



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

INTRODUCTION

We look forward to providing service to your project. This guide will provide you with a summary and overview of the water main extension process. While, it is our goal to make this guide as complete and easy to follow as possible, the information contained herein is only provided as a courtesy by the New Jersey American Water to assist the development community and does not create a binding commitment. New Jersey American Water does not guarantee the accuracy of the information and recommends consultation with a New Jersey American Water Project Manager who can fully review the process with you in detail.

This guide is for all service areas served by **New Jersey American Water (NJAW)**. **This guide does not necessarily reflect the practices or procedures for extensions for Liberty Water Company or Edison Water Company. Please contact the appropriate project manager for further information.**

Generally the activities in this guide will be described as step-by-step process, but some activities can occur concurrently. There are several **STAGES** to the water main extension process. This guide and the status of your Project will be organized and guided through these stages:

- 0.0 PRE-APPLICATION**
- 1.0 APPLICATION**
- 2.0 TECHNICAL REVIEW**
- 3.0 AGREEMENT**
- 4.0 BID AND CONSTRUCTION**
- 5.0 CLOSE-OUT**
- 6.0 REFUND**



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

NOTES CONCERNING PERMITS AND APPROVALS:

- **Developer Responsible for Permits and Approvals** - Obtaining the required permits and approvals is a critical element for the successful completion of your Project. The Developer is responsible for all required permits and approvals (except road opening permits), including all permit fees for the water mains and appurtenant facilities for the project.
- **Road Opening Permits** - NJAW will be responsible for obtaining road-opening permits, the cost of which will be the responsibility of the Developer and will be charged to the cost of the Project.
- **Construction Will Not Start Without All Permits** - Construction will NOT begin on any element of the Project without evidence, supplied by the Developer, that all required permits and approvals have been secured. NJAW makes no representation as to the time required to obtain the permits and approvals for a project.
- **Permits Expirations** - On longer duration projects, permits that have expired need to be renewed before construction can begin. The Developer is responsible to ensure that all permits and approvals are valid at the time of construction.
- **NJDEP Bureau of Water Systems & Well Permitting (BWS&WP) Main Extension Permits** - For water main extensions, the Developer should review and reference the New Jersey Safe Drinking Water Act Rules, N.J.A.C. 7:10-11 for applicability and fees. The Developer should also refer to NJAW's [Guide for Applying for NJDEP BWS&WP Permits](#) for additional information. The New Jersey Safe Drinking Water Act Rules (N.J.A.C. 7:10) can be accessed at: <http://www.nj.gov/dep/watersupply/sdwarule.pdf>

NOTES CONCERNING SEWER COLLECTION SERVICE:

- **Sewer System Service Areas** - NJAW provides, owns or operates the sewer collection systems in a limited number of areas including:
 - ✓ Lakewood Township (portion), Ocean County
 - ✓ Howell Township (Aldephia section only), Monmouth County
 - ✓ Tewksbury Township (portion), Hunterdon County
 - ✓ Ocean City, Cape May County
- **Applying this Guide** - This guide will typically reference water main extensions, but where NJAW owns or operates the sewer system, the same guidelines will apply for obtaining sewer main extensions. If you have any questions about sewer main extensions, please review them with your NJAW Project Manager.



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

0.0 PRE-APPLICATION STAGE

0.1 Service Area Determination - Following a request for service, NJAW will make a service area determination. If it is determined that the Project is within one of our franchised service areas, a letter of confirmation will be sent if requested. The letter may include:

- ✓ The name of NJAW Developer Services Project Manager
- ✓ An Application for a Water Main Extension
- ✓ Guide For Water and Sewer Main Extensions
- ✓ Guide For Applying For NJDEP Bureau of Water Supply & Well Permitting Permits
- ✓ Water Main Extension Design Requirements
- ✓ Water Main Technical Specifications
- ✓ CAD to GIS Submission and Format Conversion Standard
- ✓ Service and Metering Standards
- ✓ Draft Agreements
- ✓ Draft Easements

0.2 Pre - Application Meeting - If you have not already done so, you can schedule a pre-application meeting with a NJAW Project Manager. This guide and the Application for Water Main Extension will serve as the agenda for the meeting. The pre-application meeting is not mandatory, but it is recommended, especially for large or complex projects or for developers who have not worked with the NJAW previously.

0.3 Preliminary Capacity Review - The current status of available sources of supply, water allocation and regulatory capacity for the system serving the proposed development should also be reviewed at the pre-application meeting. It should be noted that availability of regulatory capacity changes over time since demands on the system change. Available regulatory capacity is only secured at the time the NJDEP or its agent approves the water main extension permit for the Project. NJAW does not reserve capacity for Developers.

