

RULES AND REGULATIONS

**GOVERNING APPLICATIONS TO THE OCEAN COUNTY UTILITIES AUTHORITY
FOR APPROVAL TO CONSTRUCT SEWERAGE FACILITIES
WITHIN THE AUTHORITY'S SERVICE AREA**



January 23, 2003

THE OCEAN COUNTY UTILITIES AUTHORITY

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RULES AND REGULATIONS

GOVERNING APPLICATIONS TO THE OCEAN COUNTY UTILITIES AUTHORITY FOR APPROVAL TO CONSTRUCT SEWERAGE FACILITIES WITHIN THE AUTHORITY'S SERVICE AREA.

WHEREAS, there are in and about the County of Ocean waters which are polluted and subject to pollution from causes arising within the County, and

WHEREAS, the Board of Chosen Freeholders heretofore determined that because of the imperative need for relief of said waters from pollution, there should be created a Sewerage Authority in the County of Ocean, pursuant to the Sewerage Authorities Law (P.L. 1946 C. 138, as amended) of the State New Jersey, and

WHEREAS, pursuant to said determination there has been duly established in the County of Ocean, The Ocean County Utilities Authority, and

WHEREAS, The Ocean County Utilities Authority finds it necessary to promulgate rules and regulations to be pursued in considering applications received for the installation of sanitary sewer systems and wastewater treatment facilities, and

WHEREAS, the OCUA is cognizant that seldom do two cases involve identical circumstances and that each application will be judged on its own facts, and

WHEREAS, it is necessary that the Rules and Regulations adopted by the OCUA on March 16, 1972, and modified on July 19, 1977, December 18, 1979, February 27, 1986, and December 27, 1995 be further modified to reflect additional and modified requirements needed for the proper consideration of each application;

NOW, THEREFORE, BE IT RESOLVED BY THE OCEAN COUNTY UTILITIES AUTHORITY that the Rules and Regulations bearing the date of December 27, 1995 are hereby superseded by the following revised Rules and Regulations (January 23, 2003) which are hereby adopted:

I DEFINITIONS

As used in these Rules and Regulations, unless a different meaning clearly appears from the context, the following words shall have the following meaning:

- a. "Local Authority" means any public body corporate and politic of the State of New Jersey or public utility franchised by a Local Authority.
- b. "National Pollutant Discharge Elimination System" or "NPDES" means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing discharge permits and imposing and enforcing pretreatment requirements under Sections 307, 402, 318 & 405 of the Clean Water Act of 1977 (33 U.S.C. 1251 et. seq.).
- c. "NJDEP" means the New Jersey Department of Environmental Protection.
- d. "New Jersey Pollutant Discharge Elimination System" or "NJPDES" means the New Jersey system for the issuing, modifying, suspending, revoking and reissuing, terminating, monitoring, and enforcing, of discharge permits issued pursuant to NJAC 7:14A - et. seq.
- e. "OCUA" means The Ocean County Utilities Authority.
- f. "Owner" means the individual, partnership, company, corporation, or the municipal governing body in the district or area in which the sanitary sewerage facilities are proposed or the municipal utilities/sewerage authority or utility company delegated responsibility for the sanitary sewerage facilities within that district or area which presently holds title to the land on which the proposed sanitary sewerage facilities are to be located.
- g. "Sanitary Sewerage Facilities" means the facilities necessary to convey and/or process wastewater.
- h. "Service Area" means the area served by The Ocean County Utilities Authority within the territorial boundaries of Ocean County; that portion of Monmouth County within the Toms River, Metedeconk, and Manasquan River Drainage Basins; or any other areas required to be served by administrative or court order.
- i. "Treatment Works Approval" means an approval issued pursuant to N.J.S.A. 58:10A-6 and 7:14A-12.3, or pursuant to former N.J.S.A.58:12-3
- j. "Wastewater" means the liquid and water-carried industrial or domestic wastes from dwellings, commercial buildings, industrial facilities, and institutions, together with any groundwater, surface water, and storm water that may be present, whether treated or untreated, which is discharged into or permitted to enter the treatment works.

II PROJECTS REQUIRING REVIEW BY THE OCEAN COUNTY UTILITIES AUTHORITY

The OCUA will review all plans and specifications for proposed sanitary sewerage facilities which will make a direct connection to the OCUA interceptor system, or which will convey 2,000 gallons or more of wastewater per day from a single building or structure, or which will convey wastewater from more than two buildings or structures and has been submitted by the Local Authority.

