

## Application package cover letter

Dear CCO Applicant:

Enclosed are documents pertaining to your application to the Manalapan Township Health Department for a Continued Certificate of Occupancy (CCO). An application is required if your property is served by a septic system and/or well. The documents enclosed are:

1. Application form
2. List of water testing laboratories
3. Review letter from buyer for verification of septic tank(s) cleaning

### APPLICATION FORM

The application form should be fairly self-explanatory. The application must be completed in full. A fee of \$60.00 is required with submission of the application.

### WELL

The department requires that the well water be tested by an NJDEP certified testing laboratory for the following parameters: Total Coliform, pH, iron, manganese and nitrates. The sample of water must be collected by the laboratory. The results must meet the NJ drinking water standards for each of these parameters. A list of laboratories that perform these analysis services is attached. If testing has already been performed, these results may be satisfactory if it meets the above procedures and was collected within six (6) months of anticipated closing date.

Be advised that the NJ Private Well Testing Act became effective on September 14, 2002. This act requires testing beyond the above referenced parameters. Specifically the act requires testing for total coliform, volatile organics, lead and mercury. For more information on these requirements you are encouraged to call the NJ Department of Environmental Protection at 1-866-4P W-TEST or via Internet at [www.state.nj.us/dep/pwta](http://www.state.nj.us/dep/pwta). This department will require proof that the water has been tested for these parameters. Any exceedences of the drinking water for these parameters will require remediation or acknowledgement of the exceedences and a written plan for remediation including who will bear responsibility to remediate.

### SEPTIC SYSTEM

The department requires that the septic tank(s) be cleaned within two (2) years of the proposed closing date as proof of proper maintenance. This may be accomplished by submitting a copy of the receipt for services or a letter on the cleaning company letterhead documenting the service. It is important that if you have more than one (1) septic tank that each one is cleaned. Effective in April 2012 the department cannot approve the transfer of property if the property has a cesspool, dry well or seepage pit that receives any form of domestic sewage directly. This includes vessels receiving laundry waste without the benefit of the treatment by a septic tank. These systems must be evaluated by an engineer and corrected in conformance with the State regulations.

This department requires that the buyer acknowledge the proof of pumping submitted to this department. The letter to be used for this purpose is enclosed.

Any work required to repair a septic system will need a permit issued by this department before any work is performed. The fee for this permit is \$300.00 for work requiring an engineer or \$75.00 for work allowable by the State Regulations that does not require the services of a licensed engineer. These permit fees are required regardless of the cost of the work.

### COMMERCIAL UNITS

If the unit or structure is for a business or commercial enterprise a separate Professional Engineering certification is required. An additional package needs to be requested to help guide the required submissions.

Well water also needs to be tested as described in the above "Well" section with the exception for those wells that are designated as a Public Non-Community (PNC) water system. No additional testing is necessary if the system is in compliance with applicable PNC testing requirements.

If you have any questions please feel free to contact this office and speak to one of the department's environmental health specialists.

