

**LANDIS SEWERAGE AUTHORITY
PROCEDURES AND ALLOCATION MANUAL
1776 South Mill Road, Vineland, New Jersey 08360
(856) 691-0551**

**Subject: Landis Sewerage Authority
Allocation Escrow Account**

The Landis Sewerage Authority will establish an escrow account at Sun National Bank to maintain your escrow deposit. This is an interest-bearing account and you will receive the interest and be responsible for the income tax on it.

Therefore, it is a requirement that W-9 form be completed by you and returned to our office before this money can be deposited to your account.

Kindly return the executed W-9 form as soon as possible. Be sure you identify your project in addition to signing your name.

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XL FORM

COMMERCIAL APPLICATION

1. REQUIREMENTS:

- A. Application to be filed in duplicate.
- B. The fee of 5% or a minimum of \$500.00 of the estimated construction cost of the sewer improvement must accompany the application. Said fee will be placed in an escrow account for review of the application and inspection when constructed. Time expended in excess of of the escrow will be billed accordingly. Conversely, any unexpended funds will be returned to the applicant. Please submit an escrow check along with a completed W-9 form.
- C. Application must be submitted at least 15 calendar days prior to the next regularly scheduled meeting of the Authority.
- D. If an approval is granted to this application, the list of conditions will be reported. Said list of conditions must be satisfied in order to achieve a final approval.

2. APPLICANT:

- A. Name: _____
- B. Address: _____

- C. Telephone #: _____
- D. Affiliation with Project: _____

3. OWNER OF PARCEL (if other than applicant)

- A. Name: _____
- B. Address: _____

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C. Telephone: _____

4. ENGINEER DESIGNING PROJECT

A. Name of Firm: _____

B. Contact: _____

C. Address: _____

D. Telephone #: _____

5. PROJECT

A. Name: _____

B. Blk(s) _____ Lot(s) _____

C. Tax Map Sheet(s) _____

D. Street Address: _____

E. Total Acreage: _____

6. SQUARE FOOTAGE OF PROJECT: _____

7. ESTIMATE OF GALLONAGE REQUIRED: _____

(Provide calculations to support estimate based on the Manual of Wastewater Engineering Collection and Pumping of Wastewater, Metcalf & Eddy, Inc. or NJDEP regulations)

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XI. FORM

8. <u>LIST OF ALL OTHER APPROVALS</u>	<u>DATE APPROVED</u>
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
G. _____	_____

9. <u>DESIGN CHARACTERISTICS</u>	
A. Can connection occur to an adequate existing facility?	Y____N____
B. Where will project connect?	_____
C. Are on-site sewer improvements necessary?	Y____N____
D. Will the on-site improvements be gravity or force main/pump station or both?	G____F____B____
E. Are off-site sewer improvements necessary?	Y____N____
F. Will the off-site improvements be gravity or force main/pump station or both?	G____F____B____

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10. ENGINEER'S ESTIMATE OF TOTAL SEWER IMPROVEMENTS INCLUDING
PUMP STATION, EASEMENTS AND RIGHT OF WAYS: \$ _____

11. OTHER CONSIDERATIONS:

A. Will applicant dedicate to the LSA all off-site improvements? Y____N____

B. Will applicant provide all necessary easements and right of ways to the LSA? Y____N____

C. Will applicant post performance and maintenance bonds? Y____N____

12. LIST PLANS AND OTHER MATERIAL ACCOMPANYING APPLICATION:

A. _____

B. _____

C. _____

D. _____

13. SIGNATURE OF APPLICANT: _____

DO NOT WRITE BELOW THIS LINE

LSA USE ONLY

DATE RECEIVED _____

FEE COLLECTED _____

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XI. FORM

ACTION BY LSA: Date:_____ Approved_____ Disapproved_____

COMMENTS:_____

SIGNATURE OF AUTHORITY REPRESENTATIVE:_____