0.4 Developer's Engineer Responsible for Design - The Developer is responsible for the design of all water facilities required to serve the proposed project and support the application. The Developer must retain a Professional Engineer licensed in the State of New Jersey to prepare the water system plans. The design must meet all applicable regulations and the [Water Main Extension Design Requirements](#) and [Water Main Technical Specifications](#), as well as comply with the [CAD to GIS Submission and Format Conversion Standard](#). It should be noted that the design requirements and specifications may be different from system to system.



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

1.0 APPLICATION STAGE

1.1 Water Main Extension Application - The [Application for Main Extensions](#) is in checklist format. As described in more detail in the Application, the following types of information must be provided with the Application:

- ✓ Applicant’s Information (See Section 1)
- ✓ General Project Information (See Section 2)
- ✓ Applicant’s Engineering Information (See Section 3)
- ✓ Primary Contact Information (See Section 4)
- ✓ Applicant’s Status on Project Approvals (See Section 5)
- ✓ Main Extension Requirements (See Section 6).
- ✓ Estimated Water Demands (See Section 7)
- ✓ Engineer’s Report (See Section 7)
- ✓ Service Requirements (See Section 8)
- ✓ Fire Hydrant and Fire Flow Requirements (See Section 9)
- ✓ Easements (See Section 10)
- ✓ Applicant’s Fee and Signature (See Section 11)
- ✓ Smart Growth Certification (See Section 12)
- ✓ Applicant’s Certification (See Section 13)

1.2 Application Deposit – All applications for main extensions will require a non-refundable application deposit to be submitted along with the application. The deposit is required to cover the cost of the application review and process. The non-refundable application deposits required are:

BASIC APPLICATION FEE:	
Water or Sewer Main Extension to One Single Family Home (Owner Occupied)	\$250.00
Main Extension to all Other Residential, Commercial or Other Property (Independent of number of services)	\$2,500.00
ADDITIONAL APPLICATION FEES:	
A NJDEP BWS&WP Permit Review (including Master Permit) or TWA Permit Review is needed.	Additional \$2,500.00
The Project includes both Water and Sewer Main Extensions:	Additional \$1,000.00



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

- 1.3 Application Completeness** - If the application is not complete or the application deposit is not adequate, NJAW will send one or more letters to the Developer (or their designated representative) outlining deficiencies that need to be addressed. The application will not be processed and the Project will not proceed to the Technical Review stage until the application has been deemed to be complete.
- 1.4 Primary Point of Contact** - Your primary Point of Contact with NJAW will be your Developer Services Project Manager. NJAW will request a primary Point of Contact for the Developer (Applicant) at the time of application.
- 1.5 Use of Electronic Communications** - NJAW will use, and will promote the use of electronic communications for efficiency during the duration of the project. However, NJAW cannot accept electronic versions of any legal documents that require an original signature. Your Project Manager will work with you on the preferred methods of communication for the Project.
- 1.6 Water Demand Estimates** - The Applicant must provide estimates of Water Usage Demand at the time of application. The estimated water demands **MUST** be based upon the following approved methods:
- ✓ For Residential Demands - Use the NJ DCA Method in N.J.A.C. 5:21-5.2.
 - ✓ For Non-residential Demands - Use the NJDEP Method in N.J.A.C. 7:10-12.6.

An estimate of Average Annual Demand and Peak Demand (3 times the average annual demand as defined by NJDEP) must be provided.

- 1.7 Smart Growth Certification** - In order for NJAW to offer an extension deposit agreement and comply with N.J.A.C. 14:3-8, EXTENSIONS TO PROVIDE REGULATED SERVICES, a determination must be made on whether the project is located in a designated growth area or an area not designated for growth, as defined at N.J.A.C. 14:3-8.2. DETERMINATIONS must be provided by either NJ licensed professional engineers, land surveyors and/or planners. Applicants who are unable to satisfy this requirement may consult their NJAW Project Manager.



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

2.0 TECHNICAL REVIEW STAGE

The Technical Review Stage will begin once the application has been determined to be complete and once all application deposits have been paid.

