



WATER SERVICE BETWEEN 3/4" AND 2" (TAP) INSTRUCTIONS

(with no construction of any new water main extension)

For a property or development seeking water service, the guidelines for planning, approval, construction, testing and acceptance are provided below. The Authority is committed to providing an efficient process to achieve your water service goals in accordance with the Authority's Rules and Regulations, pursuant to N.J.S.A. 40:14B.

Navigate to the Authority's website at www.smcmua.org and click on the "Forms" page to access all of the necessary forms and information.

For a property or development requesting water service, please begin the pre-approval process by completing and submitting the Pre-application Form. Please allow a minimum of thirty (30) days for the Authority to examine the information you provided; at which time, the Authority will contact you to schedule a preliminary meeting to review your submittal in detail. Please bring original hardcopies of the submitted documents to the meeting. Incomplete Pre-application Forms and insufficient technical documents will not be reviewed and will be returned to the Applicant.

The preliminary meeting with the Authority will include: the review and provision of detailed information and/or paperwork on any application requirements and associated fees (i.e. application fee, connection fee, tap fee, wet cut fee, etc.); comments on drawings/plans/specifications; flow test information; creation of a construction schedule checklist; review of bond requirements and permits; etc.

The Applicant is hereby reminded to check with local, County and State ordinances to ensure information complies with the standards mandated.

The Applicant shall be responsible for complying with the standards specified by the Authority set forth in the Technical Requirements.

For water services between 3/4" and 2", follow the below steps:

1. After submission of the Pre-application Form and the subsequent preliminary meeting with the Authority, the Authority may request revised technical documents (full size, full scale, not to exceed 3MB in PDF format) which should be sent to developments@smcmua.org for approval.
2. Download and complete the Tap Application. If you have questions regarding the application form and applicable fees, contact the Operations Division at 973-326-6860.
3. Once the Tap Application is completely filled out and the revised technical documents have been approved by the Authority, submit a hard copy of the completed tap application with applicable fees and a CD with the final technical documents, in PDF and CAD format (if applicable), and mail to:

THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY
ATTN: OPERATIONS DIVISION – TAP APPLICATION
19 SADDLE ROAD
CEDAR KNOLLS, NJ 07927

4. Obtain road opening permit(s).
5. Contact an excavator and plumber.
6. Contact the Operations Division at 973-326-6860 at least five (5) working days in advance to schedule a tap installation.
7. Contact the Customer Service Department at 973-326-6880 to obtain, complete and submit the Application for Water Service.
8. Contact the Customer Service Department at 973-326-6880 at least five (5) working days in advance to schedule a meter installation.
9. Submit as-built drawing(s) on CD in PDF and CAD format (if applicable) to the Operations Division upon completion of project.



Southeast Morris County Municipal Utilities Authority

19 SADDLE ROAD • CEDAR KNOLLS, NJ 07927 • TEL 973-326-6880 • FAX 973-326-9521 • WWW.SMCMUA.ORG

TAP APPLICATION
(Form must be typed.)

(for water services between 3/4" and 2")

APPLICANT NAME _____
ADDRESS _____
TOWN _____ STATE _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

OWNER'S NAME _____
ADDRESS _____
TOWN _____ STATE _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

PROPERTY ADDRESS _____
TOWN _____ STATE _____ ZIP _____
MUNICIPALITY(IES) _____
BLOCK(S) _____ LOT(S) _____

STATUS (CHECK ONE ONLY):
 NEW RENEWAL

METER AND PIPE SIZE (CHECK ONE ONLY):
 5/8" x 3/4" METER, 3/4" PIPE
 3/4" METER, 3/4" PIPE
 1" METER, 1" PIPE
 1-1/2" METER, 1-1/2" PIPE
 2" METER, 2" PIPE

CONNECTION FEE REQUIRED (CHECK ONE ONLY):
 YES NO

TAPPING FEE PER SCHEDULE NO. 6 (see Authority's Rules and Regulations) \$ _____
CONNECTION FEE PER SCHEDULE NO. 13, IF REQUIRED (see Authority's Rules and Regulations) \$ _____
TOTAL FEE \$ _____

SIGNATURE _____ DATE _____

FOR SMCMUA USE ONLY

SMCMUA FILE NO. _____
SMCMUA ACCOUNT NO. _____