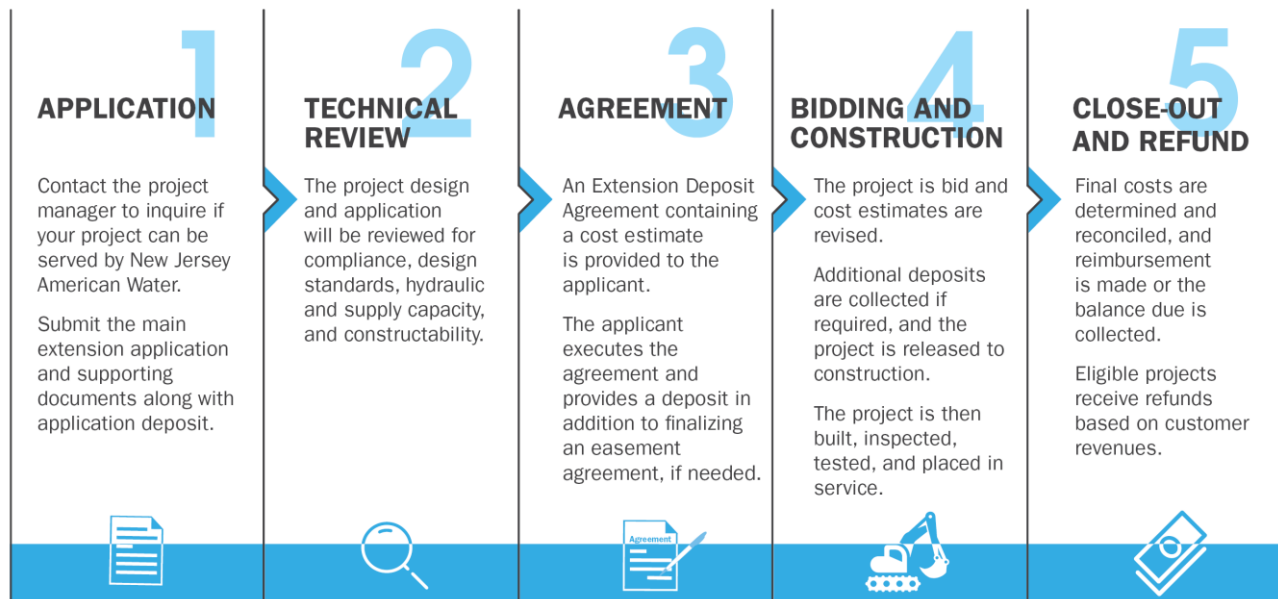


## GUIDE FOR WATER AND SEWER MAIN EXTENSIONS

The activities in this guide will be described as a 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:



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 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.

To determine the correct Project Manager for your main extension project visit: [Developer Services Contacts](#).

### PRE-APPLICATION MEETING

New Jersey American Water highly recommends that you contact us early in the design process to let us:

- Make a service area determination.
- Guide you in any site-specific issues including metering options.
- Review the status of available sources of supply, water allocation and regulatory capacity for the system serving the proposed development.

- It should be noted that availability of regulatory capacity changes over time. Available regulatory capacity is only secured at the time the NJDEP or its agent approves the water main extension permit for the project.

Additional information about our process, forms, application and how to contact the New Jersey American Water project manager can be found on our web page:

[https://www.amwater.com/New\\_Jersey\\_American\\_Water/About-Us/Providing-Solutions/Developers/](https://www.amwater.com/New_Jersey_American_Water/About-Us/Providing-Solutions/Developers/)

## 1.0 APPLICATION

**1.1 Main Extension Application** - Application is made through our web page: [APPLICATION](#)

**1.2 Application Deposit** - All applications for main extensions will require a non-refundable application deposit to cover the cost of the application review and process. Your project manager will provide you details on submitting the deposit.

**1.3 Application Supplemental Forms** - All applications for main extensions will require additional supplemental forms to be completed and submitted via the [APPLICATION](#).

**Fire Flow Calculation Worksheet** – The applicant must provide a form that specifies the fire flow requirements for the main extension. This form must be signed by the municipality.

**Demand Calculation Worksheet** – The applicant must provide estimates of Water and/or Sewer Usage Demand at the time of application.

**1.4 Application Completeness** – If the application is not complete or the application deposit is not adequate, New Jersey American Water will notify you by email 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. If the deficiencies are not addressed within one year from the date they were sent to the developer, the application shall be considered null and void.

## 2.0 TECHNICAL REVIEW

**2.1 Hydraulic Review** - The project will be analyzed to determine if:

- Proposed demands can be met with available production, treatment, supply, and water allocation capacity.
- Proposed plans meet the hydraulic needs of the proposed customers, including public and private fire protection needs.
- A NJDEP/BWSE permit is required\* or if the project can be considered under an existing NJDEP Master Permit. A listing of those municipalities that New Jersey American Water serves, and possesses a Master Permit, is available at our [website](#).

