Passaic Valley Sewerage Commission

"Protecting Public Health and the Environment"

Form SCF-25 FMG
Revised: (12/11/24)

SEWER CONNECTION SUBMITTAL REQUIREMENT CHECKLIST FOR ALL NEW or CHANGED PROJECTS

Initial as enclosed

Please NOTE: A new connection need not be made for PVSC's review to be required

1) _____ Accurate information for the applicant, owner, and project location and 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 TWA, see below item 6).

3) _____ Municipal / Agency endorsement of the project (where applicable) has been enclosed.

4) _____ Endorsement of project by local sewer authority (where applicable) has been enclosed.

5) _____ The appropriate payment of the sewer connection fee as calculated in accordance with the attached Sewer Connection Fee Calculation Sheet by PVSC. Payment may be in the form of a Wire Transfer,(preferred) check or 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 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 above that are applicable to be considered complete and may be forwarded or faxed (973-466-2712) to the address below. ***PVSC APPROVAL (Required under NJAC 5:23) WILL BE GRANTED ONLY UPON COMPLETION OF THE PVSC 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 ect.

Mail to:

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

Submitted by: _____ _____ _____
(signature) *(print name)* *(date)*

This form is intended for use by PVSC and its Inspectors. The purpose is to help the applicant/ owner comply with UCC's Prior Approval (NJAC 5:23) as well as PVSC's Rules and Regulations under sections 602.6 / 602.7. Any project needing a TWA should use the 4-page application found on-line at https://www.nj.gov/pvsc/what/connect/

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APPLICANT, OWNER, PROJECT INFORMATION

1.)APPLICANT: (APPROVAL LETTER IS MAILED TO THIS ADDRESS, ENSURE IT IS ACTIVE)

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 E-MAIL:_____

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)*

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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 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
Residential Dwellings (Single family homes, duplex units, townhouses, condominiums, apartments)			Age Restricted / Standard	
1-bedroom unit (Age Restricted/Standard)	Per Dwelling	_____	○ 110/150 ○	0
2-bedroom unit (Age Restricted/Standard)	Per Dwelling	_____	○ 170/225 ○	0
3-bedroom unit or larger (Age Restricted/Standard)	Per Dwelling	_____	○ 225/300 ○	0
Transit Dwelling Units				
Hotels	Per Bedroom	_____	75	0
Lodging houses and tourist homes	Per Bedroom	_____	60	0
Motels and tourist cabins	Per Bedroom	_____	60	0
Boarding Houses (maximum permitted occupancy)	Per Boarder	_____	50	0
Camps				
Campground/mobile recreational vehicle/tent	Per Site	_____	100	0
Parked mobile trailer site	Per Site	_____	200	0
Children's camps	Per Bed	_____	50	0
Labor camps	Per Bed	_____	40	0
Day camps – no meals	Per Person	_____	15	0
Restaurants (including washrooms and turnover)				
Average restaurant (Waiter and Waitress service)	Per Seat	_____	35	0
Bar/cocktail lounges	Per Seat	_____	20	0
Fast food restaurant	Per Seat	_____	15	0
24-hour service restaurant	Per Seat	_____	50	0
Curb service/drive-in restaurant	Per Car Space	_____	50	0
Clubs				
Residential	Per Member	_____	75	0
Non-residential (Gym, Martial arts /MMA training)	Per Member	_____	35	0
Racquet club	Per Court Hour	_____	80	0
Bathhouse with shower	Per Person	_____	25	0
Bathhouse without shower	Per Person	_____	10	0
Institutions (includes staff)				
Hospitals /Out Patient Centers	Per Bed	_____	175	0
Assisted Living	Per Bed	_____	100	0
Skilled Nursing Facility	Per Bed	_____	75	0
Other institutions	Per bed	_____	125	0

Press here if you would like to reset the numbers **Reset**

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Subtotal for Page 3: 0

Type of Establishment	Measurement Unit	# of Units	Gallons per Day (GPD)	GPD/Type
Schools (include staff)				
No shower or cafeteria	Per Student / Staff		10	0
With shower or cafeteria (Athletic-classes)	Per Student / Staff		15	0
With cafeteria and showers	Per Student / Staff		20	0
With cafeteria, showers and laboratories	Per Student / Staff		25	0
Boarding / Dorm Rooms	Per Student		75	0
Automobile Service Stations				
Service Stations	Per Filling Position		125	0
Service bays	Per Bay		50	0
Mini-market	Per square foot		0.1	0
Miscellaneous				
Office buildings / Office Space (gross area)	Per square foot		0.1	0
Stores & shopping centers /Retail Space (gross area)	Per square foot		0.1	0
Factories/warehouses (add process wastewater (ww))	Per employee		25	0
Factories/warehouses w/showers (add process ww))	Per employee		40	0
Process Wastewater (include blowdown, cooling water)	Gallons Per Day		1	0
Laundromats (coin operated) Industrial see above	Per machine		580	0
Bowling alleys (add bar area seating when applicable)	Per alley		200	0
Picnic parks (restrooms only)	Per person		10	0
Picnic parks with showers	Per person		15	0
Fairgrounds (based upon average attendance)	Per person		5	0
Assembly halls	Per seat		3	0
Airports (based on passenger use)	Per passenger		3	0
Churches,Houses of Worship (worship area only)	Per seat		3	0
Theater (indoor)	Per seat		3	0
Dinner theater	Per seat		20	0
Catering/banquet hall	Per person		20	0
Sports stadium	Per seat		3	0
Visitors center	Per visitor		5	0
Multi-member swimming pool	Per Person		15	0

B) Total Projected Flow in GPD as calculated from pages 3 and 4: 0 **GPD**

C) Total Projected flow multiplied by the Rate ($/GPD): **X $3.86 /GPD**

D) Line B multiplied by line C equals Connected Flow Fee: **$** 0.00

E) Plus the Administrative Fee (per application): **+ $250.00***

F) Total Connection Fee due: **$** 250.00 **

* 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: Fees above are only valid in the same calendar year, afterwards the next years rate will be applied.