

**WATER SYSTEM PROCEDURES MANUAL
WATER COMMISSIONERS OF THE MAYOR AND BOARD OF
ALDERMEN**

**TOWN OF DOVER, MORRIS COUNTY, NEW JERSEY
WATER DEPARTMENT**

**Revision of
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PERSUANT TO RESOLUTION NO: 2010 - 14

COMMISSIONERS

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WATER SYSTEM PROCEDURES MANUAL

WATER COMMISSIONERS OF THE MAYOR AND BOARD OF ALDERMEN

Town of Dover, Morris County, New Jersey

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WATER SYSTEM PROCEDURES MANUAL
WATER COMMISSIONERS OF THE MAYOR AND BOARD OF
ALDERMEN

Town of Dover, Morris County, New Jersey

INTRODUCTION

The Water System Procedures Manual for the Town of Dover provides general guidance to current and potential potable water system customers within the service area including the Rules and Regulations, Standards for the Construction of Water System Facilities, and applicable forms and fee schedules.

This document is subject to revision. Applicants shall verify that the most current addition is being utilized to complete the applications.

DEFINITIONS

The following words are defined as follows:

“Applicant” – Any party with an interest in connecting a property or use within the Town of Dover Water system franchise area to the Town of Dover water system. Applicants may either be the property owner, or a person who has the authorization of the property owner to act on their behalf with respect to water reservations, service and meter requests.

“Clerk” - The appointed Clerk of the Commissioners.

“Commissioners Water” - The Water Commissioners of the Mayor and Board of Aldermen of the Town of Dover, Morris County, New Jersey.

“Commissioners B.R.C.” - State of NJ Board of Regulatory Commissioners.

“Consumer” - The occupant of the premises supplied by the Water Department or each tenant of a premise supplied by the Water Department

“Developer” - Any person, firm, company or corporation making application to the Water Commissioners for water service requiring an extension of service.

“Large Project Water Reservation” – any application not fitting the definition of “Small Project Water Reservation” as defined herein.

“Letter of Water Availability” – quarterly letter prepared by the Water Commissioner’s Consulting Engineer, to be used as a planning tool and shall not be construed as a reservation of capacity or service from the Town.

“Major Subdivision” - Any subdivision of property not defined as a minor subdivision.

“Minor Subdivision” - Any subdivision of property containing not more than three building lots fronting on an existing dedicated and accepted street and not including any new street.

“Meter” - A device for measuring the quantity of water passing through a pipe at a given location.

“Owner” - Any person, company, corporation, municipal, county, state or federal agency or organization holding title to any premises supplied by the Water Department.

“Premises” - Each single family dwelling, each multiple family dwelling, each industrial or commercial building and each public building.

“Project” – any division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or other structure, or of any mining excavation or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, which would result in an increase of water usage for the subject property.

“Small Project Water Reservation” -- any application for Water Reservation for single and two family homes or non-residential projects with estimated demands of less than 1,000 gallons per day.

“Standards” - Standards for the Construction of Water System Facilities, Town of Dover, Morris County, N.J. Water Department which are a part of the Rules and Regulations and this Procedures Manual.

“Schedule of Rates” - The schedule of Water Department Rates for all metered and unmetered water service, water service installation charges, repair charges and connection charges as set forth in Appendix B to this Procedures Manual.

“Water Service” - The pipe connection between the water main in the street or right-of-way and the water meter at the premises.

“Superintendent” - The Superintendent of the Water Department of the Town of Dover.

“Town” - The Town of Dover, Morris County, New Jersey

“Title 14 N.J. Administrative Code” - All water customers of the Dover Water Department are subject to the rules of the N.J. State Board of Regulatory Commission Under Title 14. . .

“Water Department” - the Water Department of the Water Commissioners of the Mayor and Board of Aldermen of the Town of Dover, New Jersey.

“Water Department Standards” - Standards for the Construction of Water System Facilities, Town of Dover, Morris County, N.J., Water Department, on file in the office of the Superintendent.

“Water Meter Installation” – the installation of a water meter by the Town of Dover to a subject property.

“Water Reservation” – an approval from the Water Superintendent, Town Engineer or Water Commissioners granting authorization of a future increase in water usage to a subject property.

“Water Service Connection” – the portion of a water service installed by the Town of Dover to a subject property from the existing water main to the curb box.

PART A

RULES, REGULATIONS AND WATER RATES OF THE WATER DEPARTMENT

TOWN OF DOVER MORRIS COUNTY, NEW JERSEY

RULES AND REGULATIONS
WATER COMMISSIONERS OF THE MAYOR AND BOARD OF ALDERMEN
TOWN OF DOVER
MORRIS COUNTY, NEW JERSEY

Pursuant to an ordinance of the Town of Dover entitled "An Ordinance to Consolidate the System of the Dover Water Company Plant with the System of the Two Reservoirs now in course of Construction and to place the same in charge of the Board of Water Commissioners, and to Regulate, Keep Up, Control and Provide for the Management of the same as the system for Dover" passed May 5, 1902, the following Rules and Regulations shall apply to water service furnished by the Water Commissioners.

SECTION 1 GENERAL

1.1 Service Area: The service area of the Dover Water Department includes:

Town of Dover - municipal limits

Borough of Victory Gardens municipal limits (by franchise agreement)

The portion of the Township of Randolph bounded on the north by the Town of Dover, on the east by the Borough of Victory Gardens, on the south by State Highway Route No. 10 and on the west by the rear line of properties fronting on the westerly side of High Avenue, (by franchise agreement).

The portion of the Township of Randolph bounded on the northwest by the Town of Dover, on the northeast by the Township of Rockaway, on the southeast by Reed Street and on the Southwest by the Borough of victory Gardens.

Minor portions of the Borough of Wharton and the Township of Mine Hill at Hurd Street adjacent to the Dover system and served without franchise agreement for many years.

Township of Rockaway adjacent to the northeast boundary of the Town of Dover between Mount Hope Avenue and the Dover-Rockaway Road and also the Bowlbyville section of Rockaway Township (by franchise agreement).

1.2 Operation, Maintenance and Administration of System: The operation, maintenance and administration of the water supply and distribution system within the service area will be under the complete control of the Water Department of the Water Commissioners.

Any person, company, corporation or organization making application for future water service or for construction of an extension to the water system or receiving water service from the Water Department will be subject to these Rules & Regulations.

- 1.2.1 The Owner of any building or property receiving water service, making application for water service, or reserving water service shall be liable for the payment of all water service charges and fees as stated in the Schedule of Charges. As per attached tariff.
- 1.3 Rules and Regulations may be modified due to special conditions.
 - 1.3.1 The Commissioners may add to or modify these Rules and Regulations at any time.
 - 1.3.2 The Commissioners may under unusual or special conditions wave or modify any of these Rules and Regulations.
 - 1.3.3 Copies of these Rules and Regulations, Schedule of Charges and Tariff are available for inspection at the office of the Water Department.

SECTION 2 WATER SYSTEM EXTENSIONS AND NEW SERVICES

- 2.1 Extensions Within Town of Dover: System extensions within the Town of Dover will be considered in two categories subject to filing of a proper application with the Superintendent.
 - 2.1.1 New subdivisions - All system improvements will be made by the developer at his own cost.
 - 2.1.2 Existing developments - All system improvements will be made by the Water Commissioners and the cost of the improvements will be charged as agreed upon between the Board of Aldermen and the Water Commissioners.
- 2.2 Extensions Outside Town of Dover: System extensions outside of the Town of Dover will be considered in two categories subject to filing of a proper application with the Superintendent.
 - 2.2.1 New subdivisions - All system improvements will be made by the developer at his own expense under a subdivider's agreement.
 - 2.2.2 Existing Developments - All system improvements will be made by the Water Commissioners at the expense of the benefited properties in accordance with a special agreement which will be prepared between the municipality governing the area and the Water Commissioners.
- 2.3 New Service Connections on Existing Mains: All new service connections on existing mains will be installed between the main and a point one foot behind the curb or curb line by the Water Department, subject to filing of a proper application with the Clerk. The service will terminate with a curb stop and box from which point the applicant will extend the service to the existing or proposed premises.

New services to new premises and new services on existing water mains will be installed by the Water Department at the expense of the benefited property in accordance with the tariff and to these Rules and Regulations, subject to filing a proper application with the Clerk.

- 2.4 Application Forms: Application forms for system extensions or new services are available from the Superintendent or Clerk.

2.4.1 Water Reservation: "Application for Water Reservation": shall be filed with the Superintendent together with all data required, as described in "Standards for the Construction of Water System Facilities, Town of Dover, N.J., Water Department."

2.4.2 System Extension: "Application for Water System Extension" shall be filed with the Superintendent together with all data required, as described in "Standards for the Construction of Water System Facilities, Town of Dover, N.J., Water Department."

All permits and approvals required from other agencies, such as the New Jersey Department of Environmental Protection shall be obtained before the Application for Water System Extension is approved for construction.

2.4.3 New Meter: "Application for Water Meter Installation" shall be filed with the Superintendent together with all data required, as described in "Standards for the Construction of Water System Facilities, Town of Dover, N.J., Water Department."

- 2.5 Water for Construction Sites: Upon payment of proper fee, as shown in tariff, water may be obtained at construction sites for building purposes. No water may be obtained under these provisions for landscaping or occupancy.

Water for building purposes will be provided through a service connection.

- 2.6 Requirement of Owner. The Owner of any premises served by an extension of the water system not constructed by the Commissioners, is responsible for all costs and charges with respect to review and approval of the plans, construction and testing of the facilities, furnishing proper bonds or developer's agreement in accordance with "Standards for the Construction of Water System Facilities" and including providing proper easements where facilities are not located in public streets or are located in public streets which have not been dedicated or accepted by the municipality in which the facilities are located.

- 2.7 Acceptance by Commissioners. Upon receipt of all required data and as-built plans for a system extensions subsequent to construction and subject to the Owner Furnishing proper title to all lands on which the facilities were constructed, receipt of Maintenance Bond in the amount of 15% of construction cost of improvement determined in accordance with NJSA 40:55D-53 for period of two (2) years and subject to payment of all fees and charges, upon recommendation of the Superintendent and/or the Water Department's

Consulting Engineer, the Commissioners will accept the facility extension and have the Superintendent initiate operation. An audit will be made by the Commissioners of any escrow account and unused moneys will be returned to the Owner or additional funds will be requested if found necessary. Bonds, if any, will be released at proper dates as recommended by the Superintendent.

SECTION 3 WATER SYSTEM USE

The conditions under which water service will be provided by the Water Department and the provisions for connection to the system and use of the facilities are as follows:

- 3.1 General Conditions. The Owner of any premises served by the Dover Water Department is responsible for operation and maintenance of the facilities served, in accordance with the Rules and Regulations of the Department and is responsible for payment of all charges and fees even though the Owner may direct the clerk to bill the tenants or leasor's of property he owns.
 - 3.1.1 Access to Premises - The Water Department shall have access to any premises connected to the water system and no person shall refuse to admit any authorized Water Department employee upon presentation by the employee of Water Department identification as a representative of the Water Department, for the purpose of reading and making inspection of the water meter or plumbing system of the said premises.
 - 3.1.2 Operation only by Authorized Personnel - Only Water Department employees or other persons authorized by the Water Department shall operate any valve in the distribution system or other Water Department facilities.
 - 3.1.3 Fire Hydrant Operation - Only Water Department employees, fire department personnel or other persons authorized by the Water Department shall operate any fire hydrant.
 - 3.1.4 Obstruction of Hydrants or Other Facilities - No person shall in any way obstruct or prevent free access to or damage to any fire hydrant, water meter, curb stop or other equipment of the Water Department. No object including snow, debris, motor vehicle or structure of any kind will be placed within a distance of ten (10) feet from any fire hydrant. Any such obstruction may be removed at once by the Water Department and the person responsible for the obstruction shall be liable for the cost of removal and be subject to any penalties imposed by the Water Department.
 - 3.1.5 Excavation or Blasting Near Water System Facilities - Any person, firm or corporation making an excavation or blasting in a street or area wherein water mains, service connections or other facilities exist shall notify the Water Department at least forty-eight (48) hours in advance of making the excavation excluding Saturday, Sunday and legal holidays. The person, firm or corporation

is also required to contact New Jersey One Call at 1-800-272-1000 three (3) full business days prior to conducting any excavating. Any damage done to an existing water main, service connection or other facility during excavation shall be reported to the Water Department immediately and the person, firm or corporation causing the damage shall be liable for the full cost of repairs.

Any person, firm or corporation planning to make an excavation in a street wherein existing water mains and service connections are required to be moved or relocated, shall make a written request for the change to the Water Department. The Water Department may require engineering drawings at the discretion of the Superintendent. Prior to the change being made, the person, firm or corporation must furnish a satisfactory guarantee to the Water Department insuring the payment of all costs incurred in making the changes as requested.

3.1.6 Discontinuance of Water Service - The Water Department may discontinue water service to the premises of any Owner or tenant upon given a minimum of twenty-four (24) hours notice to the Owner or tenant of said premises for any of the following reasons:

- (1) For the purpose of making permanent or temporary repairs, changes or improvements in any part of its system;
- (2) For compliance in good faith with any governmental order to directive notwithstanding such order or directive subsequently may be held to be invalid;
- (3) For any of the following acts or omissions on the part of the customer;
 - i. Nonpayment of a valid bill due for service furnished at a present or previous location. However, nonpayment for business service shall not be a reason for discontinuance of residence service (;) except in cases of diversion of service pursuant to N.J.A.C. 14:3-7.16.
 - ii. Tampering with any facility of the utility;
 - iii. Fraudulent representation in relation to the use of service;
 - iv. Customer moving from the premises, unless the customer request that service be continued.
 - v. Providing a utility's service to others without approval of the utility;
 - vi. Failure to make or increase an advance payment or deposit as provided for in these regulations or the utility's tariff;
 - vii. Refusal to contract for service where such contract is required;
 - viii. Connecting and operating in such manner as to produce disturbing effects on the service of the utility or other customers;

- ix. Failure of the customer to comply with any reasonable standard terms and conditions contained in the utility's tariff;
 - x. Where the condition of the customer's installation presents a hazard to life or property;
 - xi. Failure of customer to repair any faulty facility of the customer;
- (4) For refusal of reasonable access to customer's premises for necessary purposes in connection with rendering of service, including meter installation, reading or testing, or the maintenance or removal of the utility's property.
- (b) A customer wishing to discontinue service must give notice to that effect. Where such notice is not received by the utility, the customer shall be liable for service until the final reading of the meter is taken. Notice to discontinue service will not relieve a customer from any minimum or guaranteed payment under any contract or rate.
- (c) The Water Department may not discontinue residential service on Saturday, Sunday or a holiday on which the utility company's commercial offices are closed or after 1:00 P.M. of the business day prior to a weekend or such holiday for nonpayment.
- (d) Discontinuance of residential service for nonpayment is prohibited if a medical emergency exists within the premises which would be aggravated by discontinuance of service and the customer gives reasonable proof of inability to pay. Discontinuance shall be prohibited for a period of up to two months when a customer submits a physician's statement in writing to the utility as to the existence of the emergency, its nature and probable duration, and that termination of service will aggravate the medical emergency. Rectification by the physician as to continuance of the medical emergency shall be submitted to the utility after 30 days. However, at the end of such period of emergency, the customer shall still remain liable for payment of service(s) rendered, subject to the provisions of N.J.A.C. 14:3-7.13. During the period of medical emergency the customer shall pay telephone tolls which are in excess of the average bills of the six months preceding the first 30-day period.
- 1. The board may extend the 60-day period for good cause.
 - 2. Public utilities may in their discretion delay discontinuance of residential service for nonpayment prior to submission of the physician's statement required by this subsection when a medical emergency is known to exist.