- 2.2 Construction Review** -The project plans will be reviewed for technical compliance, current regulations, company policies and general water works practices.
- 2.3 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. If the deficiencies are not addressed within one year from the date they were sent to the developer, the application shall be considered null and void.
- 2.4 Cost Estimates** - Once the final scope of the project has been defined by the technical review Stage, New Jersey American Water will develop project cost estimates that will serve as the basis for the deposits that are required to be submitted along with the agreements.

**\* NOTES CONCERNING PERMITS AND APPROVALS**

- If a NJDEP BWSE permit is required, the completed permit application should be submitted to New Jersey American Water following approval of plans. Refer to the Guide for Applying for NJDEP/BWSE Permits for further reference.
- The developer is responsible for all required permits and approvals, including all permit fees for the water/sewer mains and appurtenant facilities for the project.
- Construction will **NOT** begin on any element of the Project without evidence that all required permits and approvals have been secured. New Jersey American Water makes no representation as to the time required to obtain the permits and approvals for a project.
- 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.

### **3.0 AGREEMENT**

- 3.1 Agreements to be Sent to Developer** – An Extension Deposit Agreement (EDA) will be prepared by New Jersey American Water and sent to the developer. The agreement will indicate the deposit(s) required as determined by the project cost estimate and all other terms and conditions of the transaction.
- 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 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.**

- The developer must fully execute all applicable agreement(s) and return them to NEW JERSEY AMERICAN WATER with the required funding.
- 3.2 Developer Must Submit the Executed Agreement within One Year** - If a fully executed EDA is not delivered along with the required funding within one year from the date the agreement(s) were sent to the developer, the agreement shall be considered null and void. Furthermore, New Jersey American Water may notify the NJDEP that the applicable permit application or permit should be cancelled.
- 3.3 Easement Agreements (Where Applicable)** - Easements will be required if New Jersey American Water facilities will not be located within public right of way. New Jersey American Water will not be charged a fee for the easements required to serve the proposed development. The developer must provide a metes and bounds description and survey plats for all required easements. An easement Indenture will then be prepared by New Jersey American Water and sent to the property owner for execution.

#### **4.0 AGREEMENT**

- 4.1 Procurement of Contractors** - New Jersey American Water has the sole responsibility of contractor procurement and will send all projects out for bid. New Jersey American Water will use only approved contractors to bid and construct the project. The project will be bid to a minimum of three (3) approved contractors. The developer may request that New Jersey American Water consider a contractor to bid on the Work. If the contractor is an approved pre-qualified contractor, then they will be allowed to bid the Work.
- 4.2 Bid Results and Revised Cost Estimate** - New Jersey American Water will require the use of the lowest responsive bid, regardless of 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.
- 4.3 Remaining Deposit Based Upon Bid Costs** - New Jersey American Water will request the remaining project funding. The remaining project balance shall be the updated cost estimate of the main extension less any previously paid deposits.
- 4.4 Requirements to Release Project for Construction Scheduling** -The developer has provided the follow:
- NJDEP BWSE (if required);
  - Valid copies of all other permits.
  - All Deposits in full.
  - Accepted bid results.
  - An approved site plan with final Lot and Block Numbers, final street names and address numbers.
  - Any required service applications.
  - A service spreadsheet.

- Municipal Hydrant Authorization Form from the municipality and/or fire district approving the location of all public fire hydrants, and if required, has received the approved hydrant resolution; and
- 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.

**4.5 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 that is acceptable to New Jersey American Water 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).

**4.6 Construction** - New Jersey American Water has full responsibility to manage the construction of the project. New Jersey American Water will:

- Contract with New Jersey American Water approved construction contractors to perform the work.
- Purchase materials and supplies.
- Inspect the project using Company employees or outside contractors as needed.
- Test the project: The facilities must pass all pressure, leakage, bacteriological and water quality testing before they can be made available for service.
- 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. The developer may have an engineer or inspector review the work as well, but the activities of these representatives should be coordinated with New Jersey American Water.

## **5.0 CLOSE-OUT AND REFUND**

**5.1 Final Project Costs** - Project costs under the EDA include the actual and direct cost of New Jersey American Water's labor, contractor and material costs and any other direct and indirect costs required to complete the project.

**5.2 Reconciling Project Costs** - Once the project is completed New Jersey American Water will reconcile all project costs under the EDA.

**5.3 Reimbursements** - If the final project costs are less than the total funds deposited under the project, the balance will be reimbursed to the developer.

**5.4 Balance Due** - If the final project costs are greater than the total funds deposited for the project, an invoice will be generated and the balance due to New Jersey American Water, in accordance with the EDA.

- 5.5** ***Extension Refunds*** - Projects may be eligible for refunds to the developer based upon the revenues generated from bona fide customers obtaining service from the project. The terms of the refunds are outlined in the EDA. The maximum potential refund shall not exceed the total deposits of the project.