

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 fecal 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. 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.

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

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

(Certified by the State of New Jersey)

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

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:

Fecal Coliform, Volatile Organics, Lead, Mercury

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 _____ ***

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)