The Water Department will not restore the water service to the premises until the reason or reasons for discontinuing the service have been corrected and all charges including penalties imposed have been paid.

The Owner may request temporary discontinuance of water service and when requested, the Department will shut the water off at the curb stop. Reconnection charge for service will be in accordance with tariff.

3.1.7 Refusal to Connect

- (a) The Water Department may refuse to connect with any customer's installation when it is not in accordance with the standard terms and conditions of the utility furnishing the service, which have been filed with the Board and with the provisions of applicable governmental requirements.
- (b) When, because of its size or character, the customer installation desired to be connected to the facilities of the Water Department is so unusual as to adversely affect the adequacy of the service furnished to other customers, present or prospective, the utility may require special provisions for the service in question or may refuse the same.

3.1.8 Emergency Responses Due to Extraordinary Demand And/Or Diminished Supply

Discontinuance of service for failure to comply with use restrictions.

For compliance by the utility in good faith with any governmental order or directive, notwithstanding that such order or directive subsequently may be held to be invalid, the Water Department, may, upon reasonable notice, as set forth in sections 2.1 and 2.3 herein, suspend, curtail, or discontinue service pursuant to N.J.S.A. 48:2-23, N.J.S.A. 48:2-24, and N.J.S.A. 14:3-3.6 for any of the following acts or omissions on the part of the customer:

- (1) Connecting or operating any piping or other facility, including but not limited to, lawn sprinkling on the customer's premises in such a manner as to adversely affect the safety or adequacy of service provided to other customers present or prospective; or
- (2) Continuing waste of water by customers after notice from the utility through improper or imperfect pipes, fixtures, or failure to comply with restrictions; or
- (3) Failure to comply with the standard terms and conditions contained in this tariff or failure to comply with any state law, or the rules, regulations, orders or restrictions of any governmental authority having jurisdiction.

Water service shall be restored when the conditions under which such service was discontinued, as specified above, are corrected and upon the payment of the SPECIAL RESTORATION SERVICE CHARGE for each restoration.

The Water Department will endeavor to provide a regular and uninterrupted supply of water through its facilities. However, if because of emergencies beyond the control of the Water Department, including governmental mandate, service is interrupted, irregular, defective or fails, the Water Department will not be liable for damage or inconvenience resulting therefrom. In the event of an extraordinary demand and/or diminished supply, the Water Department may restrict the use of water whenever the public welfare may require it and, if necessary, may shut off the water in its mains and pipes. In such cases the Water Department shall advise its customers by placing a prominent advertisement detailing the conditions and restrictions in a newspaper of general circulation in the utility service area. The notice will state the purpose and probable duration of the restriction or discontinuance. Failure to provide regular and uninterrupted service due to breakdowns is covered under other sections of this tariff.

The Water Department may restrict water service during certain periods, where the Water Department advises the Board of Public Utilities, in order to protect the public water supply, or otherwise to comply with any regulations, orders or decrees issued by the Governor of New Jersey or the Department of Environmental Protection pursuant to the Water Supply Management Act. Such interruptions or restrictions shall be reported to the Department of Environmental Protection and the Board by each utility by the speediest means of communications available, followed by a detailed written report, pursuant to the provisions of N.J.A.C. 14:3-3.9(b), within one week. Thereafter, the utility shall provide weekly reports for the duration of the emergency.

When the supply of water to individual customers is to be shut off or curtailed for failure to comply with emergency water restrictions imposed because of extra ordinary demand or diminished supply, the company shall advise its customers by placing a door tag on the front door of the home of the individual(s) in violation of the restrictions, at least twenty-four (24) hours prior to discontinuance or curtailment, or by giving another form of notice acceptable to the Board. The Water Department will advise business and commercial customers, in writing, by mailing a notice to the customers' billing address. In the case of door tags, they shall be sequentially numbered and include the date, time and nature of the violation and the procedure for restoration of service. All such notices shall be accounted for by the utility.

- 3.1.9 Water Cooled Air Conditioning and Refrigeration Equipment - No water cooled air conditioning or refrigerating equipment not having a recirculating water system approved by the Water Department will be permitted to connect to the Water Department water system. All persons wishing to connect water cooled air conditioning or refrigeration equipment to the Water Department system will submit complete plans and specifications to the Water Department for approval. No connection to the water system shall be made until approval is granted.

3.1.10 Restrictions on Use of Water - In the event of a shortage of water for any reason, the Water Department may restrict or suspend the following uses of water:

Lawn and garden sprinkling

Washing of automobiles or trucks

Filling or refilling of swimming pools

ORDINANCE NO. 10 - 1992

AN ORDINANCE EMPOWERING THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, TO DECLARE A WATER EMERGENCY WITHIN THE TOWN OF DOVER AND ESTABLISHING WATER USE RESTRICTIONS DURING SUCH WATER EMERGENCY

WHEREAS, pursuant to N.J.S.A. 40:48-2, this municipality has the power to adopt ordinances necessary and proper for the protection of persons and property and the preservation of the public health, safety and welfare; and

WHEREAS, the Mayor and Board of Aldermen, hereinafter referred to as the "governing body", for the purpose of responding to all water emergencies, finds that it requires the adoption of procedures for the implementation and enforcement of water use regulations in the Town of Dover in order to protect its residents, businesses and property and to preserve the public health, safety and welfare;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the Town of Dover in the County of Morris and State of New Jersey as follows:

1. Declaration of Water Emergency. Whenever the governing body shall be satisfied and finds that a water emergency exists in the Town of Dover, it may adopt a resolution declaring that a water emergency exists in the Town of Dover. Such resolution shall be adopted by the governing board at any regular, special, adjourned or emergency public meeting of the governing body. Such resolution shall identify that portion of the municipality affected by the water emergency, which may include the entire municipality, and shall specify which of the water use regulations contained in Paragraph 2 of this ordinance are being imposed as well as any exemptions as may be authorized. Such resolution shall be effective immediately upon publication according to law and shall continue in effect for ninety (90) days, unless extended or repealed as set forth in Paragraph 3 of this ordinance. For the purpose of this paragraph, a water emergency shall exist if, for any of the following reasons:

a. the public utility providing water service to all or a portion of the municipality has adopted water use restrictions, has notified the municipality, the New Jersey Board of Public Utilities, and the New Jersey Department of Environmental Protection, as well as any other State, county or local agency entitled to notice of such restrictions and such restrictions are not overruled or declared

invalid by any State, county or local agency having the jurisdiction and power to do so, or

b. The governing body is otherwise satisfied that a water emergency exists in the Town of Dover.

2. Water Use Restrictions. Upon adoption by the governing board of a resolution declaring that a water emergency exists in the Town of Dover in accordance with Paragraph 1 of this ordinance, all citizens shall be urged to observe voluntary indoor conservation measures and, any of the following water use restrictions shall be imposed and shall be applicable to all residents and tenants, including those with private wells, except where a bona fide health emergency exists and to exempt businesses, as specified, during the water emergency;

a. the complete ban and prohibition of outside water usage, including the watering of lawns and plants, the filling of pools and the washing of cars; or

b. outside water usage on alternate days allowing outside water usage by persons or businesses having even house or box numbers on even days and those having odd house or box numbers on odd days with outside water usage being completely banned and prohibited on the thirty-first day of any month during the water emergency; or

c. any other water use restriction specified by the governing body in the resolution required by Paragraph 1 of this ordinance which is reasonable under the circumstances considering the nature and extent of the water emergency. Any water restriction imposed pursuant to this paragraph shall be limited in application to that portion of the municipality, which may include the entire municipality, identified as being affected by the water emergency in the resolution of the governing body adopted in accordance with Paragraph 1 of this ordinance.

3. Duration of Water Use Restriction. The resolution of the governing body required by Paragraph 1 of this ordinance shall, in addition to complying with Paragraph 1, provide a period of time during which the water use restrictions imposed shall be applicable and which shall be no longer than reasonably necessary to abate the water emergency under the circumstances considering the nature and extent of the water emergency. At the expiration of the time period specified in the resolution, the water use restriction shall lapse and be inapplicable and unenforceable. If the governing body shall be satisfied that the water emergency has been abated prior to the expiration of the time period specified in the resolution, it shall adopt a resolution declaring the water emergency ended and the water and the water use restrictions inapplicable. If, at the expiration of the time period specified in the resolution, the governing body shall be satisfied that the water emergency continues to exist, it may adopt a resolution in accordance with the requirements of this ordinance continuing the water use restrictions.

4. Enforcement of Water Use Restrictions. The water use restrictions imposed pursuant to this ordinance shall be enforced during a water emergency by the local authorized officials. Whenever a local authorized official shall find a violation of the water use restrictions, such authorized official shall give the violator a written warning and explain the penalties provided by Paragraph 5 of this ordinance. The local authorized official shall keep such records as may be reasonable and necessary for the purpose of determining the persons and businesses who have been warned. The local authorized official is hereby empowered to issue a summons and complaint for the violation of the water use restrictions within the Town of Dover imposed pursuant to this ordinance.

5. Penalties. Any person or business who after written warning violates the water use restrictions imposed pursuant to this ordinance shall be fined or imprisoned in accordance with this paragraph. For a first offense, the fine imposed shall be a minimum of \$100.00 to a maximum of \$500.00 or imprisonment for ten days or both. For a second and subsequent offense, the fine imposed shall be a minimum of \$1,000.00 and imprisonment for no more than thirty days or both.

6. Severability. If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision invalidated and the remainder of this ordinance shall be valid and enforceable.

7. Repealer. All ordinances or parts thereof inconsistent with this ordinance are hereby repealed.

3.1.11 Leaks - The Water Department will make all repairs of leaks in the distribution system mains and fire service mains in the public portion of the system which ends at the street right of way or easement line and in services up to the curb stop. For leaks in private mains or the private portion of fire service lines or in service connections beyond the curb stop, the Department may shut off the water with or without notice and the water will not be turned on again until all necessary repairs have been made by the Owner.

3.1.12 Fire Service - The Water Department will provide water for fire protection service within the limits of the existing system.

3.1.12.1 The Water Department will provide water for fire protection service in the service area from existing mains through the use of public fire hydrants. A fire hydrant service charge, as indicated in tariff, shall be levied by the Water Department for each public fire hydrant, to be paid by the municipality in which it is located.

3.1.12.2 Private Fire Service - The Water Department will provide water for private fire protection service to buildings through fire service connections to sprinkler systems or hose connections in buildings or to private fire hydrants. A private fire service or standby charge shall

be levied by the Water Department for each fire service connection as indicated in tariff.

Normally private fire service mains will be unmetered, however, at the discretion of the Superintendent a fire service meter may be required. An isolating valve shall be installed at the interconnection point of the public and private system and said valve will be the property of the Department.

Water used for any other purpose than that intended from unmetered fire or sprinkler system connections is expressly and strictly prohibited.

- 3.1.13 Private Wells - No person shall dig, drill or drive holes in the ground or earth for the purpose of constructing a water well or pump station to take or use water for private use in any manner without first having obtained permission from the Water Department.

Permission shall be obtained only by written application of the Owner to the Water Department accompanied by a plan, showing the premises on which the proposed well is to be located. The owner shall furnish any further data or information requested by the Water Department.

- 3.1.14 Permits - The Water Department will obtain all permits from all agencies as required for work which is constructed by the Water Department.

In major subdivisions the Owner is responsible for obtaining all permits, from all agencies, for water system facilities which will be constructed by the Owner and ultimately deeded to the Water Department.

- 3.1.15 Service Pressure - Generally the Water Department will operate the system facilities to maintain a minimum of twenty pounds per square inch pressure at the service connection curb stop for the existing distribution system. The Water Department does not guarantee this minimum pressure continuously and Owners must make special provisions to provide water service and adequate pressure to tall buildings and to premises constructed at elevations near the high portions of the various service zones.

3.2 Service Connections

- 3.2.1 Application - The Owner of each premise to be served by the Water Department shall make application for service in accordance with Section 3 of these Rules and Regulations.

3.2.2 Requirements Per Type Unit Served

- 3.2.2.1 Each residential building consisting of one or more than one dwelling unit, except garden apartments or motels or hotels with kitchen or kitchenette facilities, shall have a separate water service

connection for each dwelling unit. Garden apartments or motels or hotels with kitchen or kitchenette facilities shall have only one water service connection for each building. Townhouses are single family houses attached to each other and each dwelling unit shall have its own service connection.

