MARLBORO TOWNSHIP WATER UTILITY DIVISION
1979 TOWNSHIP DRIVE
MARLBORO, NJ 07746

WATER SERVICE DISCONNECT / RECONNECT

REQUIRED DOCUMENT CHECKLIST

☐ COMPLETED APPLICATION

☐ METER AND INSTALLATION FEE – MADE PAYABLE TO:
   Marlboro Township Water Utility

☐ SIGNED HOLD HARMLESS AGREEMENT

☐ INSURANCE CERTIFICATE WITH TOWNSHIP AS NAMED INSURED (SEE SAMPLE)

☐ PLUMBING SKETCH WITH DISCONNECT / RECONNECT DETAILS
   SIGNED AND SEALED BY PLUMBER

All documents and payment are to be submitted to the Community Development Department
APPLICATION FOR WATER SERVICE:

☐ CONNECTION–Please complete Section I

☐ DISCONNECTION–Permanently disconnecting from water system–Please complete Section II

☐ DISCONNECTION–Temporarily disconnecting from water system–with intention to reconnect in the future–Please complete Sections I & II

I/We, the undersigned, as of __/__/20__, are the sole and exclusive owner(s) of the premises known and designated as Block ____, Lot _____, on the official tax map of the Township of Marlboro, Monmouth County, New Jersey, more commonly known as ______________________________, Marlboro Township, New Jersey.

Section I

I/We wish to receive water service from the Marlboro Township Water Utility Division and hereby make application to the Marlboro Township Water Utility Division for permission and approval to install or cause to be installed, strictly in accordance with Marlboro Township Water Utility Division’s rules and regulations, the Uniform Construction Code and other applicable construction code requirements, a water service connection from the Marlboro Township Water Utility Division’s water distribution system to the following dwelling, building, facility or other structure, equipment or the like and for no other purpose(s):

Description:  ( ) dwelling  ( ) building  ( ) facility, structure or other

(explain character and use of above designation)

Location:  Street Address ____________________________________________

Block __________________________ Lot __________________________

Distance in feet from curb to dwelling: ____________________________

Water Meter:  Size ____________ Water Service/Use/Connection Fee* $ ____________

*NOTE:  The amount of the water service/use/connection fee set forth on the front page of this Application may change.  The total amount of such water service/use/connection fee shall be finally determined as of the date that a connection is actually made into the Marlboro Township Water Utility Division’s water system and a water meter is installed.  You, as the applicant, shall be responsible for paying such finally determined amount in full.  If you are on an installment
payment plan, your remaining principal balance shall be recalculated and the adjusted amount must be paid, in full, together with interest over the remaining life of the initial installment period.

The foregoing water service/use/connection fee has been paid prior to the submission of the within application or paid simultaneously therewith or the applicant is eligible and qualifies for payment of same on an installment basis and has executed an appropriate Installment Payment Agreement.

Section II

I/We wish to terminate water service from the Marlboro Township Water Utility Division and hereby make application to the Marlboro Township Water Utility Division for permission and approval to disconnect or cause to be disconnected, strictly in accordance with Marlboro Township Water Utility Division’s rules and regulations and other applicable construction code requirements, an existing water service connection from the Marlboro Township Water Utility Division’s water distribution system to the following dwelling, building, facility or other structure, equipment or the like:

Description: ( ) dwelling ( ) building ( ) facility, structure or other

(explain character and use of above designation)

Location: Street Address

It is understood and agreed that any person or company or other entity causing a water service connection to be installed an/or connected to the Marlboro Township Water Utility Division’s water distribution system or causing water service to be made available therefrom to any dwelling, building, facility or any other structure, equipment or the like, and any person, company or other entity who aids or assists in the installation of any such water service connection or causes water service to be made available, without having first obtained written approval therefore from the Marlboro Township Water Utility Division and having complied with all Marlboro Township Water Utility Division rules and regulations, including, but not necessarily limited to, the payment of all water service/use/connection fees, the execution of an appropriate water service agreement and the installation of an approved water meter shall be subject to a penalty of $500.00 for the first offense, $750.00 for a second offense and $1,000.00 each for a third and subsequent offense(s) and, in addition thereto, the violator shall be subject to termination of water service and other remedies available to the Marlboro Township Water Utility Division pursuant to N.J.S.A. 40:14B-1 et seq.

DATED: ___________________ APPLICANT ________________________________

APPLICANT ________________________________

☐ DENIED: Resubmit Application

☐ APPROVED: The Marlboro Township Water Utility Division hereby approves and authorizes a water service connection to service the above described use via the above designated water meter and/or disconnection at the above location.

__________________________________________

Authorized Agent/Officer
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

AGREEMENT made as of the _____ day of __________________, _________

by and between

THE TOWNSHIP OF MARLBORO,
a municipal corporation of the State of New Jersey, situated in the County of Monmouth,

with its administrative office located at, and having a mailing address of, 1979 Township Drive, Marlboro, New Jersey 07746 (hereinafter referred to as the “Township”),

and

having a mailing address of ________________________________, hereinafter referred to as the “Contractor”).

