

**Addendum No. 40 Summary**  
**November 6, 2024**  
**REVISIONS TO THE LTMUA RULES & REGULATIONS**

The following sections are to be revised as follows:

**2.01 REQUIREMENT FOR APPLICATION**

Any individual property owner or land developer or an agent representing a property owner wishing to build any facility or change of the use of any facility within the Authority's service which either requires or already has potable water and/or sanitary sewer service shall make application to the Authority. To determine if the property is within the Authority's service area an individual may submit an inquiry request to the Authority to determine the availability of the Authority to provide water and/or sanitary sewer service to the property. The inquiry request shall be made to the Authority Engineer. If a property is within the Authority's service area and there is water and/or sanitary sewer service available to the property, an application to the Authority is required for any new development. The determination of whether water and/or sanitary sewer is available to the property is to be made by the Executive Director.

**2.02 LETTER OF NO INTEREST**

If the applicant feels 1) that the property should not be served by sewer and/or water or 2) if the applicant feels that an application to the Authority is not required he may request a letter of No Interest from the Authority. In order for a review to be completed the Executive Director or the Authority Engineer may require submission of construction plans showing the project or an engineer's report providing anticipated water and/or sanitary sewer demands. If review by the Authority Engineer is necessary, an escrow submission by the applicant may be required if determined necessary by the Executive Director.

For a project that currently does not have water and/or sanitary sewer the Executive Director shall examine the project to determine if the request can be granted. If the Executive Director has technical questions or if he feels the project requires a technical review he may request a review by the Authority Engineer. The Executive Director will advise the Authority and the Applicant of the findings.

For a project currently connected to the Authority's water and/or sanitary sewer system the Authority Engineer shall examine the project's anticipated water and/or sanitary sewer demands to determine if the request can be granted. The Authority Engineer will advise the Authority and the Applicant of the findings.

If the Authority feels that the applicant must install dry facilities then the applicant will make application to the Authority under the regulations for system extension as any other applicant to the Authority.

If a letter of no interest is issued permitting the applicant to connect to well water or a septic field, the letter will be valid for 1 year unless otherwise stated in the letter. If after 1 year the applicant requires a letter of no interest, a new request must be made to the Authority.

**2.03 APPLICATION SUBMISSION REQUIREMENTS**

The following are the three types of applications for service that can be made to the Authority, a description of when each application is required, and the required items to be submitted with the application. All three application forms must be

completed on the Authority's website located in the "forms" section at [www.lakewoodmua.com](http://www.lakewoodmua.com). Directions for how to complete the applications are also available in the "forms" section on the Authority's website.

### **2.03.1 SINGLE FAMILY RESIDENTIAL APPLICATION**

This application is intended to be used for either a disconnection of water and/or sanitary service to an individual resident (typically for the demolition of the residence) or for a new public water and/or sanitary sewer connection for an individual residence.

Submission Requirements:

- Copy of completed "Single Family Residential" application form
- Fees as listed in the completed application form
- Sketch/plan showing the locations of the driveway, water service from the main to the meter pit, the curb stop location, meter pit location, cleanout locations and the sanitary sewer service from the main to the first cleanout. This can be done as a formal plan or a red line by the applicant's contractor on a survey or a plot plan (ITEM NOT REQUIRED FOR SERVICE ABANDONMENTS)
- Shop drawings for all materials to be used for the construction of the water/sewer lines and abandonment of old lines if necessary
- Road Opening Permit
- Building Department Permit for water service installation showing the water service size to be installed (ITEM NOT REQUIRED FOR SERVICE ABANDONMENTS)
- Insurance certificate for the contractor naming the Authority as additional insured
- Insurance certificate for the property owner naming the Authority as additional insured
- Meter Fee (Amount varies based on current Authority contract with supplier and the meter size requested by the Applicant. ITEM NOT REQUIRED FOR SERVICE ABANDONMENTS)
- Connection Fee (Amount varies based on rates at time of connection. Authority website has posted the current connection fee rates. ITEM NOT REQUIRED FOR SERVICE ABANDONMENTS. ITEM MAY NOT BE REQUIRED DEPENDING ON DATE OF DISCONNECTION IF THIS IS FOR A RECONNECTION.)
- As-Built Plan Fee (Amount varies based on current Authority contract with service provider. To obtain the current amount please reach out to the Authority Engineering Department. ITEM NOT REQUIRED FOR SERVICE ABANDONMENTS.)
- Return Existing Meter to Authority (ONLY REQUIRED FOR SERVICE ABANDONMENTS)

### **2.03.2 COMMERCIAL DEVELOPMENT OR RESIDENTIAL SUBDIVISION WITHOUT A WATER AND/OR SANITARY SEWER MAIN EXTENSION**

This application is intended to be used for applications that do not contain a water and/or sanitary sewer main extension that contain connection, disconnection or change of use of a commercial development and/or any residential development containing multiple units.