- 2.1 Compliance with Design Standards** - The project plans will be reviewed for technical compliance with the: [Water Main Extension Design Requirements and Water Main Technical Specifications](#), current regulations, company policies and general water works practices as well as comply with the CAD to GIS Submission and Format Conversion Standard.
- 2.2 Adequate Capacity** - Project Demands will be analyzed against available production, treatment, supply and water allocation capacity. NJAW will send the Developer a service availability letter, if requested, following capacity review approval.
- 2.3 Hydraulic Capacity** - The project will be analyzed to determine if the proposed plans meet the hydraulic needs of the proposed customers, including public and private fire protection needs.
- 2.4 NJDEP Permit Determination Review** - NJAW will review the project to determine if a NJDEP BWS&WP permit is required or if the Project can be considered under an existing NJDEP Master Permit. A listing of those municipalities that NJAW serves, and possesses a Master Permit, is available on its website.
- 2.5 Technical Deficiencies** - If there are any technical deficiencies or issues in the plans, they will be noted by the Project Manager and the comments will be sent to the Developer in a Technical Review letter.
- 2.6 Approval of Plans** - Once the plans have been approved, they cannot be revised without approval of NJAW. Approval of plans will be documented at the time of Agreement.
- 2.7 NJDEP BWS&WP Permit Application** - If an NJDEP BWS&WP permit is required, the completed Permit application should be submitted to NJAW following approval of plans. Refer to the [Guide for Applying for NJDEP/BWS&WP Permits](#) for further reference. It should be noted that NJAW will sign the NJDEP Permit Application only after Approval of Plans.



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

3.0 AGREEMENT STAGE

The Agreement Stage will begin after the Technical Review Stage is complete and after all technical issues have been resolved.

- 3.1 Cost Estimates** - Once the final scope of the project has been defined by the Technical Review Stage, NJAW will develop project cost estimates that will serve as the basis for the Deposits that are required to be submitted along with the Agreements.
- 3.2 Agreements to be Sent to Developer** - The final Agreements noted below will be prepared by NJAW and sent to the Developer. The Agreement(s) will reflect the Deposit(s) required as determined by the project cost estimate and all other terms and conditions of the transaction.
- 3.3 Extension Deposit Agreement (Required)** - This agreement covers the installation of all water and sewer mains and other required facilities (tanks, pump stations, control valves, etc.) within the proposed development site or off of the proposed development site needed to support water service to the new development. The costs of installing these facilities are the responsibility of the Developer. A Deposit is required at the time of agreement reflecting the estimated cost of the facilities. The Developer will be responsible for final project costs and costs will be due or will be returned depending upon the final cost of the project. **The agreement will not cover connection lines that must be installed by and at the expense of the Developer.**
- 3.4 Easement Agreements (Where Applicable)** - Easements will be required if NJAW facilities will not be located within public rights of way. NJAW will not be charged a fee for the Easements required to serve the proposed Development. The Developer must provide a final metes and bounds description and survey plats for all required easements. The description, prepared by a licensed NJ Land Surveyor, will be incorporated into an Easement Indenture which will be prepared by NJAW and sent to the property owner for execution. Upon execution, the property owner will return the Easement Indenture to the Water Company.
- 3.5 Domestic and Fire Services and Private Hydrant Applications (Where Applicable)** - If applicable, the Developer shall submit appropriate applications for domestic and private fire services and, when proposed, for private fire hydrants. Applications are prepared by NJAW and will be forwarded to the developer for execution.



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

- 3.6 Initial Extension Deposit** - NJAW reserves the right to require less than the full Initial Extension Deposit.
- 3.7 Executed Agreements and Deposit(s) Sent to NJAW** - The Developer must fully execute all applicable agreements and return them to NJAW with the required Deposit checks.
- 3.8 Developer Must Submit Executed Agreement within One Year** - If a fully executed agreement is not delivered along with the required Deposits within one year from the date the agreement(s) were sent to the Developer, the Agreement shall be considered null and void. Furthermore, NJAW may notify the NJDEP that the applicable permit application or permit should be cancelled.
- 3.9 Approved Address Plan** - An approved site plan shall be submitted to NJAW with final Lot and Block Numbers and final street names and address numbers when returning the executed Agreement to NJAW.

4.0 BIDDING AND CONSTRUCTION STAGE

The Bidding and Construction Stage will begin once all applicable Agreements and applications have been fully executed and once the Developer has submitted all required Deposits.

- 4.1 Procurement of Contractors** - NJAW has the sole responsibility of Contractor procurement and will send all projects out for bid.
- 4.2 Approved Bidders** - NJAW will use only approved Contractors, as Bidders, to bid and if successful, construct the project. The project will be bid to a minimum of three (3) approved Contractors. NJAW recommends and encourages the use of approved pre-qualified contractors and will generally recommend contractors to bid the Work. The Project Manager can provide a list of pre-qualified contractors upon request.
- 4.3 Requested Bidders** - The Developer may request that NJAW consider a Contractor to bid the Work. If the Contractor is an approved pre-qualified Contractor, then they will be allowed to bid the Work provided that they have demonstrated expertise. If the Contractor is not a pre-qualified Contractor, the Developer and the Contractor may request that the Contractor be evaluated to be allowed to bid the Work for this Project. If a request is made to evaluate a Contractor's qualifications, the Project will be placed in "On Hold" status until such time as the Contractor review process is completed. If the Contractor is approved, they will be allowed to bid this Project. If the Contractor is not approved, then the Developer can proceed with a bid