WITNESSETH:

WHEREAS, the Township owns and operates a Public Community Water System within the Township of Marlboro and provides water and water services for public and private uses within its service area; and
WHEREAS, ________________________, (hereinafter referred to as the “Customer”) is the owner of certain real property located at _______________________, in the Township of Marlboro, County of Monmouth and State of New Jersey, which said lands are known and designated as Lots __ & _____ in Block _____ on the Official Tax Map of said Township (hereinafter sometimes referred to as the “Property”); and

WHEREAS, with respect to the Property, Customer proposes _______________________

______________________________

all for the purpose of receiving water and water services from the Township relative to the aforementioned real property; and

WHEREAS, as part of Customer’s proposed plans, it will be necessary for Customer, and his agents, servants, employees, contractors and/or subcontractors, and/or the agents, servants and employees of any such contractors and/or subcontractors, to perform and/or furnish certain work, labor, materials and/or services in, about, near and/or with respect to the Township’s Water System or certain portions thereof; and

WHEREAS, Customer has specifically engaged the Contractor to install the water systems improvements referred to herein and contemplated hereby and to otherwise perform all requisite work to effectuate a water service connection between the Township’s Water System and Customer’s Property and residential dwelling situated thereon;

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein and for other good and valuable consideration, it is hereby agreed as follows:

1. **Definitions.** As used throughout this Hold Harmless and Indemnification Agreement the term of word “Contractor” shall mean, “________________________, and all agents, servants, employees, contractors and/or subcontractors employed or engaged by ____________,
as well as all agents, servants and employees engaged by the respective contractors and/or subcontractors of ____________________.

2. With respect to all work, labor, materials and/or services to be performed and undertaken by the Contractor in, about, near and/or with respect to the Township’s Water System or any portions thereof, same shall be performed and completed strictly in accordance with all approvals or authorizations granted by the Township and/or as specifically and expressly directed by the personnel of the Township’s Water Utility Division and in accordance with the Township’s Rules and Regulations and applicable law.

3. With respect to any and all trenches, road openings and/or other excavations made by and/or on behalf of the Contractor, the Contractor shall restore all disturbed areas and/or affected public rights-of-way to the same or as good condition as such areas and/or public rights-of-way were in prior to any such disturbance and/or the making of any such trenches, road openings and/or other excavations. Furthermore, the Contractor shall, to the extent applicable, restore the Township’s Water System, and/or such portions thereof as relate to its construction, to the same or as good condition as said Water System was in prior to any such construction. The Township’s Director of Public Works, Water Utility Division Supervisor, or the Licensed Operator of the Water System shall determine the extent, nature and scope of all restoration, which shall be effected to their reasonable satisfaction and approval.

4. With respect to all work, labor, materials and/or services to be performed, provided, furnished and/or undertaken by the Contractor, the Contractor shall indemnify and hold the Township harmless from, against and with respect to any and all loss, injury or damage arising out of or resulting from any and all work, labor, materials and/or services so performed, provided, furnished and/or undertaken. Moreover, the Contractor shall indemnify and hold the Township harmless from, against and with respect to any and all claims, demands, actions and judgments, including, but not necessarily limited to, any and all liability claims, property damage claims, personal injury claims, worker’s compensation claims and products liability claims arising out of or resulting from any and all actions and/or inactions taken or failed to be taken by the Contractor, and
the Contractor shall defend any and all suits, claims or other actions which may be brought against the Township on account of any of the foregoing, and the Contractor shall make good to and reimburse the Township for any expenditures made or costs incurred by the said Township with respect to any of the foregoing, including any and all expenses for legal services.

5. In connection with the terms and provisions set forth in the preceding paragraph 4 and in order to provide the Township with additional protection against losses or damages, the Contractor shall cause the Township to be designated as an additional insured under the Contractor's general liability insurance policy or policies, including any excess liability (umbrella) policy. In that regard, this Agreement shall also be considered, for the purposes of insurance coverages, to be a Work Contract, or similar agreement, and the Contractor's obligation to provide insurance coverage for the Township, as an additional insured, is hereby made mandatory and shall relate to all of the Contractor's proposed or intended work and/or construction activities referred to in this Agreement with respect to the subject Property, including the installation of any water service connection(s). Prior to the commencement of any work and/or labor, or the furnishing of any services, equipment or materials, the Contractor shall provide the Township with an appropriate Certificate of Insurance, specifically naming the Township of Marlboro as an additional insured and evidencing insurance coverage as follows:

A. Commercial General Liability $3,000,000

B. Automobile Liability-Owner, Non-Owner and Hired $1,000,000

C. Workers Compensation (Applicable to New Jersey State Statutes) Employers' Liability Statutory

The above insurance coverage must remain in effect until final written approval is issued by the Water Utility Division and, insurance certificates must provide for a thirty (30) day notice of any changes or cancellation.
6. This Agreement shall be binding upon the parties hereto and their respective heirs, successors and/or assigns.

IN WITNESS WHEREOF, the parties have signed this Agreement, and/or caused this Agreement to be signed by their proper corporate officers and to have caused their proper corporate seals to be affixed hereto, as of the day and year first above written.