Submission Requirements:

- Copy of completed “Commercial Development or Residential Subdivision WITHOUT Main Extension” application form
- Fees as listed in the completed application form
- Completed W-9 form for the applicant
- Copy of certificate of formation(s) for the property owner(s)
- Two (2) signed/sealed sets of construction plans
- Two (2) signed/sealed sets of engineer’s reports

**2.03.3 COMMERCIAL DEVELOPMENT OR RESIDENTIAL SUBDIVISION WITH A WATER AND/OR SANITARY SEWER MAIN EXTENSION**

This application is intended to be used for applications that contain a water and/or a sanitary sewer main extension that the Authority will ultimately own, operate and maintain at the conclusion of the project.

Submission Requirements:

- Copy of completed “Commercial Development or Residential Subdivision WITH Main Extension” application form
- Fees as listed in the completed application form
- Completed W-9 form for the applicant
- Copy of certificate of formation(s) for the property owner(s)
- Two (2) signed/sealed sets of construction plans
- Two (2) signed/sealed sets of engineer’s reports
- Two (2) signed/sealed engineering specifications

**2.04 APPLICATION APPROVAL REQUIREMENTS**

In addition to the items required to be submitted in the Application Submission Requirements, additional items are required to be submitted for approval of the project and in order to commence service to a project. The following are the additional requirements for the three types of applications for service made to the Authority

**2.04.1 SINGLE FAMILY RESIDENTIAL APPROVAL REQUIREMENTS**

All items required to be submitted for approval are listed in section 2.03.1.

**2.04.2 COMMERCIAL DEVELOPMENT OR RESIDENTIAL SUBDIVISION WITHOUT A WATER AND/OR SANITARY SEWER MAIN EXTENSION**

Project approval is necessary for construction to commence. The following are the items required to be submitted/completed for project approval:

- All items required to be submitted as listed in section 2.03.2
- Construction Observation and As-Built Review Fees
- Developer’s Agreement
- Recorded Easements (if applicable)
- Approved Construction Drawings (4 sets signed/sealed & 1 autocad version)
- Approved Engineer’s Reports (2 sets signed/sealed)
- Permits as needed (Road Opening, Fire Commissioners, OCUA, TWA, etc.) \*
- Approved Shop Drawings

- Proof of Insurance for Contractor naming the Authority as additional insured
- Indemnity Clause signed/notarized by the contractor
- Corporate Resolution from the contractor
- Proof of Insurance for the property owner naming the Authority as additional insured
- Approved Traffic Safety Plan (if required)
- Preconstruction Meeting (must be held within 90 days of commencement of construction or a follow up meeting will be required. Meeting will not be scheduled unless construction is anticipated to commence within 30 days)
- Any other items as noted by the Authority Engineer in email or written form & any other items as noted by the review engineer in the issued review letters.

In order to connect to the Authority's system and obtain meters for a project, the following are the items required to be submitted/completed in addition to the items required for project approval:

- Connection Fees
- Meter Fees
- Agreement Fees (Any fees listed in the Developer's Agreement)
- Escrow account must maintain an acceptable positive escrow balance as determined by the Authority Engineer or CFO. If the balance is below the acceptable amount, a meter will not be installed.
- Completion of All Construction Items
- Approved As-Built Plans (2 sets signed/sealed, 1 mylar copy, & 1 autocad version)
- Any other items as noted by the Authority Engineer in email or written form & any other items as noted by the review engineer in the issued review letters.

#### **2.04.3 COMMERCIAL DEVELOPMENT OR RESIDENTIAL SUBDIVISION WITH A WATER AND/OR SANITARY SEWER MAIN EXTENSION**

Project approval is necessary for construction to commence. The following are the items required to be submitted/completed for project approval:

- All items required to be submitted as listed in section 2.03.3
- Construction Observation and As-Built Review Fees
- Conceptual Plan (if requested by the Authority Engineer)
- Performance Guarantees
- Developer's Agreement
- Recorded Easements (if applicable)
- Lakewood Township Municipal Utilities Authority Board Approval of the proposed main extension
- Approved Construction Drawings (4 sets signed/sealed & 1 autocad version)
- Approved Engineer's Reports (2 sets signed/sealed)
- Approved Engineering Specifications (2 sets signed/sealed)
- Approved Hydraulic Analysis Report (Required for Water Main Extensions only)
- Hydraulic Directional Drill (HDD) plans, specifications and reports (if applicable)
- Permits as needed (Road Opening, Fire Commissioners, OCUA, TWA, etc.) \*

- Approved Shop Drawings
- Proof of Insurance for Contractor naming the Authority as additional insured
- Indemnity Clause signed/notarized by the contractor
- Corporate Resolution from the contractor
- Proof of Insurance for the property owner naming the Authority as additional insured
- Approved Traffic Safety Plan (if required)
- Preconstruction Meeting (must be held within 90 days of commencement of construction or a follow up meeting will be required. Meeting will not be scheduled unless construction is anticipated to commence within 30 days)
- Any other items as noted by the Authority Engineer in email or written form & any other items as noted by the review engineer in the issued review letters.

