



WATER SERVICE APPLICATION FORM

(Form must be typed.)

DATE OF APPLICATION: _____

APPLICATION PROCEDURE

1. For water and sewer service request (new or upgrade) within the City of Newark service area, please submit this completed application form, fee and required technical documents mentioned below at the City Hall located at 920 Broad Street, Newark, NJ 07102. Incomplete application form and insufficient technical documents will result in approval delays.
2. Please allow a minimum of thirty (30) days for the reviewer to examine the information provided; at which time, the Department of Water and Sewer will contact the Applicant to provide further information, if needed, or schedule a preliminary meeting to review the project in detail.
3. The preliminary meeting with the Department will include: the review of detailed project information, application requirements and associated fees (i.e. hydrant flow test fee, connection fee, tap fee, permit fee etc.); flow test information; construction schedule; review of permit requirements; anticipated time for review and approval of the application, etc.
4. The Applicant shall be responsible for complying with the standards specified by the City, as set forth in the City Ordinance. The Applicant is hereby reminded to check with County and State regulations to ensure that the documents provided comply with the regulatory standards.
5. The Applicant shall be responsible to submit the record plans (as-built plans) after the completion of the project. The water service will not be turned on until signed and sealed record plans are submitted to the Water & Sewer Department. Additional information along with this form and can be downloaded from the City of Newark's Water and Sewer website at <https://water.newarknj.gov/forms>.

NAME OF DEVELOPMENT: _____
ADDRESS: _____
TOWN: _____ STATE: _____ ZIP: _____
BLOCK(S): _____ LOT(S): _____

APPLICANT*: _____
ADDRESS: _____
TOWN: _____ STATE: _____ ZIP: _____
PHONE: _____ FAX: _____ EMAIL: _____
CONTACT PERSON: _____

**Applicant is responsible for application submission, fees, and any agreements with the City of Newark.*

ENGINEERING/ DESIGN FIRM: _____
ADDRESS: _____
TOWN: _____ STATE: _____ ZIP: _____
PHONE: _____ FAX: _____ EMAIL: _____
CONTACT PERSON: _____

NO. OF PROPOSED BUILDING STRUCTURES: _____ NO. OF PROPOSED SERVICES: _____
NO. OF PROPOSED HYDRANTS ONSITE: _____ PROPOSED SPRINKLERS: YES NO
AREA OF PROPOSED BUILDING: _____ SQ. FT. PROPOSED LOT SIZE: _____ SQ. FT.
IS THERE AN EXISTING BUILDING ONSITE? YES NO
IF YES, IS THE EXISTING SERVICE CURRENTLY ACTIVE? YES NO
IF NO, WHEN WAS THE EXISTING SERVICE DISCONNECTED? _____
AREA OF EXISTING BUILDING STRUCTURE _____ SQ. FT.
IS THE EXISTING LOT IN A FLOOD ZONE? YES NO



TYPE OF DEVELOPMENT (CHECK ONE ONLY):

- SINGLE FAMILY RESIDENTIAL
- MULTI FAMILY RESIDENTIAL*+ *PLEASE SPECIFY THE FOLLOWING INFORMATION FOR MULTI-FAMILY RESIDENTIAL UNIT(S), TOWNHOUSE(S), CONDOMINIUM(S) AND APARTMENT(S):
- TOWNHOUSE *+ TOTAL NO. OF UNITS _____
- CONDOMINIUM *+ NO. OF ONE BEDROOM UNIT(S) _____
- APARTMENT *+ NO. OF TWO BEDROOM(S) _____
- COMMERCIAL (EST. DEMAND _____ GPD) NO. OF THREE BEDROOM(S) _____
- MULTIPLE COMMERCIAL (___ GPD)
- INDUSTRIAL (_____ GPD)

+ SEND PROPOSED LAYOUT OF UNITS WITH NUMBER OF BEDROOMS CALLED FOR.

IS SIMPLIFIED MAIN CERTIFICATION COMPLETED BY A N.J. LICENSED PROFESSIONAL ENGINEER REQUIRED PER N.J.A.C. 7:10? YES NO

LENGTH OF PROPOSED WATER MAIN INSIDE DEVELOPMENT: _____ LF PIPE SIZE _____ inch

LENGTH OF PROPOSED WATER MAIN OFFSITE: _____ LF PIPE SIZE _____ inch

DESCRIPTION OF PROPOSED SCOPE OF WORK (MINIMUM OF 3 SENTENCES):

TECHNICAL DOCUMENTS:

- SITE SURVEY PLAN
- UTILITY PLAN SHOWING ALL PROPOSED UTILITIES
- SURVEY/SITE PLAN OF EXISTING STRUCTURE(S)
- DETAILED UTILITY PROFILES (WATER MAIN EXTENSION, SANITARY & STORM SEWER, COMBINED SEWER)
- CONSTRUCTION DETAILS
- TECHNICAL SPECIFICATIONS
- PROPOSED WATER DEMAND CALCULATIONS
- METER SIZING CALCULATIONS
- TREATMENT WORKS APPROVAL PERMIT
- VIDEO INSPECTION RECORDS OF THE EXISTING SANITARY AND COMBINED SEWER SERVICE PIPE
- STORMWATER REPORT

FOR OFFICE USE ONLY

APPLICATION NO. _____

RECEIVED APPLICATION _____

FEES PAID _____

APPLICATION COMPLETED _____

ZONE: _____ WARD: _____

SERVICE (CHECK ONE):

- WITHIN CITY OF NEWARK
- OUTSIDE CITY OF NEWARK

APPLICATION TYPE (CHECK ONE):

- NEW SERVICE IN THE CITY
(no construction of any new water main extension)
- MAIN EXTENSION IN THE CITY
- WATER SERVICE AUTHORIZATION OUTSIDE CITY
(no construction of any new water main extension)
- WATER SERVICE AUTHORIZATION OUTSIDE CITY
(with construction of new water main extension)