- 3.2.2.2 Each commercial, industrial, professional or public building shall have only one service connection. Fire service connections will be in addition to and separate from the service connection.
- 3.2.3 Size - The size of each new or replacement water service and fire service main for each premise will be selected by the Water Department in consultation with the Owner considering the intended use of the premises.
- 3.2.4 Responsibility of Protection From Frost and Damage - The Owner shall protect the service connection between the curb stop and meter from damage due to frost or other causes, make necessary repairs to said connection promptly and shall be liable for damage or loss of water from failure to do so. Thawing out of a frozen service connection shall be the responsibility of the Owner and shall be performed only by a licensed plumber approved by the Water Department.
- 3.2.5 Reporting Leaks - After the service connection is placed in use, any leak between the curb stop and the water meter shall be reported immediately by the Owner to the Water Department and shall be promptly repaired by the Owner. If repairs are not made promptly, the water will be shut off by the Water Department and not turned on again until such repairs are made and all charges from damage or loss of water have been paid.
- 3.2.6 Maintenance and Repairs - All maintenance and repairs of service connection between the water main and the curb stop will be made by the Water Department at no expense to the Owner. All maintenance and repairs or replacement of an existing service connection between the curb stop and the water meter shall be made by the Owner in accordance with the Water Department Standards at his own expense. Replacement of an existing service connection between the water main and curb stop with new or larger piping including a new connection to the water main if required, shall be made by the Water Department at the Owner's expense. If an existing service connection is abandoned or replaced with a new connection including a new connection to the main, the Water Department will shut off and plug the existing connection at the corporation stop on the main at the Owner's expense..
- 3.2.7 Cross Connections - Interconnection of the Water Department facilities with any private or public premises having it's own supply source will not be permitted.
- 3.2.8 Curb Stops - A curb stop and box will be provided by the Water Department at the end of each service connection at a point one foot behind the curb or curb

line except in major subdivisions where the Water Department may authorize the service connections and related work to be installed by the Owner.

- 3.2.9 Materials for Service Pipes - All service pipe shall be copper as specified in the Water Department Standards for Construction of Water System Facilities.
- 3.2.10 Separation of Sewer and Water - Water mains shall be separated from sanitary sewer as required by the State of New Jersey DEP.
- 3.2.11 Installation Requirements - The service connection between the water main and the curb stop at the property line shall be constructed by the Water Department or its agent, or at its option, the Water Department may permit the Owner to construct that portion of the service connection provided that all of the plumbing work including the tapping of the water main, the installing of the corporation stop and curb stop and the laying of the service pipe is done in full accord with the Water Department Standards and is performed by a contractor approved by the Water Department. If the service connection between the water main and the curb stop is constructed by the Water Department, the full cost of the work will be charged to the Owner at an amount to be determined by the Water Department at the time application is made for the water service. Upon satisfactory completion and testing of the service connection, the Owner shall transfer ownership of said connection to the Water Department at no cost and thereafter the Water Department shall maintain and repair that portion of said connection. The Owner shall be responsible for the construction, maintenance and repair of the service connection between the curb stop at the property line and the water meter at the premises.

No connection of any kind shall be made to the service connection between the water main and the meter. The making of or use of any such connection shall make the Owner liable for all water used as estimated by the Water Department, in addition to any penalties imposed by the Water Department under these Rules and Regulations.

- 3.2.12 Backflow Preventers - Where required or deemed necessary in the judgment of the Water Department, backflow preventers shall be installed in accordance with the State of New Jersey and Natural Standard Plumbing Code.
- 3.2.13 Reconnect Fee - When requested by the Owner, the Water Department shall discontinue water service to a property either temporarily or permanently. Reconnect fee shall be made for restoring the service per tariff. No water service shall be restored until all water charges due have been paid.
- 3.2.14 Pressure Reducing Valves - Pressure reducing valves shall be installed at the expense of the Owner beyond the meter in each new service in accordance with the requirements of the Standards of the Water Department and Natural Standard Plumbing.

3.3 Meters:

Each water service connection shall be metered with the exception of a service connection furnishing water for building construction as provided for in Section 4.3. The use of water without a meter, with the above exception, shall make the Owner liable for the quantity of water consumed as estimated by the Water Department in addition to any penalties imposed under these Rules and Regulations.

3.3.1 Size and Cost - All meters are sized, specified and furnished by the Water Department.

The meters will be of the type and manufacture as indicated in the Water Department Standards. Where required by the Superintendent, meters will be furnished with a remote direct reading register mounted on the outside of the premises.

3.3.2 Protection from Frost and Freezing - The Owner shall be responsible to protect the meter from damage due to frost, freezing or any other cause and shall be liable for all damage or loss to the Water Department from failure to properly care for and protect the meter.

3.3.3 Seals - All meters will be sealed by the Water Department. The seal is not to be broken except with prior approval of the Superintendent. Breaking of the seal or tampering with the meter will be subject to a penalty in accordance with the laws of the State of New Jersey.

3.3.4 Ownership - All meters are and remain the property of the Water Department.

3.3.5 Installation - All meters will be set by the Water Department. A meter spacer will be provided at no charge by the Water Department. The spacer is to be installed horizontally with a ball or gate valve on each side. The meter shall be installed at the point of service entry into the premises approximately three feet above the finished floor elevation and six inches from the wall. The location must be such that easy access to the meter for reading and replacement is insured. Meter couplings are of the gasket type. No pipe joint compound is to be used.

Further, details of the installation of meters and service connections are indicated in the Water Department Standards.

No regulator, pressure reducing valve or connection of any sort shall be placed on the street side of the meter (except an isolating ball or gate valve which shall be placed directly adjacent to the meter).

For premises without basements, the Owner must make special arrangements with the Superintendent for the installation of the meter. If located outside of

the premises, costs of any meter vaults or pits are the responsibility of the Owners.

3.3.6 By-Pass Meter Settings - The setting of two or more meters on a single service line is permissible provided;

The water is not diverted to another structure or building, the purpose and intent being to provide individual metering for two or more apartments within a single structure.

Application for By-Pass is made at the office of the Water Department prior to making alterations to the existing service line.

When two or more meters are installed on a By-Pass line. A Ground Key Angle Meter Stop with Lock Wings will be installed before each meter.

The installation is in accordance with the specifications previously stated and conforms to the schematic sketch as shown in the Water Department Standards.

3.3.7 Notification of Improper Operation - The Owner shall report to the Water Department immediately any failure of a water meter to register properly. Charges for water consumed during the period of such failure, will be estimated by the Water Department based on the average consumption over a reasonable period of time prior to the failure.

3.3.8 Testing and Adjustments

3.3.8.1 Requested Test - The water meter shall be tested for accuracy by the Water Department at the Owner's written request. If the meter is found to be accurate within the allowable accuracy limits of 98.5% to 101.5%, at full flow, a charge for removing, testing and reinstalling the meter will be made as set forth in the tariff. If the meter registration is found to be over or under the allowable range as stipulated above, the meter will be repaired or replaced and installed at no cost to the Owner.

3.3.8.2 Allowable error - No water meter shall be placed in service or remain in service if after test it registers more than 101.5% or less than 98.5% of standard ratings.

3.3.8.3 Adjustments - In case of disputed water bills which involve the accuracy of the meter, such meter will be promptly tested. If an error in the registration in excess of 101.5% is found to exist, the water bill will be adjusted accordingly, but the percentage of error shall apply only to the water used since the date of the meter reading applying to the last previous bill. Where a meter has ceased to

register altogether, water consumption will be determined by previous average registration while the meter was in working order or upon the best information available.

SECTION 4 WATER SYSTEM EXTENSIONS AND NEW SERVICES

4.1 Water System Extensions

Water system extensions shall be constructed by the Developer at his own cost, as defined in the Water Service Agreement executed for the project.

4.2 New Service Connections on Existing Mains

No service connections will be installed without an approved Water Reservation. All new service connections on existing mains will be installed between the main and a point one foot behind the curb or curb line by the Water Department, subject to filing of a proper application with the Clerk. The service will terminate with a curb stop and box from which point the applicant will extend the service to the existing or proposed premises.

New services to new premises and new services on existing water mains will be installed by the Water Department at the expense of the benefited property in accordance with the tariff and to these Rules and Regulations, subject to filing a proper application with the Clerk.

SECTION 5 RATES AND FEES

5.1 Water Use and Rates and Fees

Water use rates and fees established by the Commissioners are as indicated in the tariff. The Commissioners may revise the rates and fees as required from time to time to produce revenues to properly operate, maintain and expand the water system in conformance with all required local ordinances and state statutes.

5.2 Billing Period

Water meters will be read quarterly by the Water Department and accounts will be billed accordingly. The Owner shall allow access to the premises for reading of the meter if necessary. In the event that the meter reader cannot gain access to the premises, the quantity of water consumed during the period shall be estimated by the Water Department.

Minimum charge bills or estimated bills rendered because the Department representative could not gain access to the premises will not be issued for any period more than three consecutive quarters.

5.3 Billing and Delinquent Bills

Water bills shall be rendered quarterly and the amount charged shall be due on the date indicated on the bill. If payment for the bill is not received within 20 days from the due date, notice will be given that, unless the charges are paid within ten days from the date of such notice, the water service will be discontinued. When the water service is discontinued for non-payment of charges, it will not be restored until the total amount due including reconnect fee turn-on charges have been fully paid. Water bills will be mailed by the Water Department but non-receipt of the bill by the consumer shall be no excuse for failure to pay the amount due. When such occurs, it shall be the consumers responsibility to obtain the amount due at the office of the Water Department. The Owner of the property to which water service is furnished shall be liable for the payment of all charges due for the use of water on the premises and such charges shall be a lien on the premises until fully paid and satisfied.

All accounts will be billed for the amount of water used during the quarterly period, with a fixed service charge indicated in the tariff.

5.4 Customer Deposits

All deposits shall bear simple interest at the rate of nine per cents per annum, payable at the time that the deposit is refunded to the depositor, provided said deposit remains with the Town of Dover Water Commission for a period of three months or longer. Deposits shall cease to bear interest upon discontinuance of service.

A deposit is not a payment or part payment of any bill for service, except that on discountenance of service, the Town of Dover Water Commission may apply said deposit against unpaid bills for service and only the remaining balance of the deposit will be refunded. Town of Dover Water Commission shall have a reasonable time in which to read the meters and to ascertain that the obligations of the customer have been fully performed before being required to return any deposit. To have service resumed, customers will be required to restore deposit to original amount.

Upon closing any account the balance of any deposit remaining after the closing bill for service has been settled shall be promptly returned to the depositor with interest due.

Town of Dover Water Commission shall review a residential customer's account at least once every year and a non-residential customer's account at least once every two years. If such review indicates that the customer has established credit satisfactory to the Town of Dover Water Commission the outstanding deposit must be refunded to the customer and if such review clearly indicates that the customer is preparing to leave, immediate payment of the account may be required.

Interest payments shall be made at least once during each 12 month period in which a deposit is held and shall take the form of credits on bills toward utility service rendered or to be rendered, for residential accounts.

SECTION 6 ENFORCEMENT AND PENALTIES

6.1 Enforcement

The enforcement of the requirements of these Rules and Regulations shall be the responsibility of the Commissioners and any violations shall be subject to the penalties prescribed in these Rules and Regulations and appropriate municipal ordinances and laws of the State of New Jersey.

PART B

STANDARDS FOR THE CONSTRUCTION OF WATER SYSTEM FACILITIES

**TOWN OF DOVER, MORRIS COUNTY, NEW JERSEY
WATER DEPARTMENT**

PART B

STANDARDS FOR THE CONSTRUCTION OF WATER SYSTEM FACILITIES

**TOWN OF DOVER, MORRIS COUNTY, NEW JERSEY
WATER DEPARTMENT**

WATER SYSTEM PROCEDURES MANUAL
WATER COMMISSIONERS OF THE MAYOR AND BOARD OF ALDERMEN

STANDARDS FOR THE CONSTRUCTION
WATER SYSTEM FACILITIES

TOWN OF DOVER, MORRIS COUNTY, NEW JERSEY
WATER DEPARTMENT

These Standards outline procedures, materials, installation and testing requirements for the approval and acceptance of water system facilities in the franchise area of the Town of Dover water system.

SECTION 1 LETTER OF WATER AVAILABILITY

1.1 Applicability

Any interested applicant may obtain a copy of the Water Commission's quarterly Letter of Water Availability from the Water Commission Clerk prior to formal application for Water Reservation being made.

For those applications relating to proposed projects requiring Planning or Zoning Board approval, the applicant shall request and obtain the most recent Letter of Water Availability from the Water Commission Clerk and shall submit the letter as part of its project application to the appropriate Planning or Zoning Board. The Planning or Zoning Board shall accept a Letter of Water Availability for a period of three (3) months from the date of issue.

SECTION 2 WATER RESERVATION APPLICATION

2.1 Applicability

Any applicant, with the consent of the property owner within the franchise area of the Town of Dover Water System may apply to the Town of Dover Water Commission for Water Reservation. An application for Water Reservation is required for any proposed project that will require the construction of a new water main extension for the service, or any project that will generate an increase in demand, as determined in accordance with NJDEP NJAC 7:10-12. If necessary, the applicant shall be responsible for extending the Town's water main to the property in accordance with the Town's standards and applicable Water Service Agreement as determined by the Consulting Engineer.

2.2 Application

The application for Water Reservation shall be on the forms prescribed by the Water Commission and shall include but not be limited to the following:

- 2.2.1 The name and address of the applicant;
- 2.2.2 The address of the property and the tax lot and block designation;
- 2.2.3 Description of the existing use of the property;
- 2.2.4 The proposed use of the property or the type of building to be constructed thereon;
- 2.2.5 If applicable, an approved preliminary and/or final subdivision plan, site plan or redevelopment plan of the proposed project indicating the number of proposed lots and the proposed uses on each lot;
- 2.2.6 An estimate of the average daily usage required by the proposed use of the property;
- 2.2.7 An estimate of the dates of anticipated water service connection and water meter installation to the Town's water system;
- 2.2.8 An agreement by the applicant to abide by and accept all of the provisions of this chapter and such rules and regulations as may be promulgated by the Town; and
- 2.2.9 Any additional information as may be required by the Water Commission or Consulting Engineer to assist in the processing of said application.

2.3 Application Priority

All applications for Water Reservation will be assigned an application number and forwarded for review based upon the order in which they were received by the Water Commission Clerk.

2.4 Time Limit

From the date of issue, an approved Water Reservation shall be valid for a period equivalent to the corresponding Planning or Zoning Board approval(s) or a period of 36 months for those applications not requiring Planning or Zoning approval. The Water Reservation shall be void unless physical Water Service is completed within the appropriate period. The Water Reservation may be renewed for longer periods at the discretion of the Water Commission to coincide with the expiration date of or an extension granted for a permit to construct/modify/operate public water works facilities relating to the subject project issued by the NJDEP. The applicant must apply to the Water Commissioners for any such extensions in writing.

