

**Clinton Township Sewerage Authority  
Rules and Regulations**

**I. Definitions**

The following definitions in Ordinance #298-86 should be considered for change (\*) or are not included (#) within the above referenced Ordinance and should be considered for incorporation into the Authority's Rules and Regulations:

- (1) (\*) "C.T.S.A." also referred to as the Authority shall mean the Clinton Township Sewerage Authority organized pursuant to the Sewerage Authority Law, N.J.S.A. 40:14 A-1 et seq.
- (2) (#)"Authority Consulting Engineer" shall mean any person or firm duly employed in such capacity by the Authority.
- (3) (\*) "Commercial User" shall mean any non-residential, non-industrial use which discharges domestic wastes or water to the sanitary sewer including, but not limited to, business, traffic, trade, service or commerce.
- (4) (\*)"Connection Fee" (to replace "Hook-up Fee") shall mean fees, other than permit fees, charged for the direct or indirect connection with, and use of, the Authority's sewerage facilities, including the initial charge made upon connection into the Authority's system.
- (5) (#)"Dry Sewer" shall mean a sewer system, or any part thereof, which has been completely installed, tested, and ready for service but for which no outlet has been constructed, and for which no sewage is allowed until such time that it is approved for connection and connected to the Authority's sewerage facilities.
- (6) (#)"Equivalent Dwelling Unit" shall mean a unit of wastewater flow or capacity to the Authority's sewerage facilities equal to one residential dwelling unit for residential developments, or, in the case of non-residential development, the product of the square footage of the building times a conversion factor of 0.100 gallons per day per square foot, divided by 300 gallons per day.
- (7) (#)"Planning Board" shall mean the Township of Clinton Planning Board.
- (8) (#)"Professional Engineer" shall mean a person licensed to practice professional engineering in the State of New Jersey.

## II. Application Procedures and Fees

### A. For Individual and/or Existing Structures

- (1) No connection shall be made to the Authority's system until a written application is submitted and a permit is issued.
- (2) Application for connection permits shall be submitted to the Authority accompanied by the following fees:  
  
Permit for Sewer Connection - \_\_\_\_\_
- (3) Any connections which requires an extension of the existing sewer system, or for which a service lateral is not available, must be accompanied by plans and specification as called for herein.
- (4) Any costs incurred for engineering services, including the review and approval of plans as submitted, shall be borne by the applicant.
- (5) Connection permits shall be valid and in force for a period of one year from the date of issue unless a written request is submitted to the Authority prior to the expiration date and approved for extension of an additional one year period.
- (6) All permits required by other governmental agencies for any work associated with this connection permit, shall be required in addition to all permits required by the Authority.

### B. For Extension to the Authority's System, or Any New Sewerage Facilities Constructed by Developers and Others

#### (1) **Planning Board Review:**

Upon preliminary Planning Board approval, the developer must write to the Authority to determine if capacity is available and the method of intended service.

#### (2) **Determination of Capacity and Method of Service:**

The Authority receives the request for service and forwards the same to the Authority's Consulting Engineer for review and

comment. Any costs incurred for engineering services, including but not limited to any capacity studies of the Authority's sewerage facilities, shall be borne by the applicant.

**(3) Upon Capacity Analysis by the Authority:**

- i. Upon the determination of capacity and the method of service, the Authority instructs the Authority Attorney to prepare an agreement between the Authority and developer reserving a specified capacity for a period not to exceed 2 years unless agreed to by the Authority.
- ii. Upon the determination that capacity is not available, the Authority shall notify said developer that capacity is not currently available and either: what offsite improvements are necessary to provide for the servicing of the development; or that a dry sewer system will need to be designed, approved, and constructed as part of the project until such time that treatment plant capacity becomes available.
- iii. Authority will not endorse CP-1 applications until after such time that the agreement is executed.

