



Passaic Valley Sewerage Commission

"Protecting Public Health and the Environment"

SEWER CONNECTION SUBMITTAL REQUIREMENT CHECKLIST FOR ALL NEW or CHANGED PROJECTS

Initial as enclosed

- 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:

_____ **Copy** of the Treatment Works Approval application (TWA-1)

_____ **Copy** of the Statements of Consent form (WQM-003)

_____ **Copy** of the Engineer's Report (WQM-006)

_____ **Copy** of the Site, Utility, Profile and Detail Plans for all underground facilities in electronic PDF format (can be emailed, or presented on a disk)

{ **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 dropped off (**BY APPOINTMENT ONLY**) to the address below. **PVSC APPROVAL WILL BE GRANTED ONLY UPON COMPLETION OF THE PVSC INSPECTION AND COMPLIANCE REVIEW PROCESS INCLUDING FULL PAYMENT (IF APPLICABLE) OF ANY AND ALL PVSC CONNECTION FEES.**

Inspector may ask for other documents such as water consumption, Property Record Cards ETC.

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

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



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Form SCF-18
Revised: (12/12/17)

APPLICANT, OWNER, PROJECT INFORMATION

1.) APPLICANT: (THIS IS WHERE YOUR ENDORSEMENT LETTER WILL BE MAILED.)

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 _____

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