In the event that the water service is not completed within the period set forth above, the Water Reservation shall automatically expire and any portion of the Water Reservation for which connections have not been made will revert to the Water Commission.

2.5 Quarterly Water Reservation Fee

A quarterly Water Reservation fee in the amount of 25 percent of the prevailing estimated water usage charge shall be paid to the Town throughout the duration of the Water Reservation time period. This amount will be billed on a quarterly basis and payment and penalty terms and conditions of the prevailing rate structure shall apply. Non-payment of the Quarterly Water Reservation Fee may result in termination of the Water Reservation, at the discretion of the Water Commissioners.

2.6 Transfer of Water Reservations

Transfer of approved Water Reservations is prohibited. A Water Reservation within the Town's water supply system shall not be traded, sold or otherwise reallocated by an applicant, unless the property identified in the Water Reservation is sold to a new owner, such that the Water Reservation shall run with the land to the extent necessary to affect the intent of the Water Reservation. Water Reservations for any project shall not be assignable to any other project. In the event that a project is abandoned, or the construction of the same does not utilize the entire Water Reservation granted to it, the unused allocation shall revert to the Town and shall become available for Water Reservation in accordance with the procedures set forth in this chapter. Should the scope of a project change and additional water allocation be required, the incremental increase in allocation requested shall be treated as a new Water Reservation application.

2.7 Small Project Water Reservation Applications

2.7.1 Application Fee

An application fee of two hundred fifty (\$250.00) dollars shall be submitted upon the filing of the application. Said fee shall be used by the Town to cover the administrative and professional costs associated with the review of the application.

2.7.2 Application Review

Applications for Water Reservation as defined above shall be reviewed by the Water Superintendent and/or Town Engineer and a Water Reservation issued provided a determination is made that there is currently adequate capacity in the Town's water supply systems based on a firm capacity calculation as defined by the NJDEP in N.J.A.C. 7:10-11.6(a), using a peak daily demand as defined herein and prescribed under N.J.A.C. 7:10-11.4(a)(7).

2.7.3 Application Determination

The Water Superintendent and/or Town Engineer shall approve or deny the application within ten (10) days of receipt of a complete application. The Town reserves the right to extend the time for the rendering of the aforesaid decision for a period not to exceed five (5) days if additional time is required for processing said application. In no event shall the Town's failure to render a decision within the aforesaid time periods constitute a default approval of the application.

- 2.7.5 The Water Superintendent will prepare and submit a monthly report to the Water Commissioners indicating the number and total estimated usage of approved Small Project Water Reservation applications.

2.8 Large Project Water Reservation Applications

2.8.1 Application Fee

An application fee of five hundred (\$500.00) dollars shall be submitted upon the filing of the application. Said fee shall be used by the Town to cover the administrative and professional costs associated with the review of the application.

2.8.2 Initial Escrow Deposit

An initial escrow deposit of two thousand dollars (\$2,000) shall be submitted upon the filing of the application. Said deposit shall be used by the Consulting Engineer and/or Town Attorney for their services relating to the application.

2.8.3 Application Review

Applications for Water Reservation for Large Projects shall require the approval of the Water Commissioners. The Water Commission's Consulting Engineer shall prepare and submit a report to the Water Commissioners concerning the nature of the allocation, the status of any required NJDEP applications, an evaluation of any required system improvements necessary to serve the project as well as an updated analysis of the water system's firm capacity and peak daily demand. The report shall also address technical details of the proposed project's service connection and water related improvements including but not limited to materials, equipment, regulations, easements, metering, etc.

2.8.4 Application Determination

The Water Commissioners shall approve or deny the application by resolution within 60 days of receipt of a complete application. The Town reserves the right to extend the time for the rendering of the aforesaid decision for a period not to exceed 30 days if additional time is required for processing said application. In no

event shall the Town's failure to render a decision within the aforesaid time periods constitute a default approval of the application.

If an application is approved by the Water Commissioners, a formal resolution will be prepared by the Water Commission Attorney authorizing the Water Reservation to the applicant. The resolution may contain such terms and conditions as are reasonably necessary to guarantee compliance with all Federal, State, county and local statutes, rules, and regulations. In addition, the applicant may be required to enter into a Developer's Agreement with the Water Commission, if necessary as identified in the Consulting Engineer's review.

SECTION 3 WATER SERVICE CONNECTION

3.1 Applicability

Following a Water Reservation approved by the Water Commissioners and prior to the Water Reservation expiration date, an applicant within the franchise area of the Town of Dover Water System service area may apply to the Water Commission Clerk for Water Service Connection.

3.2 Water Service Connection Fee

A Water Service Connection fee as indicated in Section II, Chapter 383 of the Town of Dover Municipal Code shall be submitted upon the filing of the application.

3.3 Application Review

Applications for Water Service Connection shall be reviewed by the Water Superintendent and/or Town Engineer.

3.4 Application Determination

The Water Superintendent and/or Town Engineer shall approve or deny the application within ten (10) days of receipt of a complete application. The Town reserves the right to extend the time for the rendering of the aforesaid decision for a period not to exceed five (5) days if additional time is required for processing said application. In no event shall the Town's failure to render a decision within the aforesaid time periods constitute a default approval of the application.

A copy of the approved application shall be provided to the appropriate municipal Construction Office along with the applicable UCC permit application(s).

SECTION 4 WATER METER INSTALLATION

4.1 Applicability

Following a Water Service Connection approval issued by the Water Superintendent and/or Town Engineer, an applicant within the franchise area of the Town of Dover Water System service area may apply to the Water Commission Clerk for Water Meter Installation.

4.2 Temporary Water Meters

4.2.1 Application Review

Applications for Temporary Water Meter Installation shall be reviewed by the Water Superintendent and/or Town Engineer.

4.2.2 Application Determination

The Water Superintendent and/or Town Engineer shall approve or deny the application within ten (10) days of receipt of a complete application. The Town reserves the right to extend the time for the rendering of the aforesaid decision for a period not to exceed five (5) days if additional time is required for processing said application. In no event shall the Town's failure to render a decision within the aforesaid time periods constitute a default approval of the application.

4.3 Permanent Water Meters

4.3.1 Water Meter Installation Fee

A Water Meter Installation fee as indicated in Section II, Chapter 383 of the Town of Dover Municipal Code shall be submitted upon the filing of the application.

4.3.2 Application Review

Applications for Water Meter Installation shall be reviewed by the Water Superintendent and/or Town Engineer.

4.3.3 Application Determination

The Water Superintendent and/or Town Engineer shall approve or deny the application within ten (10) days of receipt of a complete application. The Town reserves the right to extend the time for the rendering of the aforesaid decision for a period not to exceed five (5) days if additional time is required for processing

said application. In no event shall the Town's failure to render a decision within the aforesaid time periods constitute a default approval of the application.

A copy of the approved application shall be provided to the appropriate municipal Construction Office in order for a Certificate of Occupancy to be issued for the property.

SECTION 5 PLAN REVIEW AND APPROVAL

Following preliminary approval of the subdivision layout by the Municipal Planning Board, the applicant shall file with the Superintendent an application for a water system facility extension.

5.1 Plan Review The supporting materials shall include:

5.1.1 Plans (4 copies)

a. The plans shall show at least the following:

Existing topography
Proposed topography
Existing pavement grades
Proposed pavement grades
Existing lot lines
Proposed lot lines
Location of existing utilities
Location of proposed water mains and other water system facilities
Location of proposed gate valves, hydrants and other water system appurtenances

b. Plans shall be prepared on a sheet size of 24" x 36"

c. Plans shall be drawn to a minimum scale of 1" = 50'

d. Profiles generally will not be required. Where it is necessary to show profiles, they shall be drawn to a vertical scale of 1" = 5' and a horizontal scale of 1" = 50'.

e. All elevations shall be based on the United States Coast and Geodetic Survey datum 1983 NAVD.

f. Adequate bench mark information within the construction area shall be given.

g. Plans shall be prepared and sealed by a professional engineer licensed to practice in the State of New Jersey.

- h. All plans shall be consecutively numbered and the total number of drawings submitted shall be indicated on each drawing.

5.1.2 Additional Application

For all distribution system extensions, pumping stations, storage reservoirs or other proposed facilities, the applicant, after approval of the application by the Water Commissioners, if required, must file the plans for and secure approval for all proposed water system facilities from the State of New Jersey, Department of Environmental Protection (DEP) in accordance with their requirements.

5.2 Developer's Agreement

Subject to approval of the application by the Water Commissioners and where required by the State of New Jersey DEP, for water system improvements outside of the Town of Dover municipal limits, the Commissioners will have their attorney prepare a developer's agreement to cover the construction, performance bond and maintenance bond for the proposed improvements. Upon execution of the developer's agreement and approval of the bonds, the applicant will be authorized to proceed with the construction work.

SECTION 6 DESIGN CRITERIA

6.1 General

The design shall comply with the latest edition of the State of New Jersey DEP "Rules and Regulations for the Approval of Public Water Supply Systems and Water Treatment Plants", except as otherwise indicated or modified in these Standards.

6.2 Water Mains

Water mains shall generally be located on the north and west sides of the street and except for sharp curves, the main alignment shall parallel the curb or curb lines at a distance of ten feet measured from the center line of the street.

Minimum main size in street right of ways shall be 8 inches in diameter.

Water mains shall be constructed in a loop system layout to avoid dead end mains; provide circulation and a feed from two directions. Where dead end mains are unavoidable, a tee with a fire hydrant connection will be placed at the end of the dead end main to provide a blow-off for the water main.

Water mains and sewers generally shall be separated by a horizontal distance of ten feet (10 ft.). At crossings of sewers and water mains, the sewer shall be at least 18 inches below the bottom of the water main.

6.3 Gate Valves

Gate valves shall be placed on each branch main and on both sides of the branch connection at every division point in the water distribution system.

On long straight runs of distribution or transmission mains with no branch mains, the maximum distance between valves shall be 1000 feet.

6.4 Hydrants

Hydrant spacing shall be no greater than 600 feet. Each hydrant shall be connected to the distribution system as shown on Drawing A-3047.

Each fire hydrant shall have one 4-1/2 inch pumper nozzle and two 2-1/2 inch hose nozzles.

6.5 Services

The minimum size water service between the water main and any building will be 3/4". The service shall emanate from a corporation stop at the water main and terminate at a meter in the basement of the building. A curb stop and box shall be located in the service line one foot behind the curb or curb line. Where water consumption requires, a larger service and accessories shall be installed as designated by the Water Department's Consulting Engineer or Water Department Superintendent. Details of the water service connection are shown on Drawing No. A-3048.

Where system pressures are in excess of 80 pounds per square inch a suitable water pressure reducing valve shall be installed in the basement of the building.

6.6 Meters

Each building served shall be furnished with a proper sized water meter to suit the size of water service and equipped with a straight reading totalizer type register, recording the water consumption in cubic feet. A remote reading totalizer will be placed outside the building, four feet above the ground and at the point the water service enters the building. Larger meters shall be used where designated by the Water Department's Consulting Engineer or Water Department Superintendent. In general, water meters will be one size smaller than the service connection size (5/8" meter for 3/4" service, etc.).

6.7 Backflow Preventers

Where required by the National Standard Plumbing Code or in the opinion of the Superintendent or the Water Department's Consulting Engineer, approved type backflow preventers shall be furnished and installed per the National Standard Plumbing Code.

6.8 Miscellaneous

The sizes, type, location and construction details of pumping stations, valve and meter vaults, main pressure reducing valves, storage reservoirs and other special water system facilities will be designated by the Water Department's Consulting Engineer individually for each major subdivision.

SECTION 7 MATERIAL SPECIFICATIONS

7.1 Pipe, Pipe Fittings and Pipe Joints

All water mains shall be cement lined ductile iron pipe.

The thickness class of ductile iron pipe shall be as required for each particular installation with a minimum of class 52. The class of ductile iron pipe will be determined in accordance with the provisions of the American National Standards Institute "Thickness Design of Ductile-Iron Pipe" ANSI A 21.50 latest revision.

All fittings shall conform to the requirements of the American National Standards Institute "For Ductile Iron Compact Fittings, 39 N. through 161N., for Water and Other Liquids" ANSI/AWWA 153/A21.53 latest revision.

All pipe and fitting joints shall be either mechanical joint or push on type joint, conforming to the requirements of the American National Standards Institute "Rubber Gasket Joints for Cast-Iron and Ductile-Iron Pressure Pipe and Fittings" ANSI A21.11 latest revision.

All ductile iron pipe and fittings shall be cement lined conforming to the requirements of the American National Standards Institute "Cement-Mortar Lining for Cast-Iron and Ductile-Iron Pipe and Fittings for Water" latest revision.

7.2 Gate Valves

Gate valves shall conform to the requirements of the American Water Works Association "Gate Valves - 3-inch through 48-inch - For Ordinary Water Works Service" AWWA C500 latest revision. Valves shall be furnished with double disc, non-rising stem, parallel or tapered seats, O-ring stuffing box and suitable for a working water pressure of 200 pounds per square inch for valve 12-inch in size or smaller and 150 pounds per square inch for valves 16-inch in size or larger. Valves shall open by turning counter-clockwise.

Gate valves shall be equal to those valves manufactured by the Mueller Co. or the Smith Valve and Hydrant Div., U.S. Pipe and Foundry.

7.3 Hydrants

Hydrants shall conform to the requirements of the American Water Works Association "Dry-Barrel Fire Hydrants" AWWA C502 latest revision. The minimum valve opening shall be five and one quarter (5-1/4") inches. The hydrant shall have a two section barrel with breakable flange and stem coupling. The hydrant valve shall open counter-clockwise. Installation details for hydrants are shown on Drawing No. A-3047.

Hydrants shall be equal to those hydrants manufactured by the Mueller Co. or American Darling.

7.4 Service Pipe

Service pipe shall conform to the requirements of the American Society for Testing and Materials "Standard Specification for Seamless Copper Water Tube" ASTM B 88 (Type K, annealed) with proper and corresponding fittings. All couplings shall be the three part type compression couplings.

Corporation stops and curb stops shall be brass conforming to the requirements of the American Water Works Association, "Threads for Underground Service Line Fittings" AWWA C800 latest revision. A cast-iron adjustable type curb box shall be installed over each curb stop as shown on Drawing A-3048 which details the water service connection.

