



# APPLICATION FOR MAIN EXTENSIONS (Complete All Sections)

Rev 1/16

## SECTION 1 – APPLICANT'S INFORMATION (Proposed party entering into Extension Deposit Agreement)

Application Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Status: Corporation, LLC, Partnership, Sub Chapter 6,  
Government, School, Not for Profit, Individual,  
Other \_\_\_\_\_

Organized and existing under the laws of the State of \_\_\_\_\_

Tax Identification Number: Provide a W-9 Form (See Page 7)

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_

State Code: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Applicant Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number (Optional): \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## SECTION 2 – GENERAL PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project address or closest street: \_\_\_\_\_

County Location: \_\_\_\_\_

Municipal location: \_\_\_\_\_

Block & Lot Number(s): \_\_\_\_\_

Type of project: Residential, Commercial, Mixed Use  
Industrial, Other \_\_\_\_\_

Type of service being requested: Water, Sewer, Both

Proposed Size & Length of main (Water): \_\_\_\_\_

Proposed Size & Length of main (Sewer): \_\_\_\_\_



## APPLICATION FOR MAIN EXTENSIONS (Complete All Sections)

Rev 1/16

### SECTION 3 – APPLICANT'S ENGINEERING INFORMATION

Applicant's Engineer (if applicable): \_\_\_\_\_  
Engineering Contact (Name): \_\_\_\_\_  
Engineer's Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State Code: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Engineer's Phone Number: \_\_\_\_\_  
Engineer's Fax Number: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Engineer's E-mail: \_\_\_\_\_

### SECTION 4 – PRIMARY CONTACT INFORMATION

The Designated Primary Point of Contact for this Project is:

- ☐ The Applicant Contact noted in Section 1  
☐ The Engineering Contact noted in Section 3  
☐ Other as Noted Below (fill in only if applicable):

Point of Contact Name: \_\_\_\_\_  
Point of Contact Company: \_\_\_\_\_  
Point of Contact Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State Code: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number (Optional): \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## APPLICATION FOR MAIN EXTENSIONS (Complete All Sections)

Rev 1/16

### SECTION 5 – MAIN EXTENSION REQUIREMENTS

#### Water Main Extension Requirements / Checklist:

- ☐ Does this project require (either by law or other) to be BID and constructed utilizing prevailing wage? Yes ☐ No ☐
- ☐ Submit two (2) paper copies of the water system design plans. At least one copy must be signed and sealed by a professional engineer licensed by the State of New Jersey. *New Jersey American Water requires all drawings to be prepared using North American Vertical Datum of 1988 (NAVD 88).*
- ☐ The design plans must show: water mains, sewer mains, storm sewers, electric, telephone, other utilities, hydrants, lot lines, easements, rights-of-way (public /dedicated or private / non-dedicated), roadways and structures. **All water and sewer mains and services shall be identified on the plan including location and sizes.**
- ☐ Submit on a CD: TWO (2) electronic copies of the water system design plans; One as a PDF created from the AutoCAD drawings and the other in AutoCAD format. Include with Auto CAD files any externally referenced drawing files (X-refs), images that may be inserted into the main drawing (.TIF) and the pen assignment file for plotting the drawing (.PCP or .CTB) Proposed water system design must meet the *Water Main Extension Design Requirements* and *Water Main Technical Specifications* of NJAW as well as comply with the CAD to GIS submission and format Conversion Standard.
- ☐ **Engineer's Report:** Submit a brief Engineer's Report summarizing the design of the project, and include site details [i.e., medical facility (# of beds), retail building (square footage), restaurant, pool, clubhouse, apartment units/buildings, # of stories, etc.]

#### Sewer Main Extension Requirements / Checklist:

- ☐ APPLICABLE ☐ NOT APPLICABLE (If NOT, skip to SECTION 6)  
If applicable, see above Main Extension Requirements, plus:
- ☐ **Engineer's Report:** Submit a brief Engineer's Report summarizing the design of the sewer collection and pumping facilities.
- ☐ If a Water Company Sewer Master Plan or Comprehensive Plan exists, the proposed facilities must meet the design and planning requirement of the Master Plan.  
**\*\*\*For sewer projects within the CAFRA boundary line:**  
Does this project fall within the state's CAFRA boundary line? Yes ☐ No ☐
- ☐ **If Yes,** A determination letter from the NJDEP or a NJ licensed Engineer (**signed and sealed**) **must** be submitted with this application. Should a CAFRA Permit Be required, **no** installation work of sewer mains or services shall commence, until such time that the CAFRA Permit is issued.

# APPLICATION FOR MAIN EXTENSIONS (Complete All Sections)

Rev 1/16

## SECTION 6 – ESTIMATED DEMANDS

- ☐ **Demands:** Complete and submit with this application the **Demand Calculator Worksheet** to support anticipated domestic water and sewer demands for the site.

