronic Copy** of the Site, Utility, Profile and Detail Plans for all underground facilities in electronic PDF format (to be emailed or sent via link)

**{ NOTE: Copies only! DO NOT SUBMIT ORIGINAL TWA DOCUMENTS }**

**The Connection Application Package shall, at a minimum, consist of all of the completed information noted above and may be forwarded to the below address (or faxed to 973-466-2712). PVSC APPROVAL (REQUIRED UNDER NJAC 5:23) WILL BE GRANTED ONLY UPON COMPLETION OF THE REVIEW, INCLUDING FULL PAYMENT OF ALL PVSC CONNECTION FEES.**

**Please NOTE: In order to be more accurate and help in correctly issuing any available credit, our Inspector may ask for other documents, such as water consumption, Property Record Cards, etc.**

**Mail to: Passaic Valley Sewerage Commission (PVSC)  
600 Wilson Avenue  
Newark, NJ 07105  
Attn: Connections Unit, ICB**

Submitted by: \_\_\_\_\_ (signature) \_\_\_\_\_ (print name) \_\_\_\_\_ (date)



## **APPLICANT, OWNER, PROJECT INFORMATION**

### **1.) APPLICANT: (THE APPROVAL LETTER WILL BE MAILED TO THIS ADDRESS)**

NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ FAX # or E-MAIL: \_\_\_\_\_

### **2.) PROPERTY OWNER OR AUTHORIZED AGENT: SAME AS ABOVE**

NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ FAX # or EMAIL: \_\_\_\_\_

### **3.) PROJECT/TENANT SPACE: FILE CAN NOT BE ENTERED WITHOUT THIS FILLED OUT**

ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: NEW JERSEY ZIP: \_\_\_\_\_  
BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

DESCRIPTION: The project consists of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____	_____	_____
PVSC Inspector Signature	Print Name	Date
_____	_____	_____
PVSC Supervisor Signature	Print Name	Date

Submitted by: \_\_\_\_\_  
(signature) (print name) (date)



## **SEWER CONNECTION FEE CALCULATION SHEET**

Connected Flow = sum of all daily flows from the connection as specified in N.J.A.C. 7:14A-23.3 "Projected Flow Criteria." For your convenience, we have excerpted below the types of establishments, measurement units, and projected use in gallons per day (gpd) from N.J.A.C. 7:14A-23.3 which PVSC uses as the basis for all calculations.

### **A) FILL IN THE COLUMNS FOR THE CRITERIA THAT APPLY TO THIS APPLICATION:**

Type of Establishment	Measurement Unit	# of Units	Gallons per Day (GPD)		GPD/Type
			Age Restricted	Standard	
<b>Residential Dwellings</b> (Single family homes, duplex units, townhouses, condominiums, apartments)					
1-bedroom unit (Age Restricted/Standard)	Per Dwelling	_____	110/150	_____	_____
2-bedroom unit (Age Restricted/Standard)	Per Dwelling	_____	170/225	_____	_____
3-bedroom unit or larger (Age Restricted/Standard)	Per Dwelling	_____	225/300	_____	_____
<b>Transit Dwelling Units</b>					
Hotels	Per Bedroom	_____	75	_____	_____
Lodging houses and tourist homes	Per Bedroom	_____	60	_____	_____
Motels and tourist cabins	Per Bedroom	_____	60	_____	_____
Boarding Houses (maximum permitted occupancy)	Per Boarder	_____	50	_____	_____
<b>Camps</b>					
Campground/mobile recreational vehicle/tent	Per Site	_____	100	_____	_____
Parked mobile trailer site	Per Site	_____	200	_____	_____
Children's camps	Per Bed	_____	50	_____	_____
Labor camps	Per Bed	_____	40	_____	_____
Day camps – no meals	Per Person	_____	15	_____	_____
<b>Restaurants (including washrooms and turnover)</b>					
Average restaurant (Waiter and Waitress service)	Per Seat	_____	35	_____	_____
Bar/cocktail lounges	Per Seat	_____	20	_____	_____
Fast food restaurant	Per Seat	_____	15	_____	_____
24-hour service restaurant	Per Seat	_____	50	_____	_____
Curb service/drive-in restaurant	Per Car Space	_____	50	_____	_____
<b>Clubs</b>					
Residential	Per Member	_____	75	_____	_____
Non-residential (Gym, Martial arts /MMA training)	Per Member	_____	35	_____	_____
Racquet club	Per Court Hour	_____	80	_____	_____
Bathhouse with shower	Per Person	_____	25	_____	_____
Bathhouse without shower	Per Person	_____	10	_____	_____
<b>Institutions (includes staff)</b>					
Hospitals /Out Patient Centers	Per Bed	_____	175	_____	_____
Assisted Living	Per Bed	_____	100	_____	_____
Skilled Nursing Facility	Per Bed	_____	75	_____	_____
Other institutions	Per bed	_____	125	_____	_____