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

list comprised of pre-qualified contractors or attempt to select another Contractor for evaluation. Requested bidders, if approved, will be required to bid against other pre-approved Contractors. **(Note: At its sole discretion, NJAW reserves the right to reject any Developer request for pre-qualifying a Contractor.)**

- 4.4 Bid Results and Revised Cost Estimate** - NJAW will require the use of the lowest responsive bid, regardless if that Contractor was requested by the Developer. The name of the successful bidder and an updated cost estimate will be sent to the Developer. NJAW will require that the Developer acknowledge the successful bidder and the updated cost estimate.
- 4.5 Remaining Deposit Based Upon Bid Costs** - NJAW will request the remaining Main Extension Deposit. The remaining Main Extension Deposit shall be the updated cost estimate of the Main Extension less any previously paid deposits, but not including application deposit.
- 4.6 Requirements to Release Project for Construction** - The Project will be released for Construction after the following conditions have been met:
- ✓ The Developer has provided to NJAW an approved NJDEP BWS&WP (if required);
 - ✓ The Developer has provided to NJAW valid copies of all other permits;
 - ✓ The Developer has paid all Deposits in full;
 - ✓ The Developer has accepted the bid results;
 - ✓ The Developer has provided to NJAW an approved site plan with final Lot and Block Numbers, final street names and address numbers;
 - ✓ The Developer has provided to NJAW any required Application for Special Connections (Fire Line applications)
 - ✓ NJAW has received all road-opening permits;
 - ✓ NJAW has received from the municipality and/or fire district the completed Municipal Hydrant Authorization Form approving the location of all public fire hydrants, and if required, has received the approved hydrant resolution; and
 - ✓ The Developer has executed and provided to NJAW a perpetual and recordable easement or easements in a form specified by the Company, granting the Company the right to install, operate, maintain and relocate such Extension.



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

4.8 Requirements to Begin Construction - The construction of the Project will begin after the following conditions have been met:

- ✓ The site work has been completed to the point where acceptable to NJAW generally including but not limited to: final street lines and grades established; curbing installed; and sanitary sewer and storm sewer installed.
- ✓ The Developer has staked all easements and provided all engineering data as required (i.e. cut and/or grade sheets).

4.9 Construction Responsibility - NJAW has full responsibility to bid and manage the construction of the Project. NJAW will:

- ✓ Contract with NJAW approved construction contractors to perform the Work;
- ✓ Purchase materials and supplies;
- ✓ Inspect the Work using Company employees or outside contractors as needed; and
- ✓ Determine when the Project is complete and available for service.

The Developer or Contractors employed directly by the Developer are NOT permitted to construct the project or operate any part of the existing water system or the newly constructed facilities.

4.10 Construction Meetings - The Developer may be requested to attend a pre-construction meeting or periodic construction meetings, if needed.

4.11 Inspection - NJAW will provide inspection for the duration of construction. The Developer may have an engineer or inspector review the work as well, but the activities of these representatives should be coordinated with NJAW.

4.12 Testing - The project facilities must pass all pressure, leakage and bacteriological and water quality testing before they can be made available for service.



GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

5.0 CLOSE-OUT STAGE

The Close-Out Stage will begin after the construction has been completed and the water main has been placed in-service.

- 5.1 Final Project Costs** - Project costs under the Extension Deposit Agreement include the actual and direct cost of NJAW's Labor, contractor and material costs and any other direct and indirect costs required to complete the Project.
- 5.3 Reconciling Project Costs** - Once the Project is completed and placed in service and once all Project costs have been charged, NJAW will reconcile the final cost of the facilities under the Extension Deposit Agreement against the funds that have been deposited under the Extension Deposit Agreement.
- 5.4 Reimbursements** - If the Final Project costs are less than the total funds deposited under the Project, the difference will be reimbursed to the Developer in accordance with the terms and conditions of the Extension Deposit Agreement.
- 5.5 Balance Due** - If the Final Project costs are greater than the total funds deposited for the Project, the difference is due to the NJAW in accordance with the terms and conditions of the Extension Deposit Agreement.

6.0 REFUNDS STAGE

The Refunds Stage will begin after the Project Close-Out has been completed and after all funds due under the Extension Deposit Agreement have been paid.

- 6.1 Extension Refunds** - Projects may be eligible for refunds to the Developer based upon the revenues generated from bona fide customers obtaining water service from the Project. The terms of the Refunds are outlined in the Extension Deposit Agreement. The maximum potential refund shall not exceed the Final Cost of the Project.
- 6.2 Changes in Refunds Policy** - NJAW reserves the right to change its refund policy prior to Agreement based upon economic conditions and based upon current and future laws and regulations governing utility refunds.