**(4) Submission of Plans and Specification and Subsequent Review**

- i. The engineer for the developer submits sanitary sewer plans and specifications to the Authority and requests review and Authority approval. This submission shall include the original and one copy of a completed CP-1 Application (for projects requiring NJDEP Treatment Works Approval), an Engineer's Design Report, plans and specifications signed and sealed by a Professional Engineer, and a check to establish an escrow account for professional review fees. Construction Details shall be in accordance with the Authority's standards as provided in Section III (2). The CP-1 Application should list the Authority's Consulting Engineer as the applicant's agent.
- ii. The developer shall deposit in escrow with the Authority an amount equal to \$40.00 per unit, but not less than \$2,000, to cover plan review fees. The developer is responsible for review fees in excess of the amount deposited in escrow; any

money not used for review fees will be credited toward construction service fees. Review of plans and specifications will not commence until receipt of the escrow deposit in the amount as indicated.

- iii. Upon receipt of a completed application, including the escrow deposit, the Authority shall forward the plans, specifications, reports, and CP-1 application to the Authority's Consulting Engineer for review.
- iv. The Authority's Consulting Engineer reviews the submission and makes comments including required alterations. The Engineer sends the comments to the Authority, with copies to the developer or his engineer.
- v. The developer's engineer makes the required corrections and/or additions and resubmits the plans to the Authority for reconsideration.

**(5) Approval Procedure:**

- i. Upon compliance with all of the Authority's Consulting Engineers requested modifications and/or additions, the Authority's Consulting Engineer submits one complete set of plans, specifications, and the CP-1 Application, if required, to the Authority with recommendation(s) regarding the Authority's approval.
- ii. The Authority, by formal resolution, approves the application and:
  - (a) for applications not requiring a NJDEP Treatment Works Approval, submits a letter of approval to the developer. Such approval shall remain valid for a period of two years from the date of the resolution and can be extended, in one year increments, upon formal request of the developer and approval of the Authority; or
  - (b) for applications requiring a NJDEP Treatment Works Approval, authorizes the Authority Chairman to sign and execute the CP-1 form. The application package is returned to the Developer's engineer who

assembles the package for submission to NJDEP. The Developer pays the CP-1 application fee directly to NJDEP.

- iii. Following approval of the project the applicant shall establish and deposit with the Authority escrow monies for as-built plans in an amount equal to \$50.00 per unit but not less than \$2,500. This escrow amount shall be held in a separate account by the Authority until such time that as-builts are received and approved.

(6) **Completion and Certification:**

- i. Resident observations will be provided during the construction of all sewerage facilities within the Township by the Authority's Consulting Engineer or a designated representative.
- ii. Upon completion of construction, the Authority's engineer, or design engineer if deemed responsible, shall prepare and submit to the Authority the required certification. For projects requiring NJDEP Treatment Works Approval, the certification is endorsed by the Authority and submitted to NJDEP. No Certificate of Occupancy is issued until all fees, certifications, connection fees are paid, and for facilities with average daily flows greater than or equal to 8,000 gpd, a permit to operate is received from NJDEP.

III. **Material and Methods**

- (1) The use of asbestos cement sewer pipe shall not be allowed for use in the Township for either sewer main or laterals.
- (2) All construction and materials shall be in accordance with the latest version of "**Materials and Methods of Construction for the Clinton Township Sewerage Authority, Hunterdon County, N.J.**"
- (3) All work shall also be conducted in accordance with the Municipal Codes and Ordinances of the Township of Clinton.

