

# REQUIREMENTS FOR INDIVIDUAL WATER AND SEWER SERVICE

## 1.0 DETERMINATION OF SERVICE AVAILABILITY

Owners, who wish to receive or determine the availability of service, shall file a 'Statement of Utility Services' form with the Authority. The Authority will review the utility service request and make its determination of service availability within three (3) business days of receipt.

## 2.0 NEW APPLICATION FOR INDIVIDUAL SERVICE

Once it has been determined that service can be provided from the Authority's system, owners of property shall proceed as follows:

- Obtain the signed 'Statement of Utility Services' form from the Authority.
  - ✓ This statement will only be issued to the owner of the property and will be valid for a period of one (1) year.
- Complete an "Application for Utility Service" with the Customer Service Department and pay all applicable fees in accordance with the current Schedule of Rates.
  - ✓ The Authority will supply a receipt for payment of applicable fees.
- Apply to the Township for all appropriate permits (including Plumbing / Electrical permits required for sprinkler meter retrofits).
  - ✓ Provide the Township with a copy of the receipt provided by the Authority.
  - ✓ The Plumbing sub-code official is responsible for all inspections from the curb to the home.
- Contact the following agencies, as appropriate:
  - ✓ 'New Jersey One Call' at 800 272-1000 at least three (3) full days before work is to begin to obtain a free mark-out of all existing utilities;
  - ✓ 'Jackson Township Police Department' at 732 928-1111 to advise them of the type of work, location and time of construction to see if a traffic control plan is required;
  - ✓ 'Jackson Township Department of Public Works' at 732 928-1311 to obtain a Township Road Opening Permit for all local roads; and
  - ✓ 'Ocean County Engineering Department' at 732 929-2124 to obtain a County Road Opening Permit for all County roads.
- Tap all sewer and water lines, if necessary, under the inspection of an Authority representative.
  - ✓ Taps must be performed by a contractor with a minimum of five (5) years experience installing water and sewer facilities.
  - ✓ The contractor must provide proof to the Authority of a minimum of \$500,000.00 liability insurance.

- ✓ The Authority's Customer Service Department shall be provided 48 hours notice to schedule the inspection. Any taps not inspected by Authority personnel shall be uncovered for inspection prior to service beginning.
- Ensure that all plumbing and electrical work conforms to the meter specification requirements, which can be obtained from the Customer Service Department.
  - ✓ At meter installation, if the meter spread or other requirements are not met, a re-install fee will be applied to the account and must be paid in full before a second installation attempt.
- Request the installation of a meter from the Authority's Customer Service Department upon satisfactory connection.
  - ✓ The meter will be installed within three (3) business days of the request.
- Obtain a 'Letter of Compliance' from the Authority upon the successful installation of the water meter and payment of all fees.
  - ✓ The 'Letter of Compliance' will be required by the Township Plumbing Department.

### **3.0 CHANGE IN OWNERSHIP**

#### **3.1 RESIDENTIAL**

Upon the sale of a property, the Authority requires that the seller or seller's attorney fax a request for a final reading. The request must include the date of closing and the buyer's information. If the Authority receives the final reading request before noontime, it will be completed on the next business day. If the final reading request is received after noontime, it will be processed in the next available time slot.

After a final read is obtained, a final bill will be generated and faxed to the seller or their designee. Payment is due upon receipt.

#### **3.2 NON-RESIDENTIAL**

Non-residential customers changing ownership or those non-residential customers changing the usage of their property are required to file a 'Statement of Utility Services' form with the Authority. The form should indicate whether there is a change in ownership and/or use. Depending on the changes, owners may be required to submit plans to the Engineering Department for review. Additional connection fees may be assessed based on the changes.

### **4.0 NON-RESIDENTIAL – MANDATORY CONNECTION**

'Mandatory Connection' for Non-Residential customers is outlined in Jackson Township Ordinance No. 37-01.