In order to connect to the Authority's system and obtain meters for a project, the following are the items required to be submitted/completed in addition to the items required for project approval:

- Connection Fees
- Meter Fees
- Agreement Fees (Any fees listed in the Developer's Agreement)
- Escrow account must maintain an acceptable positive escrow balance as determined by the Authority Engineer or CFO. If the balance is below the acceptable amount, a meter will not be installed.
- Completion of All Construction Items
- Approved As-Built Plans (2 sets signed/sealed, 1 mylar copy, & 1 autocad version)
- Any other items as noted by the Authority Engineer in email or written form & any other items as noted by the review engineer in the issued review letters.

#### **2.04.4 DESCRIPTIONS, DEFINITIONS & REQUIREMENTS OF ITEMS LISTED IN THE APPLICATION APPROVAL REQUIREMENTS**

Permits – It shall be the applicant's responsibility to prepare all documents that are required for application to other agencies for permits or approval. The applicant shall submit copies of all such documents to the Authority for review. The applicant shall send all original documents requiring signatures to the Authority. The originals must be clearly marked where signatures are required. The names should be typed below the area required for signature. The applicant will retrieve and forward all documents to the appropriate agencies. Copies of all cover letters or other correspondence to reviewing agencies shall be sent to the Authority. Neither the Authority or its agents shall assume any responsibility for the failure of an applicant to obtain any permits required for a project nor shall the Authority assume any responsibility for the accuracy or completeness of any application for permit

Approved Plans – It is the responsibility of the applicant to notify the Authority Engineer if the plans have been modified following construction plan approval. The applicant engineer shall verify that there are no revision dates added after the construction plan approval date. If the plans have been modified after the construction plan approval, the applicant must supply the Authority Engineer with a detailed explanation of what has changed, especially any items which may affect the Authority's infrastructure. The Authority Engineer will report to the Authority all changes to the plans. If the Authority deems that the plans have

been substantially modified since the plan approval, the Authority may recommend that the applicant go through the approval process again. This may include new submission of fees for and a new approval if the changes so warrant.

Performance Guarantees – The Authority Engineer shall review the performance guarantees to determine if the amounts correspond to the approved construction cost estimate and the current Construction Cost Estimate Schedule. The applicant should note that the Authority updates its construction cost estimating schedule yearly and it is the applicant's responsibility to verify that the construction cost estimate has not been modified prior to start of construction. The applicant must post guarantees based on the schedule in affect at the time construction is to commence. If the schedule is modified after performance guarantees have been posted and approved but prior to the start of construction, the applicant will be required to modify the performance guarantees to the current schedule in affect at the time of commencement of construction.

Shop Drawings – The Authority Engineer will review the shop drawings and certifications to verify that the materials being supplied meet the specifications submitted for the project.

#### **2.04.5 REVISIONS AFTER PLAN APPROVAL**

Even though the Construction Plans may have received approval by the Authority, if it is determined at any time that the facilities will cause the Authority difficulty in operation, maintenance, or increased maintenance costs the Authority reserves the right to require the applicant to make whatever modification may be necessary to alleviate the problem. This shall specifically not be limited to the plan review stage of the project. If it is determined, during the review of the plans or construction of the facilities that the facilities as proposed or constructed would cause a problem with the operation or maintenance of facilities, the quality or quantity of effluent, or they endanger the public or have the potential for endangering public health and safety, the Authority may require the applicant to revise the plans or modify facilities as required to rectify the situation.

The Authority will determine what action will be required to rectify the problem. Any expenses incurred by the Authority for this will be reimbursed by the applicant. These expenses may include but not limited to engineering fees, attorney's fees, laboratory tests and soils analysis.

#### **2.04.6 PERFORMANCE GUARANTEE REDUCTION**

Change current section # from 2.05.6 to 2.04.6

#### **2.04.7 PERFORMANCE GUARANTEE RELEASE & ACCEPTANCE FOR OWNERSHIP**

Change section # from 2.05.7 to 2.04.7

#### **2.04.8 MAINTENANCE GUARANTEE RELEASE**

Change section # from 2.05.8 to 2.04.8

#### **TBR SECTIONS TO BE REMOVED**

"Individual Connections" Current Section 2.04 including Current Sections 2.04.1, 2.04.2

"System Extensions" Current Section 2.05

"Conceptual Approval" Current Section 2.05.1

"Technical Approval" Current Section 2.05.2

"Final Approval" Current Section 2.05.3

"Remedial Action Subsequent to Final Approval" Current Section 2.05.4

"Requirements for Meter Installation" Current Section 2.05.5