#### IV. Lateral, Collector and Interceptor Sanitary Sewers

##### A. Permits and Authorization for Construction

- (1) No sanitary sewerage facilities shall be constructed within the Township until such time as written permission has been issued by the Authority.
- (2) Any expenses incurred, in excess of the application fee, shall be borne by the applicant. Such expenses shall include, but not be limited to, professional fees for review and construction services.
- (3) Plans and specification shall be prepared by a licensed New Jersey Professional Engineer and plans shall be a uniform size measuring 24"x36". Elevations shown within the plans shall reference the bench used to establish the datum shall be based on U.S. Coast and Geodetic Datum.
- (4) Plans shall conform with any long range plan for providing sanitary sewers in the Township and may require approval by the Township Engineer and Authority Consulting Engineer as well as other appropriate regulatory bodies.
- (5) Plans not acceptable to the Authority's Consulting Engineer upon initial submission shall be resubmitted incorporating necessary facilities and/or changes to provide conformance with the Authority's requirements as well as the Authority's long term plans for sewerage adjacent tributary areas.
- (6) Any changes to the reviewed and approved plans and specifications, including field changes required due to construction conditions, shall be approved by the Authority's Consulting Engineer.
- (7) The overall design and submission of plans and profiles shall conform to the following guidelines:
  - i. Sanitary sewers shall be aligned along the center of the road and shall maintain a minimum horizontal separation of ten (10') feet from all structures and eight (8') feet from other

utilities, with utility crossings of the sanitary sewer made at angles greater than 45° unless otherwise approved by the Authority's Consulting Engineer.

- ii. Service lateral shall be shown in conjunction with basement or first floor elevations.
- iii. Locking manhole frames and covers shall be noted in all easements.
- iv. Concrete encasement of sanitary sewers and laterals shall be provided and shown on both plans and profiles wherein the utility crossing of these facilities occurs with less than twelve inches (12") vertical separation.

For sanitary sewerage facilities which will be owned and operated by the Authority, the submission shall also include:

- v. Sanitary sewer easements of a minimum width of ten feet on each side of the sewer or force main with a total minimum width of twenty (20') feet shall be shown and provided to the Authority for all new construction. Said easement shall be exclusive to the Authority unless otherwise recommended by the Authority's Consulting Engineer and approved by the Authority.
- vi. If any other utilities are to be located within the Authority's easement, these utilities or structures must be shown and noted on the initial submission of plans in sufficient detail to allow for adequate review by the Authority's Consulting Engineer.
- vii. Notes shall be included on the preliminary and final subdivision plats denoting:
  - (1) all easement and sewer facilities shall be dedicated to the Clinton Township Sewerage Authority upon acceptance; and
  - (2) other utilities and/or structures, whether above or below ground; shall not be constructed within the easement without permission of the Authority.

B. Construction Phase Requirements

- (1) No construction shall be started until such time as the Authority has provided written permission to the applicant or contractor.
- (2) Prior to the start of construction the Authority Consulting Engineer shall be notified in writing of, or during a preconstruction meeting provided with, the name and address of the contractor and all sub-contractors as well as the superintendent who shall be in charge and have full responsibility for supervision of construction.
- (3) If deemed necessary by the Authority, prior to the start of construction, the developer shall file with the Authority a performance bond satisfactory in form acceptable to the Authority in a amount of at least 110% of the total cost of the approved construction covered by the developer's application.
- (4) Prior to construction, insurance certificates must be furnished to the Authority, indicating the following minimum coverage:
  - a. Workmen's Compensation Insurance with limit under Coverage B for Employer's Liability set at \$500,000.
  - b. Contractor's Comprehensive General Liability Insurance - with limits for personal injury of \$2,500,000 including accidental or wrongful death on account of any one occurrence; also limits for property damage of \$500,000 on account of any one occurrence and \$1,000,000 on account of all occurrences.
  - c. Motor Vehicle Insurance in accordance with b above.
  - d. Subcontractor Insurance - each working on site, or in connection with this project, shall carry identical insurance coverage to the listed above.
  - e. Additional named insured in each policy shall include Clinton Township Sewerage Authority, the



Township of Clinton, and the Authority's Consulting Engineer.

- f. The expiration date shall be provided in addition to ten (10) days notice to the Authority of expiration or cancellation of policies.

The contractor, developer and/or builder is totally responsible for safety precautions on and off the site for any and all work related to the project.