## SECTION 7 – SERVICE REQUIREMENTS

The number of Proposed New Services will be used for estimating project costs. Actual Service Applications must be submitted with the Extension Deposit Agreement. *Note: If basement apartments are proposed, those services are to be included in the totals below.*

| Size   | # of Domestic Services | # of Irrigation Services | # of Sewer Laterals | # of Fireline Services |
|--------|------------------------|--------------------------|---------------------|------------------------|
| 1 inch |                        |                          |                     |                        |
| 2-inch |                        |                          |                     |                        |
| 4 inch |                        |                          |                     |                        |
| 6 inch |                        |                          |                     |                        |
| 8 inch |                        |                          |                     |                        |
| Other  |                        |                          |                     |                        |
| Total  |                        |                          |                     |                        |

## SECTION 8 – FIRE HYDRANTS & FIRE FLOW REQUIREMENTS

Number of Proposed New **Public** Fire Hydrants\*: \_\_\_\_\_

Number of Proposed New **Private** Fire Hydrants: \_\_\_\_\_

\*The number of proposed hydrants will be used for estimating project costs.  
The actual number of Hydrants must be approved by a Township Representative via NJAW's **Hydrant Authorization Form** and **submitted with the signed Extension Deposit Agreement**.

- ☐ **Fire Hydrants:** Submit plans showing the location of all fire hydrants and identify as either Public or Private. Public fire hydrant details shall meet the *Water Main Extension Design Requirements* and *Water Main Technical Specifications* for NJAW.
- ☐ **Fire Flow Requirements:** Complete and submit with this application the **Fire Flow Calculation Worksheet** to support municipal fire flow requirements for the site. *If project is only residential, refer to "Table A" on the "sign-off" page of the worksheet.*





## APPLICATION FOR MAIN EXTENSIONS (Complete All Sections)

Rev 1/16

### SECTION 9 - EASEMENTS - If not applicable, skip to SECTION 10

#### Easements Requirements/Checklist:

- ☐ Plans should consider the limits of all necessary easements. Discussion with your New Jersey American Water Project Manager is recommended to properly locate and identify the general easement conditions.

#### Easement Requirements

*To Execute the Deed of Easement (Including the Consent of Mortgagee, if applicable):*

*For any area of the project in which water main is installed on private property and requires an easement, applicant is to provide a metes and bounds description(s) and corresponding survey map(s) prepared by a Licensed Surveyor describing the proposed easement(s). Upon receipt of the description(s) and map(s), the Water Company will coordinate the preparation of the Easement Indenture with the Applicant/Engineer who will forward it to NJAW for review and approval. Upon approval, NJAW will forward it to the property owner for execution. The Easement Indenture is to be executed by the property owner and returned to the Water Company. Please be advised that construction cannot begin until the Easement Indenture is returned. (The Water Company will have the easement recorded with the County).*

Property Owner:

Owner's Status

\_\_\_\_\_  
Corporation, LLC, Partnership, Sub Chapter 6,

Government, School, Not for Profit, Individual,

Other \_\_\_\_\_

Organized and existing under the laws of the State of \_\_\_\_\_

Property Owners Address:

\_\_\_\_\_

City:

\_\_\_\_\_

State (code):

\_\_\_\_\_

Zip Code:

\_\_\_\_\_

Block & Lot Number(s)

\_\_\_\_\_

County Location:

\_\_\_\_\_

Municipal location:

\_\_\_\_\_

Is there a Mortgagee on the property where the easement is required? ☐ YES ☐ NO



## APPLICATION FOR MAIN EXTENSIONS (Complete All Sections)

Rev 1/16

### SECTION 10 – APPLICATION FEE and SIGNATURE

All applications for main extensions will require a **non-refundable** application fee to be submitted along with the application (see Guide for Water and Sewer Main Extensions).

**Application Fee (check all boxes that apply)**

- ☐ \$250 If this is a Water or Sewer Main Extension to One Single Family Home.
- ☐ \$2,500 If this is a Main Extension to all Other Residential, Commercial or Other Property.
- ☐ \$2,500 If a NJDEP BWS&WP Permit (including Master Permit) or TWA Permit is needed.
- ☐ \$1,000 If the project includes both Water and Sewer Main Extensions from NJAW.

\$\_\_\_\_\_ **Total Application Fee Required**

By signature below, I certify that the information provided in this application is true, accurate, and complete.

PRINT (TYPE) NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

**NOTE: In order for this application to be deemed complete, all the above sections & W-9 must be completed in their entirety.**



# APPLICATION FOR MAIN EXTENSIONS (Complete All Sections)

Rev 1/16

Form **W-9**  
(Rev. December 2000)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Name (See **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

**Note:** If the account is in another state's name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

or

Employer identification number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

List account number(s) (optional)

### Part II For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2.)

### Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

### Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

**If you are a foreign person, use the appropriate Form W-8.** See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.