

**THE TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY**

**PROCEDURE AND APPLICATION FOR SEWER LINE EXTENTION**

1. Developer or owner shall employ a licensed Professional Engineer to make surveys and prepare plans, specifications and engineering reports for proposed extensions of sewer lines.
2. Developer or owner shall file with The Township of Hillsborough Municipal Utilities Authority:
  - a. Two (2) sets of plans, specifications and engineering reports.
  - b. Municipal Utilities Authority application form.
  - c. **SEWERAGE PLAN REVIEW.** Whenever an applicant shall submit a sewerage plan to the Authority involving an extension of sewerage lines, such plans, specifications and engineering reports shall be prepared in triplicate by a licensed professional engineer together with an application for such extension and a fee of \$250.00 plus \$.20 per linear foot of sewer main (or force main) to cover the costs of review by the Authority. In addition to the aforesaid fee, an additional fee shall be deposited with the Authority for any sewerage plan incorporating a sewerage pumping station, said fee to be \$600.00 for each pumping station. If the Authority's review cost is in excess of any deposit therefore made by the applicant, the applicant shall pay such excess prior to such time as the Authority shall approve such application for further review by the appropriate state officials.

**Note:** If the Municipal Utilities Authority's review cost exceeds the above stated application fee, the developer or owner will be required to pay to the Authority the difference between the application fee and the actual cost before the Authority will sign the building permit application for the N. J. Department of Environmental Protection.

3. The Authority's Engineer will review the plans, specifications and engineering reports for compliance with the Authority's specifications and requirements. The Authority's Engineer shall contact the developer or owner or his engineer and have all corrections made. Two revised sets of plans, specifications and engineering reports will then be resubmitted and upon review, the Authority's engineer shall prepare a written report for the Authority.
4. The Authority will then review the plans, specifications and engineering reports together with the report of the Authority's engineer and will act by resolution to approve, approve conditionally, or disapprove the application.

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5. Following favorable action by the Authority, two additional sets of plans, specifications and engineering reports, together with an application fee shall be submitted to the Somerset Raritan Valley Sewerage Authority accompanied by The Township of Hillsborough Municipal Utilities Authority's recommending resolution.
6. Upon receipt of approval from the Somerset Raritan Valley Sewerage Authority, the applicant or his engineer shall prepare the necessary forms for submittal to New Jersey D.E.P. These include:

Application Forms	-	TWA
Endorsement Forms	-	WQM-003
Engineer's Report	-	WQM-006

The completed forms, together with all required documents and the review fee shall be delivered to The Township of Hillsborough Municipal Utilities Authority for final signatures and transmittal to D.E.P.

7. The New Jersey Department of Environmental Protection should review and approve the plans within 90 days. Upon receipt of such approval (for construction only) the Authority will inform the owner or developer that he may begin construction upon posting with the Authority the appropriate performance guarantee and an inspection fee amounting to 6% of the total construction cost determined by the Authority's engineer.
8. Additional copies of approved sets of plans may be required for distribution to the following agencies:
  - a. The Somerset County Road Department (if connected with County facilities – together with application for a permit).
  - b. New Jersey Department of Transportation (together with an application for a permit).
  - c. Hillsborough Township Engineer.
  - d. New Jersey American Water Company.
  - e. Public Service Electric & Gas Company.
  - f. Any other utility company having services which may be effected by the construction of the project.

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Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Listed Telephone Number: \_\_\_\_\_

Location of Project:  
Tax Map Sheet No(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block \_\_\_\_\_

Number of Proposed:

\_\_\_\_\_ Single Family Residential Lots

\_\_\_\_\_ Townhouses

\_\_\_\_\_ Apartments

\_\_\_\_\_ Industrial Lots

\_\_\_\_\_ Commercial Units (Offices, Stores, Etc.)

\_\_\_\_\_ Other (Describe \_\_\_\_\_)

Number of Sewer Connections to Parent System \_\_\_\_\_

Number of Proposed Manholes \_\_\_\_\_

Proposed Sewer Main Size	Linear Feet
_____	_____
_____	_____
_____	_____
_____	_____

Estimated Average Daily Flow \_\_\_\_\_ gpd

Estimated Cost of Sewer Improvements \$ \_\_\_\_\_

Water Source:    \_\_\_ NJ American Water    \_\_\_ Well    \_\_\_ Other

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Name of Professional Engineer Preparing the Plans for the Applicant:

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ N.J. License No. \_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Typed Signature

\_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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Do Not Write Below Line

Application No. \_\_\_\_\_ Date Filed \_\_\_\_\_

Application Fee Received \$ \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

Title \_\_\_\_\_

**Hillsborough Municipal Utilities Authority  
P. O. Box 5909  
Hillsborough, NJ 08844  
Telephone (908) 371-9660  
Fax (908) 371-9670**