

BOROUGH OF AVALON
CONSTRUCTION OFFICE
3100 Dune Drive, Avalon, NJ 08202
609-967-4220 fax 609-967-4140
e-mail kdeluca@avalonboro.org

Water and Sewer Installation Instructions

1. Apply for water & sewer with the Borough of Avalon. One hundred dollar application fee required.
2. Borough of Avalon will fax request to New Jersey American Water.
3. It is your responsibility to stake out the location at the curb for your water and sewer pricing and installation.
 - a. Do not stake out in a driveway, walkway or near a tree or bush.
 - b. If the property is not staked out, the service will not be priced or installed.
4. New Jersey American Water prices out the request, then they fax the request back to the Borough of Avalon.
5. The Borough of Avalon provides the price request to the builder/owner.
6. The builder/owner pays for the new services.
7. The Borough will then fax the request for installation to New Jersey American Water.
 - a. American Water has 30 days to install services.
 - b. **The 30 days start when the Borough of Avalon faxes the request for installation.**
8. The services are then installed by NJAW's contractor. Paperwork is then returned to New Jersey American Water from their contractor after making the installation. Paper work is **THEN** put into the system, this usually takes two to three days.
9. The service to the property **must be connected to the meter box** (by your Plumber) prior to a meter being set or requested. The builder/owner requests the meter be installed with the Avalon Construction Office.
10. Owner/builder then calls New Jersey American Water at 1-866-317-3379 to make an appointment for the meter to be installed.
 - a. The meter can be installed once the paperwork is in the system (see # 8). This usually takes two or three days.
 - b. Builder/owner must be present when meter is installed.

Demolitions

1. Do not remove meters from meter boxes.
2. Only New Jersey American Water is authorized to remove meters.
3. If you want a meter removed, a meter removal request can be filed in the Construction Office at Borough Hall.
4. Protect meter box, pit and sewer clean out during demolition and construction.



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APPLICATION FOR CONNECTION TO WATER & WASTE WATER UTILITIES

SECTION I: TO BE COMPLETED BY OWNER OR AGENT

Owner's Name _____ Phone # () _____

Billing Address _____

Builder's/Agent's Name _____ Phone # () _____

Property

Location _____ Block _____ Lot# _____

Type of Water Service: Domestic _____ Lawn Sprinkler _____ Fire _____

Installation of New: Water Service _____ &/or Waste Water Lateral _____

Water Meter: Downgrade _____ Upgrade _____ New _____ Replacement _____

Size of Water Meter: 5/8" _____ 3/4" _____ 1" _____ 1-1/2" _____ 3" _____ 4" _____

Is there existing water / waste water on the property? _____

_____ Abandon existing water and / of sewer

_____ Change existing domestic water service to irrigation service

Application applied for by: Owner Tenant Contractor (Circle One)

Date _____ Owner/Agent Signature _____

Application Fee \$ 100.00: Received by _____ Date _____ Check# _____

Approved by: _____

SECTION II: TO BE COMPLETED BY BOROUGH OF AVALON

Water Installation Fee \$ _____

Sewer Installation Fee \$ _____

Sever Connection Fee \$ _____

Miscellaneous Fee \$ _____

Total Due \$ _____ Balance Due \$ _____

Fees Collected By _____ Date _____ Amount \$ _____ Check # _____

Sent for Pricing _____ Mailed with Price _____

Sent for Installation _____ Sent for Meter Set _____