

POCONO-JACKSON JOINT WATER AUTHORITY

APPLICATION FOR WATER SERVICE

2162 ROUTE 715, PO Box 213

REEDERS, PA 18352

PHONE: (570) 629-0153

Date _____

Applicant Information

Name: _____

Physical Address: _____

Billing Address: _____

Lot Location: _____

Phone Number: _____

The Applicant agrees to comply with the Rules, Rates, and Regulations of the Authority and such lawful modifications or additions thereto as may be adopted.

Signature: _____

Date _____

Fee Calculation

Refer to the latest adopted fee schedule for the following calculation:

Tapping Fee	\$ _____
Connection Fee**	\$ _____
Deposit	\$ _____
Outstanding Balance	\$ _____

*Note additional requirements and/or costs may apply to non-residential applicants.

**To be estimated by Authority. Applicant will be responsible for ultimate cost.

Procedure

Complete this form and return to the Pocono-Jackson Joint Water Authority at the address listed at the top of the page. Please note that water will not be turned on to the unit serviced until all fees listed above are paid in full.

Office Use Only

Service Address: _____

Account #: _____

EDU's: _____

Meter Size: _____

Meter #: _____

Meter Remote #: _____

Connection Fee: _____

Inspection Fee: _____

Other Fees: _____

Approved: _____

Turn on Date: _____

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PROCEDURE FOR NEW SERVICE

2162 ROUTE 715, PO BOX 213

REEDERS, PA 18352

PHONE: (570) 629-0153

1. Request application for service. Application package will contain the form and fee schedule.
2. If project is other than single-family residential, complete EDU determination.
3. Submit the application form to PJJWA with all required fees. Connection fee estimate will be provided by the Authority. Based on the fee schedule, connection fee is at cost, materials, and labor; Applicant will be charged or refunded the difference between the estimated cost and actual constructed cost. Receipt of all fees owed the Authority will be required prior to service being provided to the applicant.
4. Review application, determine if fee calculation is correct and all fees have been paid. If so, notify the applicant that their application has been accepted, and provide them with the information necessary for construction. This packet should include:
 - a. Notice of application approval
 - b. Information concerning PA 1-Call
 - c. Information on PJJWA construction and material standards, if adopted.
 - d. Information on what information will be required to be submitted to the PJJWA engineer for approval. This will consist of the plan, location of connection, and shop drawings for the materials to be used.
 - e. The size of the meter, and the party responsible for the installation and operation thereof.
 - f. Notice that the Authority must be notified 72 hours prior to construction so that proper inspection can be scheduled.
 - g. Information concerning the type of testing that will be required prior to the start of service.
5. The applicant or their contractor should submit the required shop drawings to the Authority for review. Once approved, construction can begin provided the proper notice has been given.
6. The Authority is responsible for connection to water main, installation of curb stop, and installation of water meter located outside of ROW and adjacent to the property line (cost of this work covered by connection fee).
7. Authority representative will inspect the project as necessary to ensure that the Authority standards are being followed. If the Authority is installing or providing a meter pit, coordinate this with the applicant or their contractor.
8. The Applicant is responsible for connection from the meter pit to the structure receiving service. **Prior to backfill of water line, the Applicant or their contractor shall notify the Authority to inspect the service.** Failure to notify the Authority prior to backfill may require the pipe to be uncovered for the proper inspection to be performed.
9. Complete testing.
10. Verify that all required payments are settled prior to the start of service.
11. Authority to turn on service.