



Joint Meeting of Essex & Union Counties

500 South First Street □ Elizabeth □ NJ 07202

908-353-1313 □ FAX: 908-353-7925

JOINT MEETING OF ESSEX & UNION COUNTIES

TREATMENT WORKS APPROVAL APPLICATION PACKAGE

1. Completed **Treatment Works Approval Permit Application (TWA-1)**
2. **Engineer's Report for Domestic Treatment Works Approval Application(WQM-006)**
3. Executed **Statements of Consent (WQM-003)**
4. One set of the final plans and profiles signed and sealed (to remain the property of the JM)
5. Sanitary sewer specifications
6. Construction cost estimate
7. A review fee is due at the time of the application based on the attached table.

Check should be made out to “ **Joint Meeting of Essex & Union Counties** “



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JOINT MEETING OF ESSEX AND UNION COUNTIES

SEWER EXTENSION FEES

Residential EDU's

<u>EDU's</u>	<u>Review Fee</u>
1-4	\$150
5-25	\$250
26-50	\$400
51-100	\$600
> 100	\$7.50 per EDU

Commercial EDU's = \$150 + (EDU's x \$7.50)

NOTE: 300 gallons per day = 1 EDU

**TREATMENT WORKS APPROVAL
CHECKLIST FOR ADMINISTRATIVE COMPLETENESS**

The submittal of an administratively complete Treatment Works Approval (TWA) application is essential for a quick and timely review. If the TWA application is not administratively complete at the time of submittal, **the review of the application will be delayed.** Therefore, please make sure that you have provided the items listed in N.J.A.C.7:14A-22.8(a). Below is a checklist that you may use.

- ❶ Original Application Form TWA-1, signed and sealed.
- ❷ Original Engineer's Report Form WQM-006, signed and sealed. (For All General Industrial TWAs, see [*] below.)
NOTE: Project specific Engineer's Report in lieu of the Form WQM-006 is required for Sewage Treatment Plants.
- ❸ Original completed Consent Form WQM-003.
NOTE: Resolutions authorizing appropriate signature from Municipalities and Sewerage Authorities (as applicable) on ALL submitted forms (TWA-1, WQM-003) are required.
- ❹ Application Review Fee, payable to "Treasurer, State of New Jersey, Environmental Services Fund". See Fee Schedule for fee calculation.
NOTE: For General Industrial TWAs, the minimum Application Review Fee is required.
- ❺ A breakdown of the Construction Cost Estimate for the proposed sewerage facilities.
- ❻ Copies of Receipts of Public Notification from the Municipal Planning Board and the Municipal Environmental Commission.
NOTE: If the municipality does not have an Environmental Commission, a receipt from the County Environmental Commission must be obtained. If neither exists, then a letter stating such must be submitted.
- ❼ Copy of appropriate USGS Quadrangle Map with project site clearly delineated.
- ❽ One (1) set of Final Plans and Profiles signed and sealed by a New Jersey Licensed Professional Engineer on each sheet. Plans must be marked "FINAL" or "FINAL FOR SEWER DESIGN". Plans are to include standard details of sewerage appurtenances.
- ❾ One (1) set of Construction Specifications, signed and sealed by a New Jersey Licensed Professional Engineer.
- ❿ Copy of Sewer Connection Ban Exemption Approval, if the project is located in a ban area.

[*] For All General Industrial TWAs ONLY, the following additional items will be required:

- a) A Completed Licensed Operator Grading Sheet Form DWR-175;
- b) An Engineer's Certification for General Industrial TWAs, signed and sealed by a New Jersey Licensed Professional Engineer, in accordance with N.J.A.C. 7:14A-22.6(a)3;
- c) An Engineer's Abstract containing, at a minimum, the following:
 - i. A description of waste treatment system;
 - ii. The ultimate destination of all wastewater and residuals;
 - iii. Listing of all pollutants, including regular and intermittent flows, which may enter the system;
 - iv. The average and peak flow requirements; and
 - v. The expected composition of effluent from the treatment system.
- d) For direct dischargers to surface or groundwater, or for indirect dischargers required to obtain a NJPDES/SIU permit from the Department, a copy of a valid NJPDES permit and/or a General NJPDES permit authorization.