________________________________________
Business Name of Contractor
Organized and existing under the laws of the State of New Jersey;

BY:_____________________________________
Signature

_____________________________________
Printed Name & Title

ATTEST: TOWNSHIP OF MARLBORO

_____________________________________
ALIDA MANCO, Clerk

BY: ___________________________________
ROBERT MILLER, Superintendent of Public Works
# Certificate of Liability Insurance

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

**Important:** If the certificate holder is an additional insured, the policy(ies) must be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## Producer

**Insurance Agent/Broker Name**

**Address**

## Insured

**Named Insured**

**Address**

## Coverages

### Certificate Number:

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

<table>
<thead>
<tr>
<th>Class</th>
<th>Type of Insurance</th>
<th>Additional Information</th>
<th>Policy Number</th>
<th>Policy Exp. (MM/DD/YYYY)</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Commercial General Liability</td>
<td>Occur Claims-Made</td>
<td>XXXXX</td>
<td>XXXX</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>A</td>
<td>Automobile Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Umbrella Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Workers Compensation and Employers Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Description of Operations / Locations / Vehicles

The Township of Marlboro, officers, employees, agents and servants are named as additional insured as their interests may appear in regards to.

The insurance listed herein is primary and on a non-contributory basis.

## Certificate Holder

**Township of Marlboro**

1979 Township Drive

Marlboro, NJ 07746

## Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**Authorized Representative**

**MUST BE SIGNED**

© 1988-2014 ACORD Corporation. All rights reserved.

ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD.
Marlboro Township Water Utility Division

Procedure for Temporary Copper Service Line Disconnect

Final Version 9.14.18.01

1. All work shall be scheduled with the MTWUD.
2. All work shall be performed while witnessed by the MTWUD.
3. All service line disconnects shall be performed on the house side of the curb stop using mechanical fittings.
4. The service line shall be turned off at the curb stop by MTWUD personnel only.
5. The service line shall then be cut a minimum of three (3) to four (4) ft., away from the curb box and witnessed by MTWUD personnel.
6. Once disconnected, install a Mueller 110 CTS Compression x FIP Thread Coupling, Catalog No. H-15451N and a Mueller Brass Plug Catalog No. H-10035N screwed into the FIP thread of the union. The compression end of the union is then installed on the end of the line leaving the curb stop.

---

**Straight coupling**
Mueller 110 Conductive Compression Connection for CTS O.D. tubing x F.I.P. thread

<table>
<thead>
<tr>
<th>1/2&quot;</th>
<th>1/2&quot; x 3/4&quot;</th>
<th>5/8&quot; x 3/4&quot;</th>
<th>3/4&quot;</th>
<th>3/4&quot; x 1/2&quot;</th>
<th>3/4&quot; x 1&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&quot;</td>
<td>1&quot; x 3/4&quot;</td>
<td>1&quot; x 1-1/4&quot;</td>
<td>1-1/4&quot;</td>
<td>1-1/4&quot; x 1&quot;</td>
<td>1-1/2&quot;</td>
</tr>
<tr>
<td>1-1/2&quot; x 1&quot;</td>
<td>2&quot;</td>
<td>2&quot; x 1-1/2&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Brass plug**
Square head with I.P. thread

<table>
<thead>
<tr>
<th>1/2&quot; ‡</th>
<th>3/4&quot;</th>
<th>1&quot;</th>
<th>1-1/4&quot; ‡</th>
<th>1-1/2&quot; ‡</th>
<th>2&quot; ‡</th>
</tr>
</thead>
</table>
Marlboro Township Water Utility Division

Procedure for Temporary Poly Service Line Disconnect

Final Version 9.14.18.01

1. All work shall be scheduled with the MTWUD.
2. All work shall be performed while witnessed by the MTWUD.
3. All service line disconnects shall be performed on the house side of the curb stop using mechanical fittings.
4. The service line shall be turned off at the curb stop by MTWUD personnel only.
5. The service line shall then be cut a minimum of three (3) to four (4) ft., away from the curb box.
6. Once disconnected, install a Mueller 110 IPS PE Compression Connection with stainless steel liner x FIP Thread Coupling, Catalog No. H-15454N and a Mueller Brass Plug Catalog No. H-10035N screwed into the FIP thread of the union. The compression end of the union is then installed on the end of the line leaving the curb stop.

H-15454N

Straight coupling
Mueller 110 Compression Connection for IPS PE* pipe x F.I.P. thread

¾", 1", 1" X ¾"

H-10035N

Brass plug - Square head with I.P. thread
Marlboro Township Water Utility Division

Procedure for Permanent Service Line Disconnect

Final Version 9.14.18.01

1. All work shall be scheduled with the MTWUD.
2. All work shall be performed while witnessed by the MTWUD.
3. All service line permanent disconnects shall be performed at the corporation valve attached to water main.
4. The copper line shall be removed from the Service Corporation and clear water main 18”.
5. Then either a Mueller Solid Copper Disc, Catalog No. H-15535 shall be installed in the flare nut and the flare nut than reinstalled onto the flare spud. Or upon removal of the flare nut a Mueller Brass Cap, Catalog No. H-15540N shall be installed on the flare spud.