Press here if you would like to reset the numbers



# Passaic Valley Sewerage Commission

"Protecting Public Health and the Environment"

Subtotal for Page 3: \_\_\_\_\_

Type of Establishment	Measurement Unit	# of Units	Gallons per Day (GPD)	GPD/Type
<b>Schools (include staff)</b>				
No shower or cafeteria	Per Student / Staff	_____	10	_____
With shower or cafeteria (Athletic-classes)	Per Student / Staff	_____	15	_____
With cafeteria and showers	Per Student / Staff	_____	20	_____
With cafeteria, showers and laboratories	Per Student / Staff	_____	25	_____
Boarding / Dorm Rooms	Per Student	_____	75	_____
<b>Automobile Service Stations</b>				
Service Stations	Per Filling Position	_____	125	_____
Service bays	Per Bay	_____	50	_____
Mini-market	Per square foot	_____	0.1	_____
<b>Miscellaneous</b>				
Office buildings / Office Space (gross area)	Per square foot	_____	0.1	_____
Stores & shopping centers /Retail Space (gross area)	Per square foot	_____	0.1	_____
Factories/warehouses (add process wastewater (ww)	Per employee	_____	25	_____
Factories/warehouses w/showers (add process ww)	Per employee	_____	40	_____
Process Wastewater (include blowdown, cooling water)	Gallons Per Day	_____	1	_____
Laundromats (coin operated), Industrial-see above	Per machine	_____	580	_____
Bowling alleys (add bar area seating when applicable)	Per alley	_____	200	_____
Picnic parks (restrooms only)	Per person	_____	10	_____
Picnic parks with showers	Per person	_____	15	_____
Fairgrounds (based upon average attendance)	Per person	_____	5	_____
Assembly halls	Per seat	_____	3	_____
Airports (based on passenger use)	Per passenger	_____	3	_____
Churches, Houses of Worship (worship area only)	Per seat	_____	3	_____
Theater (indoor)	Per seat	_____	3	_____
Dinner theater	Per seat	_____	20	_____
Catering/banquet hall	Per person	_____	20	_____
Sports stadium	Per seat	_____	3	_____
Visitors center	Per visitor	_____	5	_____
Multi-member swimming pool	Per Person	_____	15	_____

<b>B) Total Projected Flow in GPD as calculated from pages 3 and 4:</b>	_____	<b>GPD</b>
<b>C) Total Projected Flow multiplied by the Rate (\$/GPD):</b>	<b>X</b>	<b>\$3.79 /GPD</b>
<b>D) Line B multiplied by line C equals Connected Flow Fee:</b>	<b>\$</b>	_____
<b>E) Plus the Administrative Fee (per application):</b>	<b>+</b>	<b>\$250.00*</b>
<b>F) Total Connection Fee due:</b>	<b>\$</b>	_____ <b>**</b>

If you are submitting applications for multiple addresses (**same municipality**) and wish to pay combined, this Admin fee will only be applied once.  
 \*\*Calculated fee may be reduced due to credits for active existing buildings/uses, as determined by the PVSC Inspector. Contact your Connections Unit Inspector for more information. **Any available credit may be applied in accordance with PVSC Rule 602.6k upon request and verification.**  
**PLEASE NOTE: The above fees are only valid in the same calendar year. Afterwards, the following year's rate will be applied.**