

**Hopewell Township Health Department**  
**201 Washington Crossing Pennington Road**  
**Titusville, NJ 08560**  
**609-737-0120**

**APPLICATION FOR LETTER OF REVIEW**  
**Onsite Sewage Disposal System**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Location \_\_\_\_\_

Transfer/Tenancy/Change in Use (Circle one) Date \_\_\_\_\_ Fee \$25.00 received \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ FAX \_\_\_\_\_

Legal Agent for owner \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Purchaser/Tenant  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Purchaser/Tenant  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ FAX \_\_\_\_\_

Legal Agent for Purchaser \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Ordinance BH 2003-1** There shall be no transfer of real property, change in the use or change in tenancy of a property which utilizes an onsite sewage disposal system until the Administrative Authority or its authorized representative shall have issued a Letter of Review stating that the sewage disposal system complies or does not comply with the requirements of this ordinance and are in addition to and not in lieu of any applicable federal and state laws and regulations. In the event that any present or future federal or state law or regulation imposes standards more stringent than the requirements of this ordinance, the more stringent standards shall govern. The requirements of this ordinance shall pertain to all onsite subsurface sewage disposal systems in Hopewell Township, whether the property served is used for residential, commercial, agricultural or industrial purposes. Effective October 1, 2003

This application must be completed and submitted **10** business days prior to transfer of properties, change in use or change in tenancy. Be sure to include the name and address of all persons owning, purchasing or leasing the property upon which the onsite sewage disposal system is located.

Make check for \$25 payable to Hopewell Township

Transfer of real property:

A report by an independent inspection company indicating that the septic system inspection was conducted meeting minimum standards for the inspection of subsurface sewage disposal systems as prescribed by the Administrative Authority and or the NJ DEP shall be submitted.

For the purposes of this ordinance, Appendix A "Minimum Requirements for the Inspection of Septic Systems, Needed for the Sale, Transfer or Lease of Properties in Hopewell Township" shall serve as a minimum guidance document for conducting septic inspections until such time as new rules or regulations are issued by NJDEP. This document is adopted by reference. Revisions to Appendix A maybe enacted by the Health Department as required.

The report must describe in sufficient detail the basis for the decision that the septic system is in satisfactory condition, is not operating at its design capacity, is not satisfactory and or appears to be malfunctioning or is in need of repairs or alterations so as to be brought into conformance with the standards of N.J.A.C. 7:9A-3.4.

Additionally, the report must indicate or certify that the system as designed and or installed, complies with the provisions of N.J.A.C. 7:9A-3.3 "Existing Systems," with regards to use, expansion, or change in use.

If the application cites evidence of a malfunction, a plan to correct shall be provided to the Health Department.

**Changes in Use or Tenancy:**

Inspections shall be conducted and submitted each time a property is leased. Changes in use or of occupants must be noted in the report. Determination of wastewater generation for the proposed tenant must be provided and verified that it is within the design volume for the system. Inspection reports conducted within 6 months of the lease or sale may be used if more than one unit is included in the building and if all other design and occupancy conditions remain constant. Occupancy of units will not be allowed if malfunction system noted.

\_\_\_\_\_ To be completed by **Health Department** \_\_\_\_\_

Upon review of the information submitted to the Administrative Authority or its authorized representative, one of the following documents will be issued within five (5) business days of receipt of the completed application.

- \_\_\_ Letter of review will be issued,  
    Septic system inspector certifies the satisfactory operation of the system per the ordinance.
- \_\_\_ Notice issued that Additional information or data must be supplied
- \_\_\_ Notice issued that the report, or its methods or conclusions, are rejected.
- \_\_\_ Notice issued that the Letter of review will not be issued because, the System is not in compliance and that the system is in need of repair or replacement.

**Application incomplete and returned** \_\_\_\_\_ **By** \_\_\_\_\_

**Temporary approval granted on** \_\_\_\_\_ **By** \_\_\_\_\_  
pending submittal of the following:

- \_\_\_\_\_ A copy of the sales agreement to be provided. Specifically it should specify who is responsible for this work and when it is to be completed. Funding issues should be noted. Remediation does not need to occur before closing, as long as provided for in contract.
- \_\_\_\_\_ Engineering certification for the alteration/repair provide
- \_\_\_\_\_ Other \_\_\_\_\_

This must be completed within 30 days of temporary approval

**Letter of Review issued on** \_\_\_\_\_ **To** \_\_\_\_\_

**By** \_\_\_\_\_ **Title** \_\_\_\_\_

Violation: Any person or persons, firm or corporation violating any of the provisions of this ordinance upon conviction thereof, pay penalty Of not less than \$200.00 for each offense and an additional penalty of \$25.00 for each day of continuance of the violation of the notice of the violation shall have been given to such person or persons, firm OR corporation by the Administrative Authority, to be collected and enforced by summary proceedings for the collection of penalties pursuant to the New Jersey Penalty Enforcement Law. Such notice shall be given by (1) serving a copy thereof on the property owner as shown on the current tax map OR his agent in charge of the property, a (2) mailing a copy thereof by certified mail to the property owner at his address as shown on the said tax map.