The OCUA will review and grant conceptual approval to comprehensive municipal collection systems, projects with treatment facilities, or other projects of an extraordinary nature. This approval is granted only after a conceptual report and preliminary plans prepared by a New Jersey licensed professional engineer have been submitted to the OCUA for review by the Local Body.

The OCUA review of a conceptual report and preliminary plans will not require the review fee identified in Section V Fee Schedules which is imposed by the OCUA on sewerage facilities being reviewed for approval to construct.

The review of plans and specifications by the OCUA is limited to sanitary engineering (including hydraulic) features of the sewerage system; it does not include structural, mechanical or electrical design.

Any proposed project involving non-domestic wastewater discharge shall be subject to review by the OCUA's INDUSTRIAL PRETREATMENT PROGRAM. Non-domestic flow projects may require an OCUA permit to discharge, as well as a permit for construction.

III BASIS FOR APPROVAL

The basis for approval of any proposed project will be that the proposed construction has been designed in conformance with appropriate NJDEP Rules and Regulations, sound engineering practices, that it will not adversely affect the ability of the OCUA treatment facility to deliver an effluent capable of meeting either the water quality standards promulgated by the NJDEP or the permit conditions included in the facility's New Jersey Pollutant Discharge Elimination System (NJPDES) Permit.

If the proposed facilities include a sewage treatment facility, the Owner must legally agree to abandon the proposed facilities at no cost to the OCUA and the Local Authority when the OCUA has made its facilities available to serve the area served by said proposed treatment facility.

The Local Authority or Owner will be responsible for filing the required application and supporting documentation directly with the NJDEP to obtain their Treatment Works Approval.

The Rules and Regulations as outlined herein and any approvals issued by the OCUA shall not be construed as supplanting any rules, regulations or approvals of the NJDEP or any other agency having jurisdiction.

The OCUA shall process an application within 90 days of acceptance of the application provided no revisions or changes are requested by the OCUA.

IV REVOCATION OF APPROVALS

The OCUA may modify, suspend or revoke an approval in whole or in part for good cause, including but not limited to the following:

- a. Violation of any term or condition of the approval
- b. Obtaining an approval by misrepresentation or failure to disclose fully all relevant facts
- c. Change in NJDEP or Federal Standards

Any modifications or changes made to documents subsequent to the OCUA's approval, without the prior approval of the OCUA, may cause revocation of the OCUA approval.

The approval issued by the OCUA will be valid for a period of two years from the date of issuance of the approval. If no work is undertaken on the project within that period of time, the applicant may request an extension of one year. A maximum of three one year extensions can be given for a project. If no work is undertaken on the project even after the granting of three extensions, the applicant must resubmit the application as a new project.

V FEE SCHEDULE

The application shall be accompanied by a review fee payable to the Ocean County Utilities Authority in accordance with the schedule below:

APPLICATION FEE REVIEW

1. Projected flow up to 1,500 gpd.....	\$150.00
2. Projected flow greater than 1,500 gpd, but less than 10,000 gpd.....	\$350.00
3. Projected flow greater than 10,000 gpd, but less than 20,000 gpd	\$500.00
4. Projected flow greater than 20,000 gpd.....	\$650.00

NOTE: Projected flows shall be established by utilizing current NJDEP Rules and Regulations governing Treatment Works Approvals.

If a proposed sewer extension will front existing homes that, at the time of application are serviced by septic systems, the existing homes must also be considered in the projected flow calculation. Any lots along a proposed sewer extension must have the status indicated, e.g. vacant, existing dwelling.

A fee of \$300.00 in addition to the review fee will be charged for projects requiring any agreements to be prepared by the OCUA. The OCUA will advise the applicant upon receipt of the application if the additional fee of \$300.00 is required.

VI CONNECTION \ INSPECTION FEE

Any applicant proposing a direct connection to a manhole on the OCUA interceptor system will also be charged a fee of \$500.00 for the inspection of the connection. The applicant will initially be required to deposit \$1500.00 with the OCUA once it is determined that a direct connection will be permitted. The approval for the project will not be given until the \$1500.00 deposit is received.

A 48-hour notice is required prior to the start of any construction work involving a connection to the OCUA interceptor system. If the connection work is done without proper prior notification to the OCUA or is done improperly, the applicant shall not be entitled to a refund of the deposit. If proper notice is given to the OCUA, and the connection properly made, the OCUA shall return to the applicant \$1000.00 that being the balance of the deposit less the fee of \$500.00 within 60 days of the date of acceptance of the work. Acceptance of the work shall not relieve the applicant from making at its cost and expense, any repairs necessary to the connection within one year from the date of acceptance of the connection. If the applicant shall fail to make the repairs, the OCUA shall do the work, and charge the applicant for the cost of the repairs.

