

# **LAKWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701  
PHONE (732) 363-4422 | FAX: (732) 905-0712 | [WWW.LAKEWOODMUA.COM](http://WWW.LAKEWOODMUA.COM)



## **INFORMATION FOR INDUSTRIAL/COMMERCIAL CONNECTIONS TO THE AUTHORITY'S WATER/SEWER SYSTEMS**

The owner/developer is responsible to not only obtain the approval of the Lakewood Township Municipal Utilities Authority but also the Lakewood Township Building Department.

If work is to be done in the road Right of Way (ROW) then a Road Opening Permit must be obtained from the appropriate agency.

#### Administrative Application Completeness

For a water/sewer connection application to be considered complete, the following must be submitted:

1. Form WE – for a water connection
2. Form SE – for a sewer connection
3. Form – Commercial / Industrial Application for Service
4. Application fee of \$100 for each application form
5. Project Review Fee (escrow) fee of \$1,500 for each application form
6. Construction Inspection fee (escrow) of \$1,500 for each application form
7. AsBuilt Plan Fee \$1,000 for each application form
8. Connection fee - based on the Authority's Rate Schedule at the time of connection
9. Meter Fee(s) - based on the Authority's approved meter fee schedule at time of connection
10. Copy of all permits required by other Agencies
11. Insurance from contractor, owner & general contractor
12. Detailed construction plans
13. An Engineer's Report for the water and/or sewer system
14. Architectural plumbing plans
15. Shop Drawings

#### Detailed Construction Plans

The detailed construction plans are to include the following:

1. Show all proposed and existing water and sewer lines, piping sizes and material.
2. Separate the domestic and fire service lines (two separate lines from the water main).
3. Dimension the water and sewer lines from the property lines and dimension the lines entering the building and any unusual bends in the lines.
4. All water and sewer connection to existing mains must be made to existing stubs, if possible.
5. "Wet tapping" is to be used for all water connections to the existing water main unless an existing stub is available.
6. Water line must have Class 52 called out on the drawing.
7. The benchmark must be called out on the plan and referenced to the 1988 NAVD. Method for how benchmark was established must be indicated.

8. An observation manhole is required for all sanitary connections. The piping entering and exiting the manhole must not have a change in horizontal or vertical direction within ten feet either side of the manhole.
9. All valves must be numbered.
10. The limit of the Authority's ownership must be clearly identified on the plan.
11. Typical construction details can be found on the Authority's website – <http://www.lakewoodmua.com/details.php>.
12. The following notes must be on the plans:
  - a. The water meter must be installed inside the building in a location where it can be easily accessed for reading and maintenance. The contractor must contact the Authority's Field Supervisor before the piping is installed to verify that the location is acceptable.
  - b. The water meter must have a remote readout located in an area approved by the Authority's personnel so that it is accessible for reading. The contractor is responsible for the installation of the wires from the water meter to the remote readout.
  - c. The water meter and the remote readouts are to be clearly identified (i.e. domestic use, irrigation, etc.) with brass tags.
  - d. Curb stops must not be located in concrete or asphalt pavement. The curb stop must be at least five feet from the building.
  - e. All water laterals must be five feet below ground surface.
  - f. Connection to the Authority's system must be made by "wet tapping" the line unless special provisions are made. All vertical and horizontal fittings must be securely restrained.
  - g. The Authority must be notified at least 48 hours before construction is to commence.
  - h. All water lines including fire lines must have reduced pressure backflow preventers installed.

### Engineer's Report

1. The engineer's report must indicate whether or not there would be any unusual demands for water or sewer such as washing equipment, processing water or if it is to be strictly domestic use and waste.
2. The engineer's report must specifically state if this will be a single or a multiple tenant building. If it is a multiple tenant building please indicate how many units will be in each building.
3. The Engineer's Report must state the size of the water meter(s) required.

4. The engineer's report must supply the average gallons per day (GPD) to be used by the occupant. All calculations as to how the flow was determined must be detailed as well as the standard referenced.
5. The engineer's report must supply the peak flow, as well as the standard referenced.
6. The engineer's report must provide the number of equivalent dwelling units (EDU's) so that the connection fees can be calculated accordingly.

#### Documents Required Prior to Construction

All materials must meet the requirements of the Lakewood Township Municipal Utilities Authority and the Township Building Department. **Shop drawings** must be submitted to the Authority for all materials to be used. Allow two weeks for the review of shop drawings by the Authority.

