

Lakewood Township Municipal Utilities Authority Instructions for Submitting an Application

1. Choose the correct Online Application Form for your application. The following are your choices:
 - Single Family Residential – You choose this application if you are proposing to demolish an existing single family home and need to abandon the water and/or sanitary sewer services OR if you want to connect water and/or sanitary sewer services to one single family residential home.
 - Commercial Development or Residential Subdivision WITHOUT Main Extension – You choose this application for all applications that you do not propose a water or sanitary sewer main extension (only laterals or fire services for buildings) and your application is for more than one single family residential home or a commercial building.
 - Commercial Development or Residential Subdivision WITH a water and/or sanitary sewer main extension – You choose this application when your project contains a water and/or sanitary sewer main extension that the Authority will ultimately own, operate and maintain at the conclusion of the project.
2. Complete Online Application Form.
 - Upon completion of the online application a copy of your completed application form will be sent to the email address you typed in as “submitter’s e-mail address” when you started the form. The email will be sent from the email address NoReply@lakewoodmua.com. If you do not receive the email address in your inbox, please check your spam folder and verify you did not have any typographical errors when you typed in your email address to the “submitter’s e-mail address”. If you still do not receive an email, please email Chris McClain (cmccclain@lakewoodmua.com) and Adam Ponsi (aponsi@lakewoodmua.com) informing the Authority of your issue.
 - The required fees to be submitted will be listed in your completed application form.
3. Submit Documents and Fees based on your type of Application. See below for the list per Application.

Documents required for applications for “Single Family Residential” as described above:

- Copy of completed Application Form
- Fees as listed in the completed Application Form
- Sketch/plan showing the locations of the driveway, water service from main to meter pit, curb stop, meter pit, and the sanitary sewer service from main to first

cleanout. This can be done as simple as a red line by your contractor on a survey or plot plan (Not Required for Abandonments)

- Shop drawings for all the 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 (Not Required for Abandonments).
- Insurance certificate for the contractor naming the Authority as additional insured
- Indemnity clause for the contractor
- Insurance certificate for the property owner naming the Authority as additional insured
- Meter Fee depending on size of the meter (Not Required for Abandonments. Please see lakewoodmua.com for current meter fee rates)
- Connection Fees depending on date of disconnection and date of reconnection (Not Required for Abandonments. Please see lakewoodmua.com for current connection fee rates)
- As-Built Plan fee (Not Required for Abandonments. Please email Colin Farrell cfarrell@lakewoodmua.com for the current As-Built Plan fee rates as these change yearly)
- Return Existing meter to Authority (Only Required for Abandonments)

Documents required for all other applications besides for “Single Family Residential”:

- Copy of completed 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) (This may be different from the Applicant)
- Two (2) signed/sealed sets of construction plans
- Two (2) signed/sealed sets of engineer’s reports
- Two (2) signed/sealed engineering specifications (required when there is a water or sanitary sewer main extension)

Failure to complete the online application form accurately and in its entirety may delay your application review from commencing. Failure to provide the required fees or above documents will delay the start of your application review. If you have any questions regarding the application forms or procedures, please contact the Authority Engineer, Adam Ponsi (aponsi@lakewoodmua.com).