## Amendments to N.J.A.C. 7:9A Regarding Cesspools and Inspections for Real Property Transfers - An Update

- The adopted amendments will appear in the New Jersey Register on April 2, 2012
- The rule requires that cesspools be replaced at the time of real property transfer. This requirement does not apply to wastewater disposal systems which by definition do not include cesspools. Seepage pit systems or older traditional septic systems that do not meet current standards are not required by the rule to be upgraded.
- The rule does not specify who is responsible for necessary upgrades during a real property transfer (seller or buyer); this should be negotiated during the real property transfer process.
- The adopted rules provide for delayed implementation for 60 days of the requirement to upgrade functioning cesspools at the time of property transfer in order to accommodate property transfers already in process.
- If a conforming system cannot be installed on the property, the local authority has discretion to allow a nonconforming system, provided the system design is protective of human health and the environment. Also, as is currently provided for in the standards, if no 'reasonable system' can be installed on the property, the least preferred option is for the property owner to apply for a Treatment Works Approval for a holding tank.
- The rule establishes a protocol for inspecting onsite systems during real property transfer. The rule does not mandate its use nor does it require an upgrade to the system as a result of that inspection. This portion of the rule provides buyers and sellers with information based on a comprehensive evaluation of the system and can assist in negotiations for the transaction. Unsatisfactory results, unless they indicate the system is malfunctioning, do not require that anything be done immediately (although any work done on the system must be properly permitted locally).
- If something is observed during the inspection that is indicative of a malfunctioning condition, it must be reported to the local health department and addressed as a report of a malfunctioning system. Since 1990, property owners with a malfunctioning system had an obligation to report the malfunction to the health department immediately. The inspection report is a new way of gathering and reporting information characterizing a malfunctioning system. A copy of the report must be sent to the local administrative authority in order to meet the requirements of the inspection protocol.
- Under the previous rules, and until April 2, 2012, a property owner with an existing cesspool can (with a permit from the local health department) add a septic tank in front of the cesspool. This effectively converts the cesspool to a seepage pit system and that seepage pit system would not be subject to the requirement to immediately upgrade. On April 2, 2012, any cesspool requiring repairs must be upgraded; there is no 60 day delay for this provision. Addition of a septic tank in front of the cesspool will no longer be allowed.

**Form letter for acknowledgement of septic tank pumping**

To: Manalapan Health Department  
Re: Continued Certificate of Occupancy Application -  
Acknowledgement of Septic Tank(s) Cleaning/Evaluation

Please be advised that I/we are the buyer of property as listed below. I/we understand the Health Department only requires proof of septic tank(s) pumping. An evaluation of the current working condition of the septic system is completely my/our choice and I/we understand that it is general practice to have this work performed. Further, I/we are aware that the New Jersey Department of Environmental Protection has developed an evaluation tool that is available at [http://www.state.nj.us/dep/dwq/pdf/inspection\\_guidance.pdf](http://www.state.nj.us/dep/dwq/pdf/inspection_guidance.pdf)

I/we have reviewed the documentation submitted to the Manalapan Township Health Department as proof of septic tank(s) cleaning and reference it below. I/we understand that if there are any observations or determinations documented on the proof of cleaning, beyond the service of cleaning the septic tank(s), or on the evaluation, that I/we bear responsibility for resolving this/these issue(s) with the seller of the property. I/we understand the Manalapan Township Health Department can only intercede when an evaluation or pumping report clearly identifies a malfunction of the septic system (per NJAC 7:9A).

Lastly, I/we understand that I/we have open access to the Manalapan Township Health Department files for this property (if they exist) in accordance with the open public records act.

Property Address \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Buyer Name \_\_\_\_\_

Description of proof being offered (include name of company/date/of service or letter/reference # if available):  
Pumping Receipt information \_\_\_\_\_  
Evaluation Report information \_\_\_\_\_

By signature I/we, the buyer(s), acknowledge and accept the conditions as described above.

\_\_\_\_\_  
Signature(s) \_\_\_\_\_  
\_\_\_\_\_  
Date(s) \_\_\_\_\_

## **WATER TESTING LABORATORIES**

(Known to be Certified by the State of New Jersey)

For a full list of certified labs, please call the NJ Department of Environmental Protection at 1-866-4P-W-TEST or visit [www.state.nj.us/dep/pwta](http://www.state.nj.us/dep/pwta).

Garden State Labs  
Hillside, NJ  
1-800-625-7200

South Jersey Water Test, LLC  
Williamstown, NJ 08094  
1-866-875-3506

J. R. Henderson Labs  
Beachwood, NJ  
732-341-1211

Precision Analytical Services  
Toms River, NJ  
1-800-806-8378

Ocean Well Testing-Ocean Environmental  
Toms River Area  
732-240-7004

The State of New Jersey certifies laboratories to perform environmental analysis. Analysis required by Manalapan Ordinance are:

Total Coliform  
pH, Iron, Manganese, Nitrates

You must verify that the laboratory is certified for each of those parameters at the time of contracting the service. The laboratory must collect the sample because pH must be analyzed within fifteen (15) minutes of collection (State law). Manalapan Ordinance requires that the results for these parameters meet State standards.