Prior to any work commencing a **Certificate of Insurance** naming the Lakewood Township Utilities Authority as the additionally insured must be submitted, reviewed and approved.

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THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY RULES & REGULATIONS (AND ADDENDUMS) SUPERCEDE ANY INFORMATION LISTED IN THIS DOCUMENT.

**Application for Commercial / Industrial Water Connection – Form WE**

**1. Premises to be connected:** Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Tax Map: \_\_\_\_\_

**2. Property Owner**

- a. Name: \_\_\_\_\_ Contact \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_
- d. Email: \_\_\_\_\_

**3. Applicant (if other than owner)**

- a. Name: \_\_\_\_\_ Contact \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_
- d. Email: \_\_\_\_\_

**4. Engineer / Architect**

- a. Name: \_\_\_\_\_ Contact \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_
- d. Email: \_\_\_\_\_

**5. State what premises are to be used for:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Fees**

- a. Make all checks payable to the *Lakewood Township Municipal Utilities Authority*
- b. Applicant is required to pay all applicable fees as required by LTMUA at time of application.
- c. Application Fee: \$100
- d. Project Review Fee (Escrow): \$1,500
- e. Construction Inspection Fee (Escrow): \$1,500
- f. AsBuilt Plan Fee: \*\*\$1,000 minimum (*to be determined based on the Approved Construction Cost Estimate by the Authority Engineer*)

**Signature of Applicant:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**(PRINT name and relation to owner)** \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

LTMUA w/o# \_\_\_\_\_

- Date Application Received: \_\_\_\_\_ • Fees Received: \_\_\_\_\_
- Plans – Construction: \_\_\_\_\_ Architectural Plumbing: \_\_\_\_\_ • Engineer / Architect Report: \_\_\_\_\_
- Show Drawings / Certifications: \_\_\_\_\_ • Insurance: \_\_\_\_\_
- Permits: \_\_\_\_\_

**Application for Commercial / Industrial Sanitary Sewer Connection – Form SE**

**1. Premises to be connected:** Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Tax Map: \_\_\_\_\_

**2. Property Owner**

- a. Name: \_\_\_\_\_ Contact \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_
- d. Email: \_\_\_\_\_

**3. Applicant (if other than owner)**

- a. Name: \_\_\_\_\_ Contact \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_
- d. Email: \_\_\_\_\_

**4. Engineer / Architect**

- a. Name: \_\_\_\_\_ Contact \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_
- d. Email: \_\_\_\_\_

**5. State what premises are to be used for:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Fees**

- a. Make all checks payable to the *Lakewood Township Municipal Utilities Authority*
- b. Applicant is required to pay all applicable fees as required by LTMUA at time of application.
- c. Application Fee: \$100
- d. Project Review Fee (Escrow): \$1,500
- e. Construction Inspection Fee (Escrow): \$1,500
- f. AsBuilt Plan Fee: \*\*\$1,000 minimum (*to be determined based on the Approved Construction Cost Estimate by the Authority Engineer*)

**Signature of Applicant:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**(PRINT name and relation to owner)** \_\_\_\_\_

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LTMUA w/o# \_\_\_\_\_

- Date Application Received: \_\_\_\_\_ • Fees Received: \_\_\_\_\_
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- Permits: \_\_\_\_\_

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## COMMERCIAL / INDUSTRIAL APPLICATION FOR SERVICE

PLEASE CHECK ONE: OWNER  TENANT  APPLICATION FOR SERVICE: WATER  SEWER

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

Block No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Phone No. \_\_\_\_\_ Account No. \_\_\_\_\_

I \_\_\_\_\_ do hereby apply for water and/or sewer service to my property located at (Billing Address) \_\_\_\_\_ Lakewood, NJ 08701. In doing so I agree to comply with all Rules and Regulations of the Authority applicable to water and or sewerage service.

\_\_\_\_\_  
(applicant signature)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(date)

FIRE SERVICE:	_____	WATER CONNECTION:	_____
APPLICATION FEE:	_____	SEWER CONNECTION:	_____
METER FEES:	\$ _____	TOTAL DUE:	\$ _____
QTY: _____ SIZE: _____			
IRRIGATION METER:	_____	AMOUNT RECEIVED	_____
		INITIALS	_____
WATER DEPOSIT:	_____		
SEWER DEPOSIT:	_____	DATE ACCOUNT CREATED	_____
		INITIALS	_____