7.5 Meters

Water meters in 5/8 inch, 3/4 inch and 1 inch sizes shall conform to the standards of the American Water Works Association "Cold-Water Meters - Displacement Type" AWWA C700 latest revision. Water meters 1 1/2 inch in size and larger shall conform to the standards of the American Water Works Association "Cold-Water Meters; Turbine Type For Customer Service" AWWA C701 latest revision.

The displacement type meters shall be magnetic drive, disc type meters of the frost proof type furnished with coupling nuts. The serial number of the meter shall be designated on the meter lid.

The turbine type meters measure the flow by recording the revolutions of the turbine or rotor in the flow stream and shall be equipped with magnetic drives to transmit the flow to the direct reading register.

Meters shall be equipped with remote direct reading registers for mounting outside the building and shall conform to the Standards of the American Water Works Association "Direct - Reading Remote Registration Systems for Cold - Water Meters" AWWA C706 latest revision.

An affidavit of compliance from the manufacturer or vendor shall be furnished to indicate that the meters furnished comply with these specifications.

The meters shall be equal to those meters manufactured by the Neptune Meter Co. or Sengis.

7.6 Backflow Preventers

Backflow preventers shall conform to the standards of the American Water Works Association "Backflow Prevention Devices - Reduced Pressure Principle and Double Check Valve Types" AWWA C506 latest revision.

An affidavit of compliance from the manufacturer or vendor shall be furnished to indicate that the backflow prevention devices furnished comply with these specifications.

The devices furnished shall be equal to those manufactured by the Beeco Division of Hersey Products, ITT Grinnel Corp. or Watts Regulator Co.

7.7 Miscellaneous

Specifications for materials for other miscellaneous special water system facilities will be established by the Water Department's Consulting Engineer or Superintendent as required.

7.8 Residential Site Improvement Standards NJAC 5:21

The Residential Site Improvement Standard (RSIS) shall govern when applicable.

SECTION 8 INSTALLATION, TESTING AND DISINFECTION

8.1 Water Mains

Water main trench details for excavation pipe bedding and backfill are shown on Drawing A-3050.

In ledge rock areas, the minimum distance between the outside barrel of the pipe and the excavated rock trench shall be six inches. All ledge rock excavation shall be replaced in accordance with the trench section details shown on Drawing A-3050.

Pipe and fittings shall be carefully inspected for defects prior to installation.

No blocking shall be used to support the pipe except as a temporary method of holding the pipe in position for assembly.

Pipe shall be jointed in accordance with the recommendations of the manufacturer.

All plugs, caps, tees, hydrants and bends deflecting 22-1/2 degrees or more on mains six inches in diameter or larger, shall be provided with adequate concrete reaction backing to the unexcavated portion of the trench. Concrete for reaction backing shall have a

compressive strength of 3000 pounds per square inch at 28 days. Required reaction backing dimensions are shown on Drawing A-3051.

Backfill to a height of twelve inches over the pipes shall be placed in six inch layers and carefully consolidated by tamping. Selected granular material shall be used for this initial backfill free from frozen earth and stones larger than three inches in diameter.

Backfill in the upper portion of the trench shall be free of stones larger than eight inches in diameter. In street areas, the backfill shall be compacted to prevent subsequent settlement of the pavement. The following backfill methods shall apply:

8.1.1 Backfill Under Roadways, Sidewalks and Driveways

All backfill more than one foot above the top of pipe in roadways or where sidewalks, driveways, utilities, fences or curbing exist or will be constructed over the area to be backfilled, shall be compacted as follows:

1. Approved vibratory soil compactors shall be used if the backfill material is preponderantly sand or sand and gravel but contains more than 12 percent, by weight, of materials that will pass a 200-mesh sieve.
2. Approved vibratory soil compactors or puddling may be used if the material is preponderantly sand or sand and gravel and contains not more than 12 percent, by weight, of material that will pass a 200-mesh sieve.
3. Approved flat-faced mechanical tampers shall be used if the backfill material is preponderantly sand or sand and gravel.

In (1) and (2) above, approved flat-faced mechanical tampers may be substituted for the vibratory soil compactors where the sheeting and bracing of trenches or other special conditions make the use of vibratory compactors impracticable.

Where mechanical tampers or vibratory soil compactors are used in accordance with the foregoing provisions, the backfill shall be placed and compacted in layers not more than twelve inches thick, loose measurement.

Where trenches are puddled in accordance with the foregoing provisions, the backfill shall be placed in the successive lifts not more than five feet thick. The application of water shall be continuous until thorough puddling of each lift is evidenced by a constant head without further addition of water. The puddling procedure should be such that the jet pipe penetrates the entire mass to be jetted at an interval of one jet hole per five square feet of backfill surface. In unpaved areas, if more than a six-inch depth of trench remains unfilled after the final puddling, the remaining backfill shall be mechanically compacted. In paved areas, the puddled material shall not extend above a line two feet below the base of the pavement after settlement. The top two feet of the trench shall be brought

to grade with mechanically compacted material to a minimum compaction of 90 percent (based on Modified AASHO T180 latest revision).

8.1.2 Backfill in Open Areas

Backfilling trenches more than one foot above the top of pipe in areas where roadways, sidewalks, driveways, utilities, fences or curbing do not exist or will not be constructed may be done with bulldozer or power shovel except as otherwise noted on the plans. Where backfilling is permitted with bulldozer or power shovel, the Contractor shall provide supervision in addition to the machine operator at the point of backfilling to carefully supervise this operation. Backfill material must not be dropped directly in the open trench, but the trench shall be backfilled by sliding the backfill down the inclined face of the material in the trench.

Where sufficient satisfactory backfill material is unavailable on the site, the additional backfill material shall be provided.

8.2 Valve Gates

All gate valves shall be set plumb and on a concrete support as shown on Drawing A-3049. Each valve shall be furnished with a valve box set plumb and centered over the valve wrench nut with the cover set flush with the finished grade or surface.

8.3 Hydrants

All hydrants shall be set on a concrete support as shown on Drawing A-3047. All hydrants shall stand plumb and have their nozzles parallel with the curb, with the pumper connection facing the curb and with the hydrant break flange set approximately three inches above the surface of the ground.

Whenever a hydrant is set in soil that is pervious, drainage shall be provided at the base of the hydrant by placing coarse gravel or crushed stone, mixed with coarse sand, from the bottom of the trench to at least six inches above the drain opening in the hydrant and to a distance of one foot around the elbow. Wherever a hydrant is set in clay or other impervious soil, a drainage pit two feet in diameter and three feet deep shall be excavated below each hydrant and filled compactly with coarse gravel or crushed stone mixed with coarse sand, under and around the elbow of the hydrant and to a level of six inches above the waste opening.

8.4 Services

All services shall be installed with a minimum cover of four feet. Details of the water service connections are shown on Drawing A-3048.

Backfill to a height of twelve inches over the service pipe shall be free from frozen earth and stones larger than three inches in diameter. Backfill in the upper portion of the trench shall be free of stones larger than eight inches in diameter.

In rock areas, the service line shall be installed with a cushion of granular material so that no rock is closer than three inches to the service pipe.

Curb boxes shall be set plumb and centered over the curb stop.

8.5 Meters

Meters shall be placed where easily accessible, as near to the front basement or foundation wall as possible with a gate valve located on each side of the meter so that the water may be turned on and off and drained from the pipes in order to make repairs.

8.6 Backflow Preventers

Backflow preventers shall be installed in accordance with the specific instructions of the manufacturer. Each installation shall include isolating valves on each side of the unit and the unit shall be adequately supported and located no more than three feet above the area floor in which it is located. Provision must be made for adequate drainage of the maximum discharge rate of flow when the unit operates.

8.7 Miscellaneous

Installation requirements for other miscellaneous special water system facilities will be established by the Water Department's Consulting Engineer or Superintendent as required.

8.8 Testing

The Developer shall satisfactorily complete a pressure test and leakage test on the installed water mains in accordance with the requirements of the American Water Works Association Standard, "Installation of Ductile-Iron Water Mains and Their Appurtenances", and in the presence of an authorized representative of the Superintendent. The pump, pipe connections, gauges and all necessary apparatus of the tests shall be furnished by the Developer.

8.8.1 Pressure Test

The duration of the pressure test shall be one hour. The pressure test shall be made at a pressure of 150% of the highest normal working pressure in the lowest portion of the system being tested.

8.8.2 Leakage Test

The duration of the leakage test shall be two hours. The leakage test pressure shall be the normal working pressure in the portion of the system being tested. The allowable leakage must be less than 25 gallons per 24 hours per mile of pipe per inch diameter.

8.9 Disinfection

All water mains shall be disinfected in accordance with the requirements of the American Water Works Association Standards, "Disinfecting Water Mains", AWWA C651-05 latest revision. Disinfection of the water mains shall be continued until water samples taken from the mains are satisfactory to the responsible authorized representative of the Superintendent. After the mains have been satisfactorily disinfected and flushed clean a bacterial sample of the water shall be collected from the mains by the Developer and the sample shall be tested by a laboratory approved by the Superintendent. A copy of the laboratory results showing a satisfactory test shall be filed with the Superintendent.

SECTION 9 AS-CONSTRUCTED PLANS

Prior to acceptance and placing the facilities in use by the Water Department, the Developer shall file with the Superintendent digital files in AutoCAD format of the plans of the water facilities installed. The as-constructed plans shall be revisions of the applicant's submission and they shall accurately show the following:

- Location, depth, size, class and type of pipe
- Location of all fittings, hydrants, valves and dead end mains
- Measurements from valve boxes on water mains to all service connections and fittings along the main.

The water mains shall be located from the center of hydrants to the center of mains in the street and from buildings and other permanent structures so that any portion of the mains may be located from measurements which are shown on the plans.

Each sheet of the as-constructed plans shall bear the following certification by the Developer's Engineer:

"The undersigned certifies that the installation and backfilling of the water system facilities shown on these plans was performed in accordance with 'Standards for the Construction of Water System Facilities, Town of Dover, Morris County, N.J., Water Department' and that as-constructed information as shown is correct and as installed."

Firm Name

By

Signature (Name printed below line)

P.E. License No. _____

Date _____

APPENDICES

APPENDIX A

DOVER WATER COMMISSION TARIFF
DATE OF ISSUE: AUGUST 4, 1989

(FOR REFERENCE)

DOVER WATER COMMISSION

TARIFF

FOR

WATER SERVICE

TOWN OF DOVER WATER COMMISSIONERS

EXHIBIT A

P. U. C. No. Water

DOVER WATER COMMISSION

TARIFF

FOR

WATER SERVICE

APPLICABLE IN

THE TOWN OF DOVER

BOROUGH OF VICTORY GARDENS

AND PORTIONS OF

THE TOWNSHIP OF RANDOLPH,

THE TOWNSHIP OF ROCKAWAY,

MINE HILL AND WHARTON

Date of Issue: August 4, 1989

Effective Date: August 4, 1989

By: Town of Dover Water Commission
37 N. Sussex Street
Dover, New Jersey 07801

Filed pursuant to Order of Board of Public Utility Commissioners in
Docket No. WR8609-989 dated: September 12, 1986

TOWN OF DOVER WATER COMMISSION
P. U. C. Water

Original Sheet No. 1

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INCORPORATION

Water Commissioners of the Mayor and Board of Aldermen, of the Town of Dover, Morris County, New Jersey

Pursuant by a Resolution adopted by Council, submitted to the legal voters of the Town of Dover at an election to be held for the purpose, whether or not they do assent to and adopt the provisions of an act of the Legislature of this State entitled "An Act to enable incorporated Town to construct water works for the extinguishment of fire and supplying the inhabitants thereof with pure and wholesome water, passed March 5, 1884, and the several supplements thereto and amendments thereof; for the purpose that a Board of Water Commissioners may be appointed pursuant to the provisions of said act to take and convey from such source or sources as may be practicable, into and through the Town of Dover or such parts thereof as may be deemed advisable, such quantity of pure and wholesome water as may be required for domestic use, the extinguishment of fires and other purposes by the inhabitants residing within the corporate limits of said town. Etc.

Passed with majority vote, by the legal voters of the Town of Dover on February 27, 1900

Date of Issue:	June 19, 1987	Effective Date:	August 21, 1987
Issued by:	Town of Dover		
	Water Commission		
	37 N. Sussex Street		
	Dover, New Jersey	07801	

Filed pursuant to the Order of Board of Public Utility Commissioners in
Docket No. WR8609-989 Dated: September 12, 1986

TERRITORY SERVED

Town of Dover - municipal limits

Borough of Victory Gardens - municipal limits (by franchise agreement)

The portion of the Township of Randolph - bounded on the north by the Town of Dover, on the east by the Borough of Victory Gardens, on the south by State Highway No. 10 and on the west by the rear line of properties fronting on the westerly side of High Avenue (by franchise agreement)

The portion of the Township of Randolph - bounded on the northwest by the Town of Dover, on the northeast by the Township of Randolph, on the southeast by Reed Street and on the southwest by the Borough of Victory Gardens (by franchise agreement)

Minor portions of the Borough of Wharton and the Township of Mine Hill at Hurd Street adjacent to the Dover system and served without franchise agreement for many years

Township of Rockaway - adjacent to the northeast boundary of the Town of Dover between Mount Hope Avenue and the Dover-Rockaway Road (by franchise agreement).

Date of Issue: June 19, 1987.. Effective Date: August 21, 1987

By: The Town of Dover
Water Commission
37 N. Sussex Street
Dover, New Jersey 07801

Filed pursuant to Order of Board of Public Utility Commissioners in
Docket No. WR8609-989 dated: September 12, 1986

STANDARD TERMS AND CONDITIONS

CUSTOMERS DEPOSITS

All deposits shall bear simple interest at the rate of nine per cent per annum, payable at the time that the deposit is refunded to the depositor, provided said deposit remains with the Town of Dover Water Commission for a period of three months or longer. Deposits shall cease to bear interest upon discontinuance of service.

A deposit is not a payment or part payment of any bill for service, except that on discontinuance of service, the Town of Dover Water Commission may apply said deposit against unpaid bills for service and only the remaining balance of the deposit will be refunded. Town of Dover Water Commission shall have a reasonable time in which to read the meters and to ascertain that the obligations of the customer have been fully performed before being required to return any deposit. To have service resumed, customers will be required to restore deposit to original amount.

