

**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**

# MARLBORO TOWNSHIP

## Water Utility Division

1979 TOWNSHIP DRIVE, MARLBORO, NEW JERSEY 07746

Telephone No. (732) 536-0200 Ext. 1809

### 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

(street address)

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\* \$ \_\_\_\_\_

\*See note below

\*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*

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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 the **Property**, **Customer** proposes \_\_\_\_\_

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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

DATE (MM/DD/YYYY)  
MONTH/DATE/YEAR

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	CONTACT NAME: INSURANCE AGENT/BROKER CONTACT	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED NAMED INSURED ADDRESS	INSURER(S) AFFORDING COVERAGE	
	INSURER A: NAME OF INSURANCE COMPANY	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES                      CERTIFICATE NUMBER:                      REVISION 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENT. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		XXXXX	XXXX	XXXX	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			XXXXX	XXXX	XXXX	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DEO RETENTION \$			if applicable			EACH OCCURRENCE \$ AGGREGATE \$
X	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	XXXXX	XXXX	XXXX	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	OTHER COVERAGES WHERE APPLICABLE						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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

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## 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 than 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.



**H-15451N**

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

1/2"	1/2" x 3/4"	5/8" x 3/4"	3/4"	3/4" x 1/2"	3/4" x 1"
1"	1" x 3/4"	1" x 1-1/4"	1-1/4"	1-1/4" x 1"	1-1/2"
1-1/2" x 1"		2"	2" x 1-1/2"		



**H-10035N**

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

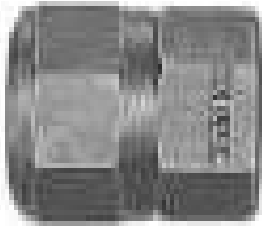
1/2" ‡	3/4"	1"	1-1/4" ‡	1-1/2" ‡	2" ‡
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**Marlboro Township Water Utility Division**  
**Procedure for Temporary Poly Service Line Disconnect**

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 than 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  
 $\frac{3}{4}$ " , 1" , 1" X  $\frac{3}{4}$ "



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

**H-10035N**

1/2" ‡	3/4"	1"	1-1/4" ‡	1-1/2" ‡	2" ‡
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**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.

**Solid copper disc**

Used with regular copper flare nut to shut off line.



CATALOG NUMBER: **H-15535**

1/2"	3/4"	1"	1-1/4"	1-1/2"	2"
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**Brass cap**

Used with regular copper flare nut to shut off line. Fits on copper flare spud to cap off line.



CATALOG NUMBER: **H-15540N**

3/4"	1"	1-1/2"	2"
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