Be advised that the NJ Private Well Testing Act requires testing for the following additional parameters:

E. Coli, Volatile Organics, Lead, Mercury, Gross Alpha

This department requires proof that these parameters have been tested. Any exceedences of the drinking water standards will require remediation or acknowledgement of the exceedences and a written plan for remediation including who will bear responsibility to remediate.

**Application**

Application #
Date
Fee

**HEALTH DEPARTMENT  
Manalapan Township**

Phone: 732-446-8345  
Fax: 732-446-1576

120 Route 522  
Manalapan, NJ 07726

Fee: \$60.00

Checks Payable To: Manalapan Township

APPLICATION FOR  
CERTIFICATE OF CONTINUED OCCUPANCY  
WELL AND/OR SEPTIC ONLY

Address of Property \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Owner of Property \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Address (if different) \_\_\_\_\_

Type of Structure: Residential \_\_\_\_ Apt/Condo \_\_\_\_ Business/commercial \_\_\_\_<sup>\*\*\*</sup>

Occupancy Change Due To: Sale \_\_\_\_ Rent \_\_\_\_ Other (explain) \_\_\_\_\_

Name, Phone # of Contact Person \_\_\_\_\_

Name of Buyer or Tenant \_\_\_\_\_

Realtor's Name, Address & Phone # for Owner, if Applicable:

\_\_\_\_\_

Date of Closing/Occupancy: \_\_\_\_\_

\_\_\_\_ Check Here if Served by Individual Well (Attach copy of PWTA test results)

\_\_\_\_ Check Here if Served by Septic System

\_\_\_\_\_ Date of Last Septic Tank Pump Out (Must submit copy of pump receipt and buyer letter)

\*\*\*Commercial or business enterprises must submit engineering reports. These submission requirements are described in a package of information.

I understand that the septic tank pump out information is reviewed for compliance with applicable maintenance requirements only for determination that the septic system is functioning properly. I understand that I must arrange for this privately. I further understand that the water supply is being tested for only those parameters required per Local Ordinance (by reference NJAC 7:10-12.31). Any further testing must be arranged privately with an independent testing laboratory. Any necessary re-testing for failed parameters will incur additional cost.

\_\_\_\_\_  
Signature of Buyer

\_\_\_\_\_  
Signature of Seller or Landlord (rental unit)

\_\_\_\_\_

**CCO Compliance Activity**  
**For department use only**

**A.. Septic System Maintenance Activity:**

\_\_\_\_\_ Septic Tank pumping receipt submitted and reviewed to be less than two (2) years prior to anticipated date of closing.  
Main Tank \_\_\_\_\_ Laundry tank/dry well \_\_\_\_\_ Buyer letter \_\_\_\_\_

**B. Well Water Analysis Activity:**

\_\_\_\_\_ Water Test results received and reviewed and deemed satisfactory (Township Ordinance).  
Approval date \_\_\_\_\_ Initial \_\_\_\_\_ Date of satisfactory bacteria test \_\_\_\_\_

\_\_\_\_\_ PWTA testing requirements compliance.  
Approval Date \_\_\_\_\_ Initial \_\_\_\_\_ Date of sample \_\_\_\_\_

\_\_\_\_\_ For multiple entity buildings - reports on proper functioning of septic system and description of new business and current occupancy submitted and reviewed  
Approval date \_\_\_\_\_ Initial \_\_\_\_\_

**C. Commercial/Business Enterprises**

\_\_\_\_\_ Engineering documents

**D. Cesspool**

\_\_\_\_\_ Cesspool Evaluation

**E. CCO Issuance**

\_\_\_\_\_ Date CCO requirements met (Permit issued)

**F. Expiration**

\_\_\_\_\_ Date at which main septic tank pump out expires (2 years from date of tank pumping)

\_\_\_\_\_ Date at which laundry septic tank pump out expires (2 years from the date of tank pumping)

\_\_\_\_\_ Date at which water test expires (6 months from date of satisfactory bacteria test)

\_\_\_\_\_ Date at which PWTA water test results expires (1 year from satisfactory results)

\_\_\_\_\_ For multiple entity buildings - date of private septic system certification (1 year)

\_\_\_\_\_ Date at which C/O expires (earliest of preceding activities)