Any project proposing a direct connection to a manhole on the OCUA interceptor system must be designed in accordance with the current connection design standards which are included in Appendix A.

VII

INSTRUCTIONS FOR FILING APPLICATION FOR CONSTRUCTION APPROVAL

All applications must be submitted by the Local Authority or their Authorized Agent along with the proper endorsements. Applications must be signed by the proper Local Authority official or by the proper official (with title) of the corporation or if signed by an Authorized Agent shall be accompanied by a certified copy of the authorization to sign.

OCUA application must be a signed original form. Photocopies of signatures will not be accepted. Projects requiring only OCUA approval must be accompanied by an engineer's technical report, and one copy of the project's plans, profiles, details and specifications. Forms are available on the OCUA website: www.ocua.com.

If the project meets any of the criteria listed below, an NJDEP Permit would also be required:

1. The sewer line or force main will extend along an easement through more than two properties, a roadway or public right-of-way.
2. The sewer line, pump station, or force main will convey wastewater from more than two buildings.
3. The sewer line, pump station, or force main will convey 8,000 or more gallons per day of wastewater.
4. Multiple sewer lines serving one building will convey an aggregate flow of 8,000 gallons or more per day of wastewater.
5. The wastewater flow in an existing sewer line will be increased by 8,000 gallons or more per day.

For projects requiring an NJDEP permit, the information listed below must also be submitted with the **ORIGINAL** OCUA application, the project's engineer's or technical report, and the plans, profiles, details and specifications.

1. **ONE** completed **COPY** of the NJDEP Treatment Works Approval Permit Application (**Form TWA-1**).
2. **ONE ORIGINAL** NJDEP **Form WQM-003** Endorsement with Item A-1 or A-2 completed by the Local Authority. Include a copy of the Resolution authorizing the individual to sign the Endorsement. For projects located in Ocean County, the OCUA will complete Item C. For projects located in Monmouth County, the Manasquan River Regional Sewerage Authority will complete Item B and the OCUA will complete Item C.
3. **ONE** completed **COPY** of the NJDEP **Form WQM-006**, the Engineer's Report.
4. **ONE COPY** of a general location plan showing the relation of the project to County and Municipal boundaries, streets, lots and blocks.

Copies of the NJDEP's TWA-1, WQM-003, WQM-006 and all other required NJDEP Forms (WQM-005) are also being provided with this booklet and can be photocopied for future use. Additional originals can be obtained from the NJDEP.

The plans, specifications and engineer's report shall bear the signature and seal of a Registered Professional Engineer licensed to practice in the State of New Jersey.

For control purposes, the plans accompanying the application should not exceed 24 inches in width, and 36 inches in length, if possible.

The application shall also be accompanied by the proper fee in accordance with the "FEE SCHEDULE", Section V, of these Rules and Regulations.

Upon review of the application and supporting documents the OCUA will submit its comments to the Local Authority and the Owner's engineer.

Upon approval of the project, the OCUA will forward the appropriate executed forms to the Local Authority and applicant's engineer. If the project requires an NJDEP Treatment Works Approval, the Local Authority or applicant should then submit the application package to the NJDEP for a Permit to Construct and Operate.

VIII INSTRUCTIONS FOR OBTAINING APPROVAL TO OPERATE

Upon completion of a project for which an NJDEP permit has been issued, the Local Authority will submit to the OCUA **TWO** completed **ORIGINAL NJDEP Forms WQM-005**, Certification for Approval by Local Agency. The following procedures shall be followed in the completion of this form:

The form shall be signed by the design engineer as the Certifying Engineer, and submitted through the Local Authority to the OCUA.

For projects located in Monmouth County, the Local Authority shall send the form to the Manasquan River Regional Sewerage Authority (MRRSA) for signature. The MRRSA will sign the form where indicated (OCUA has revised the form to include this provision) and forward to the OCUA.

The OCUA will sign the form and forward one copy to the NJDEP and return a completed copy to the Local Authority and one copy to the MRRSA if applicable.

APPENDIX A

DESIGN STANDARDS FOR CONNECTIONS/DROP CONNECTIONS TO OCUA INTERCEPTORS/MANHOLES

Any project proposing a direct connection to the OCUA interceptor system must be designed in accordance with the requirements presented below.