Upon closing any account the balance of any deposit remaining after the closing bill for service has been settled shall be promptly returned to the depositor with interest due.

Town of Dover Water Commission shall review a residential customer's account at least once every year and a non-residential customer's account at least once every two years. If such review indicates that the customer has established credit satisfactory to the Town of Dover Water Commission the outstanding deposit must be refunded to the customer and if such review clearly indicates that the customer is preparing to leave, immediate payment of the account may be required.

Interest payments shall be made at least once during each 12 month period in which a deposit is held and shall take the form of credits on bills toward utility service rendered or to be rendered, for residential accounts.

Date of Issue: June 19, 1987 Effective Date: August 21, 1987
Issued by: Town of Dover Water Commission
37 N. Sussex Street
Dover, New Jersey 07801

Filed pursuant to Order of Board of Public Utility Commissioners in
Docket No. WR8609-989 dated: September 12, 1986

DISCONTINUANCE OF SERVICE

By the Town of Dover Water Commission: Town of Dover Water Commission, upon reasonable notice, when it can be reasonably given, may suspend or curtail or discontinue service for the following reasons: (1) for the purpose of making permanent or temporary repairs, changes or improvements in any part of its system; (2) for compliance in good faith with any governmental order or directive notwithstanding such order or directive subsequently may be held to be invalid; (3) for any of the following acts or omissions on the part of the customer: (a) non-payment of a valid bill due for service furnished at a present or previous location. However, non-payment for business service shall not be a reason for discontinuance of residence service except in cases of diversion of service pursuant to N.J.A.C.14:3-7.16; (b) tampering with any facility of the Town of Dover Water Commission; (c) fraudulent representation in relation to the use of service; (d) customer moving from the premises, unless the customer requests that service be discontinued; (e) providing service to others without approval of the Town of Dover Water Commission; (f) failure to make or increase an advance payment or deposit as provided for in these Standard Terms and Conditions; (g) refusal to contract for service where such contract is required; (h) connecting and operating equipment in such manner as to produce disturbing effects on the service of the Town of Dover Water Commission or other customers; (i) failure of the customer to comply with any of these Standard Terms and Conditions; (j) where the condition of the customer's installation presents a hazard to life or property; or (k) failure of customer to repair any faulty facility of the customer: (4) for refusal of reasonable access to customer's premises for necessary purposes in connection with rendering of service, including meter installation, reading or testing, or the maintenance or removal of the property of the Town of Dover Water Commission.

The Town of Dover Water Commission may not discontinue service for non-payment of bills unless it gives the customer at least 7 days written notice of its intention to discontinue. The notice of discontinuance shall not be served until the expiration of the 20 day period.

However, in case of fraud, illegal use, or when it is clearly indicated that the customer is preparing to leave, immediate payment of accounts may be required.

The Town of Dover Water Commission may not discontinue service because of non-payment of bills in cases where a charge is in dispute, provided that the undisputed charges are paid and a request is made to the Board for an investigation of the disputed charge. In such cases the Town of Dover Water Commission shall notify the customer that unless steps are taken to invoke formal or informal Board action within 5 days, service will be discontinued for non-payment. The customers must live outside the municipal boundaries of Dover for the Board to intervene in a dispute.

The Town of Dover Water Commission may not discontinue residential service on Saturday, Sunday or holiday on which the Town of Dover Water Commissions commercial offices are closed or after 1:00 PM of the business day prior to a week-end or such holiday for non-payment.

Residential service may not be discontinued for non-payment for medical reasons if a physician certifies in writing that the medical emergency would be aggravated by the shut-off. The authority for this action can be found in N.J.A.C.14:3-3.6 (5) the Town of Dover Water Commission shall make every reasonable effort to determine when a land-lord tenant relationship exists at residential premises being served. If such a relationship is known to exist, service cannot be shut-off unless the Town of Dover Water Commission has posted a notice of Discontinuance in common areas of multiple family premises and has given individual notice to occupants of single family and two family premises and has offered the tenants continued service to be billed to the tenants, unless the Town of Dover Water Commission demonstrates that such billing is not feasible. The continuation of service to a tenant shall not be conditioned upon payment by the tenant of any outstanding bills due upon the account of any other person. The Town of Dover Water Commission shall not be held to the requirements of this Tariff Section if the existence of a landlord-tenant relationship could not be reasonably ascertained.

Further, all other rules and regulations of the Board of Public Utilities now in force or hereafter promulgated are incorporated by reference herein with the same effect as though they were completely set forth.

The Commission reserves the right to control lawn sprinkling and car washing if, because of drought or any other emergency condition, the continued uncontrolled use of water for these purposes would jeopardize the supply and service of water for necessary living and for fire protection.

Date of Issue: June 19, 1987 Effective Date: August 21, 1987

Issued by: Town of Dover Water Commission
 37 N. Sussex Street
 Dover, New Jersey 07801

Filed pursuant to Order of Board of Public Utility Commissioners in
Docket No. WR8609-989, dated: September 12, 1986.

1. EMERGENCY RESPONSES DUE TO EXTRAORDINARY DEMAND AND/OR DIMINISHED SUPPLY.

1.1 Discontinuance of service for failure to comply with use restrictions.

For compliance by the utility in good faith with any governmental order or directive, notwithstanding that such order or directive subsequently may be held to be invalid, the Company, may, upon reasonable notice, as set forth in sections 2.1 and 2.3 herein, suspend, curtail, or discontinue service pursuant to N.J.S.A. 48:2-23, N.J.S.A. 48:2-24, and N.J.S.A. 14:3-3.6 for any of the following acts or omissions on the part of the customer:

(1) Connecting or operating any piping or other facility, including but not limited to, lawn sprinkling on the customer's premises in such a manner as to adversely affect the safety or adequacy of service provided to other customers present or prospective: or

(2) Continuing waste of water by customers after notice from the utility through improper or imperfect pipes, fixtures, or failure to comply with restrictions: or

(3) Failure to comply with the standard terms and conditions contained in this tariff or failure to comply with any state law, or the rules, regulations, orders or restrictions of any governmental authority having jurisdiction.

1.2 Water service shall be restored when the conditions under which such service was discontinued, as specified above, are corrected and upon the payment of the SPECIAL RESTORATION SERVICE CHARGE of \$100.00 for each restoration.

2.1 The Company will endeavor to provide a regular and uninterrupted supply of water through its facilities. However, if because of emergencies beyond the control of the Company, including governmental mandate, service is interrupted, irregular, defective or fails, the Company will not be liable for damage or inconvenience resulting therefrom. In the event of an extraordinary demand and/or diminished supply, the Company may restrict the use of water whenever the public welfare may require it and, if necessary, may shut-off the water in its mains and pipes. In such cases the Company shall advise its customers

by placing a prominent advertisement detailing the conditions and restrictions in a newspaper of general circulation in the utility service area. The notice will state the purpose and probable duration of the restriction or discontinuance. Failure to provide regular and uninterrupted service due to breakdowns is covered under other sections of this tariff.

2.2 The Company may restrict water service during certain periods, where the Company advises the Board of Public Utilities, in order to protect the public water supply, or otherwise to comply with any regulations, orders or decrees issued by the Governor of New Jersey or the Department of Environmental Protection pursuant to the Water Supply Management Act. Such interruptions or restrictions shall be reported to the Department of Environmental Protection and the Board by each utility by the speediest means of communications available, followed by a detailed written report, pursuant to the provisions of N.J.A.C. 14:3-3.9(b), within one week. Thereafter, the utility shall provide weekly reports for the duration of the emergency.

2.3 When the supply of water to individual customers is to be shut-off or curtailed for failure to comply with emergency water restrictions imposed because of extraordinary demand or diminished supply, the company shall advise its customers by placing a doortag on the front door of the home of the individual(s) in violation of the restrictions, at least twenty-four (24) hours prior to discontinuance or curtailment, or by giving another form of notice acceptable to the Board. The Company will advise business and commercial customers, in writing, by mailing a notice to the customers' billing address. In the case of doortags, they shall be sequentially numbered and include the date, time and nature of the violation and the procedure for restoration of service. All such notices shall be accounted for by the utility.

Date of Issue: April 26, 1989 Effective Date: April 26, 1989

Issued by: Town of Dover Water Commissioners
 37 N. Sussex Street
 Dover, New Jersey 07801

Filed pursuant to Order of Board of Public Utilities Commissioners in
Docket No. WT89040372, dated: April 26, 1989

ORDINANCE NO. 10 1992

AN ORDINANCE EMPOWERING THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, TO DECLARE A WATER EMERGENCY WITHIN THE TOWN OF DOVER AND ESTABLISHING WATER USE RESTRICTIONS DURING SUCH WATER EMERGENCY

WHEREAS, pursuant to N.J.S.A. 40:48-2, this municipality has the power to adopt ordinances necessary and proper for the protection of persons and property and the preservation of the public health, safety and welfare; and

WHEREAS, the Mayor and Board of Aldermen, hereinafter referred to as the "governing body", for the purpose of responding to all water emergencies, finds that it requires the adoption of procedures for the implementation and enforcement of water use regulations in the Town of Dover in order to protect its residents, businesses and property and to preserve the public health, safety and welfare;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the Town of Dover in the County of Morris and State of New Jersey as follows:

1. Declaration of Water Emergency. Whenever the governing body shall be satisfied and finds that a water emergency exists in the Town of Dover, it may adopt a resolution declaring that a water emergency exists in the Town of Dover. Such resolution shall be adopted by the governing board at any regular, special, adjourned or emergency public meeting of the governing body. Such resolution shall identify that portion of the municipality affected by the water emergency, which may include the entire municipality, and shall specify which of the water use regulations contained in Paragraph 2 of this ordinance are being imposed as well as any exemptions as may be authorized. Such resolution shall be effective immediately upon publication according to law and shall continue in effect for ninety (90) days, unless extended or repealed as set forth in Paragraph 3 of this ordinance. For the purpose of this paragraph, a water emergency shall exist if, for any of the following reasons:

a. the public utility providing water service to all or a portion of the municipality has adopted water use restrictions, has notified the municipality, the New Jersey Board of Public Utilities, and the New Jersey Department of Environmental Protection, as well as any other State, county or local agency entitled to notice of such restrict. -

ions and such restrictions are not overruled or declared invalid by any State, county or local agency having the jurisdiction and power to do so, or

b. the governing body is otherwise satisfied that a water emergency exists in the Town of Dover.

2. Water Use Restrictions. Upon adoption by the governing board of a resolution declaring that a water emergency exists in the Town of Dover in accordance with Paragraph 1 of this ordinance, all citizens shall be urged to observe voluntary indoor conservation measures and, any of the following water use restrictions shall be imposed and shall be applicable to all residents and tenants, including those with private wells, except where a bona fide health emergency exists and to exempt businesses, as specified, during the water emergency:

a. the complete ban and prohibition of outside water usage, including the watering of lawns and plants, the filling of pools and the washing of cars; or

b. outside water usage on alternate days allowing outside water usage by persons or businesses having even house or box numbers on even days and those having odd house or box numbers on odd days with outside water usage being completely banned and prohibited on the thirty-first day of any month during the water emergency; or

c. any other water use restriction specified by the governing body in the resolution required by Paragraph 1 of this ordinance which is reasonable under the circumstances considering the nature and extent of the water emergency. Any water restriction imposed pursuant to this paragraph shall be limited in application to that portion of the municipality, which may include the entire municipality, identified as being affected by the water emergency in the resolution of the governing body adopted in accordance with Paragraph 1 of this ordinance.

3. Duration of Water Use Restrictions. The resolution of the governing body required by Paragraph 1 of this ordinance shall, in addition to complying with Paragraph 1, provide a period of time during which the water use restrictions imposed shall be applicable and which shall be no longer than reasonably necessary to abate the water emergency under the circumstances considering the nature and extent of the water emergency. At the expiration of the time period specified in the resolution, the water use restriction shall lapse and be inapplicable and

unenforceable. If the governing body shall be satisfied that the water emergency has been abated prior to the expiration of the time period specified in the resolution, it shall adopt a resolution declaring the water emergency ended and the water and the water use restrictions inapplicable. If, at the expiration of the time period specified in the resolution, the governing body shall be satisfied that the water emergency continues to exist, it may adopt a resolution in accordance with the requirements of this ordinance continuing the water use restrictions.

4. Enforcement of Water Use Restrictions. The water use restrictions imposed pursuant to this ordinance shall be enforced during a water emergency by the local authorized officials. Whenever a local authorized official shall find a violation of the water use restrictions, such authorized official shall give the violator a written warning and explain the penalties provided by Paragraph 5 of this ordinance. The local authorized official shall keep such records as may be reasonable and necessary for the purpose of determining the persons and businesses who have been warned. The local authorized official is hereby empowered to issue a summons and complaint for the violation of the water use restrictions within the Town of Dover imposed pursuant to this ordinance.

5. Penalties. Any person or business who after written warning violates the water use restrictions imposed pursuant to this ordinance shall be fined or imprisoned in accordance with this paragraph. For a first offense, the fine imposed shall be a minimum of \$100.00 to a maximum of \$500.00 or imprisonment for ten days or both. For a second and subsequent offense, the fine imposed shall be a minimum of \$1,000.00 and imprisonment for no more than thirty days or both.

6. Severability. If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision invalidated and the remainder of this ordinance shall be valid and enforceable.

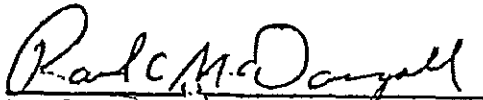
7. Repealer. All ordinances or parts thereof inconsistent with this ordinance are hereby repealed.


INTRODUCED:

PUBLISHED:

ADOPTED: 8-11-92

TOWN OF DOVER, COUNTY OF Morris


Paul O. McDougall, Clerk


Stephen W. Shukailo, Mayor

NEW WATER RATES

Town of Dover Water Commission

Original Sheet No. 5

P. U. C. No. Water

RATE SCHEDULE NO. 1

GENERAL METERED SERVICE

APPLICABLE TO USE OF SERVICE FOR:

All water service supplied through meters for domestic, commercial, public and industrial use.

CHARACTER OF SERVICE:

Continuous.

