



## GUIDE FOR APPLYING FOR NJDEP/BWS&WP PERMITS

### INTRODUCTION

The following is a guideline to help Developer's file for a permit from the New Jersey Department of Environmental Protection (NJDEP) – Bureau of Water Systems and Well Permitting (BWS&WP) on a New Jersey American Water main extension. This is simply a guide. The Developer and the Developer's Engineer should read and understand all of the regulatory requirements regarding water main extensions. Specific references to the New Jersey Administrative Code (N.J.A.C.) will be made in this guideline and the requirements of the N.J.A.C. may be outlined; however, it is the Developer's responsibility to comply with the N.J.A.C. requirements and this guide is not a substitute for the regulatory requirements themselves.

### General Questions and Answers about BWS&WP Permits

**Question #1:** Does my project need a water distribution modification permit?

**Answer:** Here are the facts. In accordance with NJAC 7:10-11.10 "Permit requirements and standards for the construction of distribution systems" a permit is required if any of the following criteria are met:

- New residential service to more than 30 realty improvements, or
- Generates a new non-residential average demand of more than 12,000 gallons per day, or
- Is 3,000 or more feet in length, or includes an interconnection with another public community water system.

**Question #2:** Let's back up, what does NJAC stand for and who is requiring this permit?

**Answer:** Good question! NJAC stands for New Jersey Administrative Code. The NJAC is the code by which the laws of New Jersey are administered. Since the Water Company is governed by the New Jersey Safe Drinking Water Act, N.J.S.A. 58:12A-1 et



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seq., as amended; NJAC 7:10 commonly referred to as SAFE DRINKING WATER ACT REGULATIONS are the rules by which the Water Company must conduct its business.

**Question #3:** Sounds awfully governmental, who exactly administers all of this and where can I find out the details?

**Answer:** Glad you asked! The NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION is the agency responsible. Specifically, the BUREAU OF SAFE DRINKING WATER administers the program. Any questions regarding these regulations should be directed to the Bureau at (609) 292-5550. However if you are internet savvy, the web address for the rules and regulations as well as the associated forms can be found at: <http://www.state.nj.us/dep/watersupply/>

### **If your project needs a permit! Which NJDEP forms should you use?**

That depends upon your project. You should refer to N.J.A.C. 7:10-11.10 for more information, but generally your project will fall into one of three categories:

1. The Water Company has an approved Master Permit that covers this project.
2. The project needs a NJDEP **(BWS&WP)** Construct/Modify/Operate (C/M/O) Permit for the water main extension.
3. The project needs an NJDEP **(BWS&WP)** C/M/O Permit, but a Simplified Water Main Extension Certification can be used.

### **Is there a Master Permit that covers your project?**

You should ask your project manager at the Water Company if the system has a Master Permit. If it does, an individual C/M/O permit may not be needed. Most systems DO NOT have Master Permits, but you should check each time.



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**Question #4:** What information do you need to qualify the project under the Water Company's Master Permit?

**Answer:** The following information is required in order to make a determination if the project can be included within the Water Company's Master Permit:

- A Utility Site Plan that has been reviewed and approved by the Water Company
- Estimated additional residential demand (NJ DCA standards NJAC 5:21–5.1)
- Estimate of new non-residential average demand (DEP standards NJAC 7:10–12.6)
- An executed "Water Quality Management Planning Rules Compliance Form" (please ask for a copy).

**Question #5:** What is the process to qualify under the Master Permit?

**Answer:** Once all the information is collected, a review by the Water Company's design group determines if the project can be included under the Master Permit. If everything is in order, then the design group will approve the project under the Master Permit.

### **There is no Master Permit that covers your project?**

- The Developer is fully responsible for the permitting process.
- The Water Company will sign the permit application as the Applicant/Owner and provide supporting information as described in this guideline. The Developer is responsible for all other activities associated with preparing, submitting and obtaining the permits.
- The Developer is responsible for all costs and fees required to obtain and submit all permits. All permit fees will be paid directly to the NJDEP.
- The Water Company will not start the construction of the water main extension facilities if a permit is needed and it has not been received.
- The Water Company makes no representations that a permit will be approved by the NJDEP and makes no representation about the duration of the permit application review period by the NJDEP.



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- Most applications will not require a pre-application meeting with the NJDEP. If the Developer would like to request a pre-application meeting, it must be coordinated with the Water Company and a Water Company representative must be present at the meeting.

|   |
|---|
| <b>Information needed to fill out the NJDEP Application Form to Construct/Modify/Operate Public Water Works Facilities (BWS&amp;WP Application)</b> |
|---|

|               |                          |                                  |
|---------------|--------------------------|----------------------------------|
| <b>Item 1</b> | Applicant Owner:         | <b>New Jersey American Water</b> |
|               | Permanent Legal Address: | <b>Attn: Developer Services</b>  |
|               |                          | <b>PO Box 5079</b>               |
|               |                          | <b>1025 Laurel Oak Road</b>      |
|               |                          | <b>Voorhees, NJ 08043</b>        |
|               | Telephone:               | <b>(856) 346-8200</b>            |
|               | Fax Number:              | <b>(856) 782-2482</b>            |

New Jersey American Water will insert the Name of the Public Water Supply System and the appropriate PWSID Number.