(5) No construction or testing of facilities shall take place without the Authority's Consulting Engineer or resident observer being present on site. No trench shall be backfilled until such time as the resident observer has checked the installation and has authorized backfilling to proceed. Despite the presence of a resident observer, the Contractor shall be responsible for meeting all requirements of the Authority in conformance with the plans and specifications approved by the Authority.

- (6) The developer shall establish, prior to the start of construction, and deposit with the Authority an amount which shall be considered an estimate for professional construction related services subject to revision upwards or downwards based upon actual time and cost related to the project. The developer or applicant is responsible for, and shall pay for all professional services required by this project.
- 7) Should the Contractor fail to perform construction work in accordance with approved plans and specifications, or in a competent manner, or if faulty materials are used, the Authority has the right to stop construction until proper materials or methods of construction are employed.
- (8) A temporary leak-proof masonry plug shall be installed in the downstream outlet side of the furthest manhole downstream in any sewer main or branch under construction and shall remain intact and watertight until the line is certified and permission is received from the Authority's Engineer to remove same.

- (9) Following the completion of construction, the Contractor in the presence of the resident observer, shall perform the following minimum testing of the sewer line:
- i. A low pressure air test shall be performed in accordance with the standards of the Uni-Bell Plastic Pipe Association or ASTM.
  - ii. For PVC pipe a deflection test shall be performed on each reach of sewer. The maximum deflection shall not be greater than 5% of the pipe diameter.
  - iii. Cleaning and internal video inspection will be required on all new installations. A videotape (VHS Format) of this inspection shall be provided to the Authority prior to certification.

Additional testing requirements can be required by the Authority Engineer whenever deemed necessary. Where the sewer system does not meet performance requirements, the sanitary sewer shall not be accepted by the Authority and remedial measures shall be taken by the Contractor and testing repeated until the sewer passes the performance testing.

- (10) Upon completion of construction and testing and prior to the acceptance of the sewerage facilities by the Authority, the developer and/or contractor shall provide the following in a form acceptable to the Authority :
- i. A Maintenance Bond from an acceptable Surety in the amount of 15% of the original construction cost estimate and good for a period of one year after the date of acceptance.
  - ii. A certification in writing that no liens or claims exist against the works and shall have any filed claim or lien paid and cancelled.
  - iii. As-built plans of all sewerage facilities constructed in a form acceptable to the Authority's Consulting Engineer.

iv. Easements for all sewerage facilities in a form acceptable to the Authority's Attorney.

(11) Following completion of construction of any sewers, sewer plants, or any other sewerage facilities under the control of the Authority, and before the one-year guarantee period has started, the Developer shall submit certified "As-Built" or "Record" plans. As-built plans shall be submitted to the Authority and reviewed by the Authority's Consulting Engineer and should include, at a minimum, the following:

(a) For all Submissions:

- Drawing Size: Approx. 24"x36"
- Name of Development and lot and block number
- "As-Built" clearly labelled
- Horizontal and Vertical Scales
- Date of As-built survey and name of surveyor
- North arrow
- Profiles
- Distance between manholes
- All other utilities shown on plan or encountered
- invert and rim elevations
- slope
- location of house connections and/or laterals including horizontal distance from downstream manhole length constructed and depth
- Location of pipe in easements (easement labels)
- Location of manholes in easements tied to existing structures
- Material for main line and laterals including size and class
- Certifications:
  - Drawings signed and sealed by developer's engineer or licensed surveyor (P.E. or L.S.)

(b) Additional requirements for Pumping Stations:

- Certified pump curves
- Operation and Maintenance Manuals
  - for all mechanical and electrical equipment including manufacturer part lists and spare parts provided.
- As-built wiring diagram
  - for all electrical equipment including controls and alarms. If computerized, a three and one-half

(3½") disk shall be provided to the Authority for troubleshooting or reprogramming of the controller.

- Specialty tools required

Reproducible mylars and two signed and sealed copies of as-builts shall be provided to the Authority upon acceptance by the Authority's Consulting Engineer.

- (12) Final acceptance of sanitary sewerage facilities constructed in the Township shall be by a formal Resolution by the Authority.