FIXED SERVICE CHARGE PER QUARTER:

5/8" meter	\$ 10.80
3/4" meter	16.20
1 " meter	27.00
1 1/4" meter	27.00
1 1/2" meter	54.00
2 " meter	86.40
3 " meter	162.00
4 " meter	270.00

RATE:

All water consumed over 333 cubic feet, a flat rate charge per hundred cubic feet (c.c.f.) 1.2950

Date of Issue:

Effective Date: January 1, 1995

Issued By: Town of Dover Water Commission
37 N. Sussex Street
Dover, New Jersey 07801

Filed Pursuant to Order Of: New Jersey Local Finance Board

W P Docket #

Dated: November 9, 1994

Town of Dover Water Commission

Original Sheet No. 6

P. U. C. No. Water

RATE SCHEDULE NO. 2

SERVICE TO OTHER SYSTEMS

APPLICABLE TO USE OF SERVICE FOR:

Meter systems supplied at retail rate under separate contract.

CHARACTER OF SERVICE:

Continuous subject to emergency restrictions at the option of the Dover Water Commission.

RATE:

Dover Water Commission

Same as General Metered Service

TERMS OF SERVICE:

Net cash becoming delinquent twenty (20) days from the billing date.

Date of Issue: June 19, 1987 Effective Date: August 21, 1987

Issued by: Town of Dover Water Commission
 37 N. Sussex Street
 Dover, New Jersey 07801

Filed pursuant to Order of Board of Public Utility Commissioners in
Docket No. WR8609-989 dated: September 12, 1986

Town of Dover Water Commission

Original Sheet No. 7

P. U. C. No. Water

RATE SCHEDULE NO. 3
PRIVATE FIRE SERVICE OR
FIRE SPRINKLER SERVICE

APPLICABILITY:

All fire protection service throughout the service territory.

CHARACTER OF SERVICE:

Continuous.

RATE:

Each protection unit per quarter:

1 inch	\$	17.25
2 inch		17.25
4 inch		28.75
6 inch		57.50
8 inch		86.25
10 inch		230.00
12 inch		230.00

TERMS OF PAYMENT:

Net Cash becoming delinquent 20 days from billing date.

Date of Issue:

Effective Date: January 1, 1995

Issued By: Town of Dover Water Commissioners
37 N. Sussex Street
Dover, New Jersey 07801

Filed Pursuant to Order Of: New Jersey Local Finance Board

W P Docket #

Dated: November 9, 1994

Town of Dover Water Commission

Original Sheet No. 8

P. U. C. No. Water

RATE SCHEDULE NO. 4

PUBLIC AND PRIVATE FIRE SERVICE

(FIRE HYDRANTS)

APPLICABILITY:

All fire protection service throughout the service territory.

CHARACTER OF SERVICE:

Continuous.

RATE:

Each protection unit per year \$115.00

TERMS OF PAYMENT:

Net cash becoming delinquent 20 days from billing date.

Date of Issue:

Effective Date: January 1, 1995

Issued By: Town of Dover Water Commission
37 N. Sussex Street
Dover, New Jersey 07801

Filed Pursuant to Order Of: New Jersey Local Finance Board
W P Docket # Dated: November 9, 1994

Town of Dover Water Commission

Original Sheet No. 9

P. U. C. No. Water

RATE SCHEDULE NO. 5

TESTING CUSTOMER METERS

RATE:

Test for accuracy at customer's request, once every twelve (12)
months No Charge

Test for accuracy more than once every twelve (12)
months \$11.50 each occurrence

Date of Issue:

Effective Date: January 1, 1995

Issued By:

Town of Dover Water Commission
37 N. Sussex Street
Dover, New Jersey 07801

Filed Pursuant to Order Of: New Jersey Local Finance Board

W P Docket #

Dated: November 9, 1994

Town of Dover Water Commission

Original Sheet No. 10

P. U. C. No. Water

RATE SCHEDULE NO. 6

RESIDENTIAL BUILDING PURPOSES

AND

CONSTRUCTION SITES

RATE:

Residential Dwelling
and
Construction Sites

Billed same as "General Metered
Service" Rate Schedule No. 1,
Sheet 5 of Tariff.

TERMS OF PAYMENT:

Paid in advance

Date of Issue: June 19, 1987

Effective Date: August 21, 1987

Issued By: Town of Dover Water Commission
37 N. Sussex Street
Dover, New Jersey 07801

Filed pursuant to Order of Board of Public Utility Commissioners in
Docket No. WR8609-989 dated: September 12, 1986

P. U. C. No. Water

RATE SCHEDULE NO. 7

MISCELLANEOUS CHARGES

APPLICABILITY:

Customer requested service: turning on water at the curb (Seasonal or restoration of service subsequent to delinquent payment). The following fee does not apply for customer request for meter testing.

RATE:

Business hours (Monday - Friday 8:00 A.M. - 4:30 P.M.)	\$ 15.00
After-business hours and week-ends	51.00

APPLICABILITY:

Removing, repairing and replacing meters damaged due to negligence of customer including frozen and broken meters:

Meter sizes - 5/8", 3/4", 1"	\$ 43.00
- 1 1/2", 2", and above	230.00

TERMS OF PAYMENT:

Net cash becoming delinquent 20 days from the billing date.

Date of Issue:	Effective Date: January 1, 1995
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Issued By:	Town of Dover Water Commission
	37 N. Sussex Street
	Dover, New Jersey 07801

Filed Pursuant to Order Of: New Jersey Local Finance Board

W P Docket #

Dated: November 9, 1994

Town of Dover Water Commission

Original Sheet No. 12

P U C No. Water

RATE SCHEDULE NO. 8

EMERGENCY METERED SERVICE

APPLICABILITY:

Water service through interconnections.

CHARACTER OF SERVICE:

On an emergency need basis.

RATE:

All water delivered at a rate of 1.2950 per hundred cubic feet,
(C. C. F.).

Date of Issue:

Effective Date: January 1, 1995

Issued By: Town of Dover Water Commission
37 N. Sussex Street
Dover, New Jersey 07801

Filed Pursuant to Order Of: New Jersey Local Finance Board

W P Docket #

Dated: November 9, 1994

AN INTRODUCTION TO CUSTOMERS

The tariff located here in the Company's office is available and open for your review. The Company is responsible to maintain its tariff on an absolutely current basis and must, by State Law and Regulations, maintain it in exactly the same format as its Company's tariff which is on file at the Board of Public Utilities, Two Gateway Center, Newark, NJ, on the 10th floor in The Division of Water and Sewer.

If, after your review of this tariff and discussion with appropriate utility employees, you still have questions regarding clarification or interpretations, please contact the Board of Public Utilities, Division of Water and Sewer, Bureau of Rates and Tariff Design at (201) 648-2275 or the Board's Bureau of Customer Assistance, if you have billing problems, at 1-800-624-0241 (toll free).

As a customer, you have the right to review this tariff at the Company's offices or at the Board's office in Newark. Your inquiries will be handled by the Board's staff in an expeditious manner in order to protect your rights as well as those of the water and/or sewer company. Please feel free to exercise this right by telephone or by visiting the Board's offices at any time between the hours of 9:00 AM to 5:00 PM, Monday through Friday, or by writing a letter. The letter should contain the writer's name, address and phone number. If the writer is a customer of record, the account number should be included.

The Company has available, here, in its office, and will provide for your review, a handout entitled "An Overview Of Common Customer Complaints And Customer Rights". This is a summary of the most frequent customer complaints and rights; it does not include all customer rights or utility obligations.

The Board of Public Utilities is responsible for the final interpretation and enforcement of a utility's tariff provisions and rates. The utility is bound by New Jersey statutes and the Board's regulations. If a conflict should exist, the Board's regulations supersede the tariff provision absent approval to the contrary by the Board.

(Revised July 15, 1994)

- 7) A customer has at least ten (10) days to pay a bill. A water and/or sewer utility may not discontinue water and sewer service unless written notice giving the customer at least seven (7) days notice prior to the proposed discontinuance. The notice shall not be given until after the expiration of the said ten (10) day period. (NJAC 14:3-7.12 (a). The notice shall contain sufficient information for the customer to notify the Board of Public Utilities of the nature of the dispute. The utility shall make a good faith effort to determine which of its residential customers are over 65 years of age, and shall make good faith efforts to notify such customers of discontinuance of service by telephone in addition to notice by regular mail. This effort may consist of an appropriate inquiry set forth on the notice informing customers that they may designate a third party to receive notice of discontinuance. Utilities shall annually notify all residential customers that, upon request, notice of discontinuance of service will be sent to a designated third party as well as to the customer of record (NJAC 14:3-7.12).
- (8) Public utilities shall not discontinue residential service except between the hours of 8:00 AM and 4:00 PM Monday through Thursday, unless there is a safety related emergency. There shall be no involuntary termination of service on Fridays, Saturdays, and Sundays or on the day before a holiday or on a holiday absent such emergency.
- (9) The occupant of a multiple family dwelling has the right to be notified of a pending service discontinuance at least seven (7) days prior to the service being discontinued.
- (10) A customer has the right to have any complaint against the utility handled promptly by that utility. Board Order, (Docket No. C08602155).
- (11) Each utility shall, upon request, furnish its customers with such information as is reasonable in order that the customers may obtain safe, adequate and proper service. (NJAC 14:3-3.3 (a). Each utility shall inform its customers, where peculiar or unusual circumstances prevail, as to the conditions under which sufficient and satisfactory service may be secured from its system. (NJAC 14:3-3.3 (b). Each utility shall supply its customers with information on the furnishing and performance of service in a manner that tends to conserve energy resources and preserve the quality of the environment. (NJAC 14:3-3.3 (d).

METERS

- (12) The utility must provide for one free meter test within a year if the customer so requests it. The customer can request that the Company or the Board may test the meter. A meter of a customer who has a complaint filed with the Board reflecting on the accuracy of the meter shall not be removed from service by the utility during the pendency of said complaint or during the following thirty (30) days unless otherwise authorized or directed by the Board. (NJAC:14:3-4.10 (b). When a billing dispute is known to exist, the electric, gas or water utility shall, prior to removing the meter, advise the

customer that the customer may have the meter tested by the utility or may have the Board either conduct a test of the meter or witness a testing of the meter by the utility, and that in any event the customer may have the test witnessed by a third party. (NJAC 14:3-4.5 (c)). A meter test arising from a billing dispute may be appropriate in instances which include, but not limited to, unexplained increased consumption, crossed meters, consumption while an account is vacant or any other instance where the meters accuracy might be an issue in a bill dispute. (NJAC 14:3-4.5 (d)).

- (13) Whenever a water meter is found to registering fast by more than one and one-half percent, an adjustment of charges shall be made in accordance with the following: (1) If the date when the meter had first become inaccurate can be ascertained then the adjustment shall be such percentage as the meter is found to be in error at the time of test adjusted to 100 percent on the amount of the bills covering the entire period that the meter has registered inaccurately. In all other cases the adjustment shall be such percentage as the meter is found to be in error at the time of the test on one-half of the total amount of the billing affected by the fast meter adjusted to one-half of the total amount of the billing affected by the fast meter adjusted to 100 percent since the previous test. No adjustment shall be made for a period greater than the time during which the customer has received service through that meter. No adjustment shall be made for a meter that is found to be registering less than 100 percent except in the case of meter tampering, non-registering meters or in circumstances in which the customer should reasonably have known that his bill did not reflect his usage.
- (14) A utility must maintain records of customers accounts for each billing period occurring within a six (6) year period. Such records shall contain all information necessary to permit computation of the bill. (NJAC 14:3-7.8).
- (15) Bills rendered must contain the following information: (a) The meter readings at the beginning and end of the billing period; (b) The dates on which the meter is read; (c) The number and kind of units measured; (d) Identification of applicable rate schedule or a statement that the applicable rate schedule will be furnished on request; (e) The amount of the bill; (f) A distinctive marking to indicate an estimated or averaged bill; (g) An explanation or statement of any conversion from meter reading to billing units or any other calculations or factors used in determining the bill; and (h) the gross receipts and franchise tax statement. (NJAC 14:3-7.9)

APPENDIX B

CURRENT RATE SCHEDULES



TOWN OF DOVER

MAYOR AND BOARD OF ALDERMEN

ORDINANCE NO. 09-2010

AN ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF
DOVER COUNTY OF MORRIS AND STATE OF NEW JERSEY
AMENDING THE SUBSECTION OF THE REVISED GENERAL
CODE OF THE TOWN OF DOVER ENTITLED,
"WATER CHARGES FOR DOMESTIC, COMMERCIAL, PUBLIC, AND
INDUSTRIAL USE IN THE TOWN OF DOVER, BOROUGH OF VICTORY GARDENS,
AND PORTIONS OF THE TOWNSHIP OF RANDOLPH, TOWNSHIP OF ROCKAWAY,
TOWNSHIP OF MINE HILL AND BOROUGH OF WHARTON"

WHEREAS, the Water Utility provides water service in the Town of Dover, Borough of Victory Gardens, portions of the Township of Randolph, Township of Rockaway, Township of Mine Hill and Borough of and Wharton; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, County of Morris and State of New Jersey, as follows:

SECTION 1. Rate Schedule 1., General Metered Service:

Applicable to Use of Service for:

All water service applied through meters for domestic, commercial, public and industrial use.

Character of Service:

Continuous

Fixed Service Charge Per Quarter:

5/8" meter	\$ 14.74
3/4" meter	\$ 22.10
1" meter	\$ 36.84
1 1/4" meter	\$ 36.84
1 1/2" meter	\$ 73.67
2" meter	\$ 117.88
3" meter	\$ 221.00
4" meter	\$ 368.34

Rate:

All Water consumed over 333 cubic feet, a flat	\$ 2.287
Rate charge per hundred cubic feet (c.c.f.)	

SECTION 2. Rate Schedule No. 7, Miscellaneous Charges

Applicability:

Customer requested service: turning on water at the curb (seasonal or restoration of service subsequent to delinquent payment). The following fee does not apply for customer request for meter testing:

Rate:

Business hours (Monday-Friday - 8:00am to 4:30pm)	\$ 21.00
After business hours and weekends	\$ 69.00

Applicability:

Removing, repairing, and replacing meters damaged due to
Negligence of customer including frozen and broken meters:

TOWN OF DOVER

MAYOR AND BOARD OF ALDERMEN

Meter sizes - 5/8", 3/4", 1"	\$ 59.00
1 1/2", 2" and above	\$ 310.00

Connection fees:

Effective July 1, 2010 and thereafter, there shall be a connection fee charged in the amount of \$1,735 for all new customers connected to the system. Said connection fee shall be calculated annually, utilizing the cumulative capital and debt service charges of the water utility, divided by the current number of customers.