**Item 2** Complete with project specific information

**Item 3a.** Check  **Modifications to an Existing Public Water System**

**b** Check  **Distribution Modification.** Check  **Water Main**

Note: For projects that meet the requirements outlined in N.J.A.C. 7:10-11.10 (b) 1, a Simplified Water Main Certification application (see next section) may be applicable and you should therefore also Check  **Simplified Water Main Certification.**

Provide a brief description of the project. Include the size and length of proposed water mains and the proposed number of new service connections.

**Item 4** Provide all required information about the Engineer that designed the project.



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**Item 5**      **Calculate the required fee.** The fee schedule is provided in N.J.A.C. 7:10-15.3 (d). The applicant shall include a proposed "Cost of construction (only)" for water main improvements. A written cost estimate must be included for all types of applications.

**Item 6**      The Water Company will sign this section as the Owner. This should be sent directly to the attention of your designated Water Company Project Manager. This should only be sent if it is complete and it has been signed and sealed by the Engineer.

**Item 7**      The Water Company will complete and sign this section.

**Item 8**      The Engineer should complete, sign and seal this section before it is sent to the Water Company for signature.

**Note:**      For projects that **DO NOT** qualify for a Simplified Water Main Certification, the following NJDEP Technical Review Forms also need to be completed and submitted by the Developer's Engineer:

- Checklist for Administrative Completeness (self explanatory)
- Form BSDW-PA05; Form BSDW-PA05E (Completed by Water Company)
- General Conditions (see below) Form BSDW-PA06
- Distribution Systems (see below) Form BSDW-PA10

### Information Needed for the General Conditions Technical Review Form

The Developer's Engineer should review all questions and discuss with the Water Company if required, but generally, the following apply:

- Questions **1, 3, 5, 12** and **13** should be answered "**YES**"
- Questions **7, 8, 9, 10,** and **11** should be answered "**N/A**"
- Questions **2** will need to be answered "**YES**" for the permit to be approved, but an evaluation is required.
- Question **6** should be reviewed to determine if the project would result in any additional cross connections.



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### Information Needed for the Distribution System Technical Review Form

#### **New Demands for the Project:**

As noted on the form, the Developer's Engineer must estimate new residential peak demand and both new non-residential average and peak demands. The form lists two options that can be used for estimating residential demand. For all New Jersey American Water projects, **THE DEVELOPER'S ENGINEER MUST USE THE DEPARTMENT OF COMMUNITY AFFAIRS (DCA) STANDARD (N.J.A.C. 5:21-5-1) FOR ESTIMATING RESIDENTIAL DEMANDS.** The DCA demand method is based upon the type of residential housing units and methods to estimate demand can be found at N.J.A.C. 5:21-5.2. As noted in the regulations, peak demands are calculated by multiplying the average daily residential consumption by 3. Non-residential demands shall be calculated using the NJDEP method described in N.J.A.C. 7:10-12.6. Permits that do not use the DCA method for calculating residential demand will not be signed by the Water Company.

#### **Existing Demands:**

- The **current system peak daily demand** and the Month and Year of the peak daily demand vary for each system (PWSID#). A Table is attached with the current peak daily demands. Peak daily demands can change from year-to-year, and as such, the Developer and the Developer's Engineer should request an updated table for each application.
- The **previously allocated water** is a number that could change frequently. As such, this number should be requested from the Water Company prior to application.

#### **System Source Capacity:**

- The Developer should request a detailed list of all sources with capacities from the Water Company.



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### Questions:

- The Engineer should review and answer all questions for the design of the project. It should be noted that Water Company standards shall meet or may exceed the minimum NJDEP standards. In all cases the Water Company standards will apply.
- For Question 7, a minimum cover of 4 feet is required by NJAW.

### Information Needed for the Simplified Water Main Extension Certification

If the project qualifies for a Simplified Water Main Extension Certification, form BSDW PA10B must be completed in addition to form BSDW-Application. It is recommended that form BSDW-PA05 be completed and submitted as part of the application package. The form is almost identical to the Distribution System Technical Review Form; as such, the instructions above should be followed.

Again, the **DCA METHOD MUST BE USED FOR ESTIMATING NEW RESIDENTIAL DEMANDS.**

### Summary of the NJDEP Permitting Process

- Obtain and review the applicable NJDEP application forms.
- Determine which forms are required for your project. Note: It is the applicant's responsibility to use the latest forms as posted on the Water Supply administration web site.
- Complete the required forms.
- Determine the required fees.
- Submit two sets of the permit application forms and all required supporting information (refer to the Checklist for Administrative Completeness) to the Water Company. The Developer's Engineer, as appropriate, shall sign and seal all applicable forms, plans, and engineer's reports.



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- The Water Company will review the application. If it is acceptable, the Water Company will sign as the Applicant/Owner and return one copy to the Developer.
- The Developer will submit the completed application and associated fees directly to the NJDEP.

### Other Links

- **NJDEP Bureau of Water Systems and Well Permitting Construction Permit Application Forms**  
<http://www.state.nj.us/dep/watersupply/>
- **NJDEP Safe Drinking Water Act Regulations**  
<http://www.state.nj.us/dep/watersupply/sdwarule.doc>