1. A connection can only be made to a manhole on the OCUA system. A dog house manhole or a direct connection to the interceptor will not be permitted.
2. A connection made to any manhole must generally be at the manhole bench.
3. If a drop connection is approved only an inside drop connection will be allowed. A drop connection will not be permitted in manholes less than five (5) feet in diameter or tee type manholes.
4. The minimum diameter for a connection is 8 inches.
5. Only one drop connection will be permitted in a manhole.
6. The maximum diameter of any drop connection will be 12 inches, it may be less depending on the manhole diameter, location (at bends), step location, etc.
7. The maximum height of any inside drop from the interceptor invert shall be 6 feet.
8. In manholes on straight lines, the connection must be made at right angles to the flow.
9. In manholes at bends, the connection must be oriented so its discharge is at right angles or in the direction of the existing flow.
10. Three hundred feet of gravity sewer must precede force main connections to a manhole.
11. Connections serving a single dwelling must discharge to a separate manhole before it connects to an OCUA manhole.
12. The distance between the two manholes referenced in item 11 must be a minimum of 8 feet at the pipe joining the manholes when the connection is in a roadway. When the connection is in an easement the manhole must be located outside the easement.
13. A separate detail must be included in the plans showing the specific features of the manhole to which the connection is to be made.

These requirements will be supplemented with manhole connection details and written specifications for the connection. The applicant's engineer should contact the OCUA to obtain this supplemental information.

THE OCEAN COUNTY UTILITIES AUTHORITY

Construction Requirements for Direct Connection to OCUA Interceptors

The following requirements must be shown on the contract drawings for any project which will be connected to an Ocean County Utilities Authority interceptor:

- a. During installation of the gravity sanitary sewer, the contractor shall allow no debris to enter the Ocean County Utilities Authority's interceptor and no flushing of the collection system into the interceptor will be permitted.
- b. The Ocean County Utilities Authority shall have the final say as to the approval or disapproval of any work done on the interceptor by the contractor when making the connection. All work on the connection shall be done in the presence of an Ocean County Utilities Authority inspector.
- c. The contractor shall furnish the Ocean County Utilities Authority with copies of his insurance certificates for the job, naming the Authority as an insured party. The certificate must be furnished to the Authority before any connection will be allowed to the interceptor.
- d. Any settlement occurring over the connection made to the Authority's interceptor will be the responsibility of the contractor.
- e. The contractor shall provide the Ocean County Utilities Authority's Engineering Department with at least 48 hours notice prior to any work being done on the connection. The Engineering Department can be reached at (732) 269-4500. No work on the interceptor shall be covered until it has been approved by the Ocean County Utilities Authority.
- f. If a stub or knockout bulkhead has not been provided at the Ocean County Utilities Authority manhole, the connection must be made with a coring machine and a watertight rubber gasket suitable for use with sanitary sewage, using a power expansion sleeve and take-up clamps. The power sleeve and take-up clamps shall be made of stainless steel as manufactured by Press Seal Gasket Corporation. The contractor may be required to grout the opening between the gasket and the manhole using non-shrink grout. The use of pneumatic hammers, chipping guns, sledge hammers, or other means of providing a connection are not acceptable to the Ocean County Utilities Authority.

It will be the responsibility of the Participant's or developer's contractor to fully comply with the above requirements. Under New Jersey Statutes (N.J.S.A.2A:122-5) any person who unlawfully breaks into, makes connection with, interferes with, or willfully damages such facilities will be guilty of a misdemeanor.

**OCEAN COUNTY UTILITIES AUTHORITY
SEWERAGE PROJECT APPLICATION FORM**

Application is hereby made for the approval of plans and specifications for the proposed sanitary sewerage facilities.

1. **Local Authority** _____
Address _____ **Phone** _____
 2. **Name of Project** _____
 3. **Name and Address of current property owner:** _____
Address _____ **Phone** _____
 4. **Location of proposed construction** _____

(street)(tax map block and lot numbers)
 5. **Name of person designing plans** _____
Address _____ **Phone** _____
 6. **Total projected average daily flow** _____
- Signature of current Owner** _____
- PRINT name of Owner or Authorized Agent** _____

APPROVAL BY LOCAL AUTHORITY

This application for approval to construct sewerage facilities has met all the requirements of:

(Local Authority)

(Signature of Authorized Agent)

PRINT Name and Title of Authorized Agent _____

For projects located in Monmouth County _____
(Signature of MRRSA Authorized Agent)

PRINT Name and Title of Authorized Agent _____

ACTION BY THE OCEAN COUNTY UTILITIES AUTHORITY

Received by The Ocean County Utilities Authority Fee _____ **Date:** _____

Reviewed by: _____ **Date:** _____

Revisions received: _____ **Date:** _____

Approved / Disapproved by: _____ **Date:** _____