Hook up fees:

Effective January 1, 2007 and thereafter, there shall be a hookup charged as listed below for all new customers connected to the system. These hookup charges will be as follows:

5/8" and 3/4" meters	\$ 730.00
1" meters	\$ 900.00
1 1/2" and larger meters	\$ 1,280.00

Terms of payment:

Net cash becoming delinquent 20 days from the billing date.

SECTION 3. Rate Schedule No. 3., Private Fire Service or Fire Sprinkler Service

Applicability:

All fire protection service throughout the service territory

Character of Service:

Continuous

Rate:

Each protection unit per quarter:

1"	\$ 23.21
2"	\$ 23.21
4"	\$ 38.69
6"	\$ 77.37
8"	\$ 116.05
10"	\$ 324.94
12"	\$ 324.94

Terms of Payment:

Net cash becoming delinquent 20 day from billing date.

SECTION 4. Rate Schedule No. 4., Public and private fire service, (Fire Hydrants):

Activity:

All fire protection service throughout the service territory.

Character of Service:

Continuous

Rate:

Each protection unit per year \$ 156.00

Terms of Payment:

Net cashing becoming delinquent 20 days from billing date.

TOWN OF DOVER MAYOR AND BOARD OF ALDERMEN

SECTION 5. Rate Schedule No. 8, Emergency Metered Services:

Applicability:

Water service through interconnections.

Character of Service:

On an emergency need basis

Rate:

All water delivered at a rate of \$2.287 per hundred cubic feet (c.c.f.)

SECTION 6. Rate Schedule No. 5, Testing Customer Meters

Rate:

Test for accuracy at customer's request, once
every twelve (12) months

No Charge

Test for accuracy more than once
every twelve (12) months

\$ 15.25 each occurrence


SECTION 7. All ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 8. If any article, section, subsection, paragraph, phrase, or sentence is for any reason held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed separable.

SECTION 9. This ordinance shall take effect upon final publication as provided by law.

ATTEST:


Margaret J. Verga, Municipal Clerk


James P. Dodd, Mayor

I hereby certify the foregoing is a true and exact copy of an ordinance adopted by the Mayor and Board of Aldermen, Town of Dover, County of Morris at a regular meeting held on July 13, 2010.


Margaret J. Verga, Municipal Clerk



TOWN OF DOVER
MAYOR AND BOARD OF ALDERMEN

RESOLUTION

WHEREAS, Ordinance 5-1998 established procedures for establishing a sewer user fee; and

WHEREAS, the Town has estimated total sewer costs for 2010; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen, Town of Dover, County of Morris and State of New Jersey, that the Sewer User Fee for each of the Sanitary Sewer System in 2010 will be \$3.21 for each cubic feet of water used.

BE IT FURTHER RESOLVED, that this rate is to be effective with the July 1, 2010 billing.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS


Margaret J. Verga, Municipal Clerk


James P. Dodd, Mayor

RL-150
6-22-10

APPENDIX B – AMENDED

TO BE ADDED TO: SECTION 2, Rate Schedule No. 7., Miscellaneous Charges

Quarterly Water Reservation Fee:

A quarterly fee in the amount of 25 percent of the prevailing estimated water usage. Payment and Penalty terms and conditions of the prevailing rates structure shall apply.

APPENDIX C

APPENDIX C1

APPLICATION FOR WATER RESERVATION



TOWN OF DOVER WATER COMMISSION

100 Princeton Avenue, Dover NJ 07801
Phone: (973) 366-1221 Fax: (973) 366-7599

APPLICATION FOR WATER RESERVATION

FOR WATER DEPARTMENT USE ONLY

Application No.: _____ Date Filed: _____
Application Fee Received By: _____ Date: _____
Escrow Fee Received By (if applicable): _____
☐ Approved ☐ Denied By: _____ Title: _____
Resolution No., if applicable _____ Date: _____ Signature: _____

PROPERTY LOCATION

Street Address: _____
Municipality: _____ Block(s): _____ Lot(s): _____
Description of Existing Use _____
Is the property within the Town of Dover Water Commission Service Area? ☐ Yes ☐ No

APPLICANT

Name: _____
Address: _____
Telephone Number: _____
Email: _____ Fax Number: _____

PROPERTY OWNER

Name: _____
Address: _____
Telephone Number: _____
Email: _____ Fax Number: _____

PROJECT/USE BEING SERVED

☐ Single Family Dwelling Number of Bedrooms _____ Estimated Daily Usage _____
☐ Two Family Dwelling Unit #1 – Number of Bedrooms _____ Estimated Daily Usage _____
Unit #2 – Number of Bedrooms _____
☐ Non-Residential Use (<1,000 GPD) Estimated Daily Usage _____
Description of Proposed Use: _____ Gross Floor Area: _____ SF
☐ Other* Estimated Daily Usage _____
Description of Proposed Use: _____ Gross Floor Area: _____ SF

***For "OTHER" category projects, include approvals required (attach a copy of applicable approvals)**

☐ Preliminary Site Plan/Subdivision Approval Date: _____
☐ NJDEP Waterline Extension Permit Approval Date: _____
☐ Redevelopment Plan Approval Date: _____
☐ Zoning Permit Approval Date: _____
☐ Other _____ Approval Date: _____

ANTICIPATED CONNECTION DATE

Estimated Date of Service Connection _____

Estimated Date of Water Meter Installation _____

WATER RESERVATION (cont.)
CERTIFICATIONS

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership applicant. I certify that I agree to follow the Rules and Regulations adopted by the Town of Dover Board of Water Commissioners regarding the Construction of Water System Facilities.

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Applicant:

(Printed Name)

(Signature of Applicant)

I certify that I am the Owner of the property which is the subject of this application, and that I have authorized the applicant to make this application and that I agree to be bound by this application, the representations made and the decision in the same manner as if I were the applicant. I further certify that I am the individual Owner or that I am an Officer of the Corporate Owner and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership Owner. (If the applicant is a corporation this must be signed by an authorized corporate officer. I certify that I agree to follow the Rules and Regulations adopted by the Town of Dover Board of Water Commissioners regarding the Construction of Water System Facilities.

(If the applicant is a partnership, this must be signed by a general partner.)

Owner:

(Printed Name)

(Signature of Owner)

APPENDIX C2

APPLICATION FOR WATER SERVICE CONNECTION



TOWN OF DOVER WATER COMMISSION

100 Princeton Avenue, Dover NJ 07801
Phone: (973) 366-1221 Fax: (973) 366-7599

APPLICATION FOR WATER SERVICE CONNECTION

FOR WATER DEPARTMENT USE ONLY

Application No.: _____ Date Filed: _____
Connection Fee Received By: _____ Date: _____
☐ Approved ☐ Denied By: _____ Title: _____
Date: _____ Signature: _____

☐ New Water Service Connection Corresponding Water Reservation Number, attach copy: _____
☐ Renewed Water Service Connection
☐ Domestic
☐ Fire Line
Size: _____ Tap: _____

PROPERTY LOCATION

Street Address: _____
Municipality: _____ Block(s): _____ Lot(s): _____
Description of Existing Use _____

APPLICANT

Name: _____
Address: _____
Telephone Number: _____
Email: _____ Fax Number: _____

PROPERTY OWNER

Name: _____
Address: _____
Telephone Number: _____
Email: _____ Fax Number: _____

CONTRACTOR INFORMATION

Contractor Name: _____
Address: _____
Telephone Number: _____ Fax Number: _____
Plumber Name: _____
Address: _____
Telephone Number: _____ Fax Number: _____

CERTIFICATIONS

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership applicant. I certify that I agree to follow the Rules and Regulations adopted by the Town of Dover Board of Water Commissioners regarding the Construction of Water System Facilities.

WATER SERVICE CONNECTION (cont.)

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Applicant:

(Printed Name)

(Signature of Applicant)

I certify that I am the Owner of the property which is the subject of this application, and that I have authorized the applicant to make this application and that I agree to be bound by this application, the representations made and the decision in the same manner as if I were the applicant. I further certify that I am the Individual Owner or that I am an Officer of the Corporate Owner and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership Owner. (If the applicant is a corporation this must be signed by an authorized corporate officer. I certify that I agree to follow the Rules and Regulations adopted by the Town of Dover Board of Water Commissioners regarding the Construction of Water System Facilities.

(If the applicant is a partnership, this must be signed by a general partner.)

Owner:

(Printed Name)

(Signature of Owner)

APPENDIX C3

APPLICATION FOR WATER METER INSTALLATION



TOWN OF DOVER WATER COMMISSION

100 Princeton Avenue, Dover NJ 07801
Phone: (973) 366-1221 Fax: (973) 366-7599

APPLICATION FOR WATER METER INSTALLATION

FOR WATER DEPARTMENT USE ONLY

Application No.: _____ Date Filed: _____
Water Meter Installation Fee Received By: _____ Date: _____
☐ Approved ☐ Denied By: _____ Title: _____
Date: _____ Signature: _____

☐ Temporary Water Meter Corresponding Water Service Connection Number, attach copy: _____
☐ Permanent Water Meter

<u>Building Type</u>	<u>Use</u>	<u>Description</u>
<input type="checkbox"/> New Construction	<input type="checkbox"/> Residential	<input type="checkbox"/> Single Family
<input type="checkbox"/> Existing	<input type="checkbox"/> Public	<input type="checkbox"/> Two Family
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Industrial	

PROPERTY LOCATION

Street Address: _____
Municipality: _____ Block(s): _____ Lot(s): _____
Description of Existing Use _____

APPLICANT

Name: _____
Address: _____
Telephone Number: _____
Email: _____ Fax Number: _____

PROPERTY OWNER (billing address)

Name: _____
Address: _____
Telephone Number: _____
Email: _____ Fax Number: _____

CONTRACTOR INFORMATION

Contractor Name: _____
Address: _____
Telephone Number: _____ Fax Number: _____
Plumber Name: _____
Address: _____
Telephone Number: _____ Fax Number: _____

WATER METER INSTALLATION (cont.)

CERTIFICATIONS

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership applicant. I certify that I agree to follow the Rules and Regulations adopted by the Town of Dover Board of Water Commissioners regarding the Construction of Water System Facilities.

(if the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Applicant:

(Printed Name)

(Signature of Applicant)

I certify that I am the Owner of the property which is the subject of this application, and that I have authorized the applicant to make this application and that I agree to be bound by this application, the representations made and the decision in the same manner as if I were the applicant. I further certify that I am the individual Owner or that I am an Officer of the Corporate Owner and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership Owner. (if the applicant is a corporation this must be signed by an authorized corporate officer. I certify that I agree to follow the Rules and Regulations adopted by the Town of Dover Board of Water Commissioners regarding the Construction of Water System Facilities.

(if the applicant is a partnership, this must be signed by a general partner.)

Owner:

(Printed Name)

(Signature of Owner)

APPENDIX D

AVERAGE DAILY DEMAND ESTIMATING TABLES

NON-RESIDENTIAL AVERAGE DAILY WATER DEMAND	
TYPE OF ESTABLISHMENT	GALLONS PER PERSON
Rooming House	50
Boarding House*	75
a For each nonresident boarder	15
Hotel*	50-75
Motel or tourist Cabin	50-75
Restaurant**	
a Sanitary Demand	5
b Kitchen Demand	5
c Kitchen and Sanitary Demand	10
Camp***	
a Barracks Type	50
b Cottage Type	40
c Day Camp (no meals served)	15
Day School	
a No cafeteria or showers	10
b With cafeteria and no showers	15
c With cafeteria and showers	20
d With cafeteria, showers and laboratories	25
Boarding School*	100
Health care institution other than hospital	75-125
Hospital (depending on type)	150-250
Industrial facility (8 hour shift)	25
Picnic grounds or comfort station	
a With toilet only	10
b With toilet and showers	15
Swimming pool or bathhouse	10
Club House*	
a For each resident member	60
b For each nonresident member	25
Nursing Home	150
Campground	
a Without individual sewer hook-up	75 per site
b With individual sewer hook-up	100 per site
c With laundry facility and individual sewer hook up	150 per site
Store, office building	0.125 gal/sq. ft
Self-service Laundry	50 gal/wash
<p>*Includes kitchen demand at 10 gallons per person per day. If laundry demand is anticipated, the estimated water demand shall be increased by 50 percent.</p> <p>**Demand projections shall be calculated by multiplying the certified seating capacity of the establishment by the applicable water usage in gallons per person under 9a, b, or c above, and by a factor of 1, 2, or 3 reflecting the hours of operation, as follows: one to six hours(1), seven to 12 hours(2), or more than 12 hours(3).</p> <p>***When the establishment will serve more than one use, the multiple use shall be considered in determining water demand.</p> <p>Based on NJAC 7:10-12.6 WATER VOLUME REQUIREMENTS</p> <p>Amended by R.2004 d. 442, effective December 6, 2004</p>	

RESIDENTIAL WATER DEMAND		
GENERATION BY TYPE/SIZE OF HOUSING		
TYPE/SIZE HOUSING	NUMBER OF RESIDENTS	RESIDENTIAL WATER DEMAND*
		(daily) (gallons per day)
Single-family detached		
2 Bedroom	2.13	215
3 Bedroom	3.21	320
4 Bedroom	3.93	395
5 Bedroom	4.73	475
Garden Apartment		
1 Bedroom	1.57	120
2 Bedroom	2.33	175
3 Bedroom	3.56	270
Townhouse		
1 Bedroom	1.69	125
2 Bedroom	2.02	150
3 Bedroom	2.83	210
4 Bedroom	3.67	275
High Rise		
Studio	1.07	80
1 Bedroom	1.34	100
2 Bedroom	2.14	160
Mobile Home		
1 Bedroom	1.73	130
2 Bedroom	2.01	150
3 Bedroom	3.47	260
NOTES: *Based on 100 gallons per person per day for single-family detached units and 75 gallons per person per day for other housing types (rounded). SOURCE: U.S. Census, Public Use File--New Jersey (units built 1975-1980)		

APPENDIX E

WATER SERVICE AREA MAP