Please submit application to
NJDEP, Division of Water Quality
Bureau of Financing and Construction Permits
 401-03D, PO Box 420
 Trenton, New Jersey 08625-042
 Attention - John Maselli or Nina Luchansky (TWA Program)

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER QUALITY
MAIL CODE 401-03D, PO BOX 420
TRENTON, NEW JERSEY 08625-0420

TREATMENT WORKS APPROVAL FEE SCHEDULE

The fee schedule for the Treatment Works Approval applications processed by the Department of Environmental Protection is established in accordance with N.J.A.C. 7:14A-22.25 et al. The latest changes to the permit fees were published in the New Jersey Register on May 5, 2008. **The minimum fee remains \$850.00.** As before, the below fee formulas base the permit fees on a percentage of the construction costs on the portion of the project for which a Treatment Works Approval is requested. The fee formulas are based upon the following categories:

CATEGORY I: (Projects with a construction cost exceeding \$1,000,000)

$$\text{FEE} = 4P(\$250,000) + 2P(\$750,000) + P(\text{C.C.} - \$1,000,000)$$

CATEGORY II: (Projects with a construction cost exceeding \$250,000 but less than or equal to \$1,000,000)

$$\text{FEE} = 4P(\$250,000) + 2P(\text{C.C.} - \$250,000)$$

CATEGORY III: (Projects with a construction cost less than or equal to \$250,000)

$$\text{FEE} = 4P(\text{C.C.})$$

For all three categories, and "C.C." is the construction cost on the portion of the project for which a Treatment Works Approval is requested and as of July 1, 2008, the value for "P" **has been calculated to be equal to .0044.** Please note that **\$850.00 is the minimum permit fee.** Please be aware that the minimum review fee for Treatment Works Approval modifications continues at \$500.00.

TREATMENT WORKS APPROVAL
 CONTACT PEOPLE

☞ EUGENE CHEBRA, P.E., P.P., ACTING ASSISTANT DIRECTOR, DIVISION OF WATER QUALITY

GAUTAM R. PATEL
(609) 633-1180

CHIEF, BUREAU OF CONSTRUCTION AND CONNECTION PERMITS
TREATMENT WORKS APPROVALS – TECHNICAL REVIEW

JOHN MASELLI /
NINA LUCHANSKY
(609) 984-4429

BUREAU OF CONSTRUCTION AND CONNECTION PERMITS
TREATMENT WORKS APPROVALS - ADMINISTRATIVE REVIEW

KIRIT ANIN
(609) 984-4429


SUPERVISOR, CONSTRUCTION AND CONNECTION PERMITS
GENERAL INDUSTRIAL TWA PROCESSING

ELEANOR KRUKOWSKI
(609) 292-0407

SUPERVISOR, BUREAU OF NON-POINT POLLUTION CONTROL
ALTERNATE DESIGN SEPTIC SYSTEMS

(Septic systems with a design flow of 2,000 gallons per day or less)

☎ If you have any questions on the administrative submission of a Treatment Works Approval application, please call ☎
Bureau of Construction and Connection Permits (609) 984-4429
Bureau of Non-Point Pollution Control (609) 292-0407

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Municipal Finance and Construction Element

Bureau of Construction and Connection Permits (BCCP)



Treatment Works Approval Permit Application Deficiencies

Below are some common permit application deficiencies:

▸ Construction Management Section

▸ Treatment Works Approvals (TWA) Section

▸ Capacity Assurance Program

▸ Sewer Bans and Sewer Ban Exemptions

▸ NJPDES TWA Application Forms

▸ Construction Management Forms

Administrative Deficiencies

- The applicant listed on the TWA-1 Form is incorrect. The applicant should be the entity that will eventually own and operate the proposed treatment works.
- Signatures on the TWA-1, WQM-003, and WQM-006 forms are older than 1 year and/or are not original.
- The application fee is not included with the application or is calculated incorrectly.
- Notifications to the Local Planning Board and Environmental Commission are not included (certified mail - return receipt requested).
- Engineering documents are not signed and sealed.

Technical Deficiencies

- Gravity sewer lines are designed below minimum slope requirements or are oversized to circumvent the need for a pump station and force main.
- The Engineer's Report (Form WQM-006) and the final construction plans are inconsistent.
- The site plan is incomplete (for example, plans do not show existing sanitary sewer lines, water mains, storm sewers, stream crossings, etc.).
- The design flow calculation is inconsistent with Department requirements and/or greater than the amount of flow approved by the owner of the receiving wastewater treatment facility.
- The engineering design deviates from the Department's requirements and adequate justification is not provided.
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