

# SHORE WATER COMPANY

105 23<sup>rd</sup> AVE, SOUTH SEASIDE PARK, NEW JERSEY 08752 \* (732) 793-0767

## **Procedures for New and Rebuilt Homes**

### **Water Availability Letter**

1. Contact Shore Water Co when a water availability letter is required for the project.
2. Shore Water Co personnel will inspect the site to ensure that water is available and if a new service or main extension is required.
3. Water availability letters will only be provided to customers with accounts in good standing.

### **Disconnect Letter for Demolition Permit**

1. Contact Shore Water Co to request a disconnect letter if a demolition permit is required for the project.
2. Upon Shore Water's approval for disconnection, have your contractor excavate the service line on your side of the curb stop and physically cut the line and cap it off so dirt and debris do not get into the service line.
3. Schedule a day and time for Shore Water Co to inspect the disconnect and confirm that the service line has been physically disconnected.
4. Complete an application for construction water usage, which can be found on the Services page of the site or mailed/emailed upon request. A flat fee of \$50/month including an initial setup fee of \$25 will be charged for water usage during construction. (This fee is billed at the completion of the project.) If the fee is not paid, the service will be shut off and a \$200 shut-off fee will be assessed. The customer will be responsible for the installation of a yard hydrant on the existing service to be used during construction.
5. Submit building and site plans for the new home or rebuild in PDF format to Shore Water for review. The plans must indicate the total square footage of living space for the project. Site plans must show any proposed driveways, curbs or sidewalks and the location of existing water service line and curb stop.
6. After the above items have been completed, Shore Water will issue a letter confirming the disconnect was completed. The letter can be submitted to Berkeley Township as part of the demolition permit application.

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## **Review of Plans for New and Rebuilt Homes**

1. For new and rebuilt homes Shore Water will require an electronic set of building and site plans for the project in PDF format for review. The plans must indicate the total square footage of living space for the project. Site plans must show any proposed driveways, curbs or sidewalks and the location of existing water service line and curb stop. Plans must be submitted via email to shorewaterco@gmail.com.
2. In conformance with our Tariff the service size for the project may need to be changed due to changes in the square footage of living space. Shore Water will notify you if any changes are needed.
3. If a new service is required, Shore Water will obtain pricing to install the new service. You will need to deposit the full installation cost prior to installation of the new service line. Once the project is completed and the service is activated the deposit will be refunded after one year in full as long as your account is in good standing.
4. Water Service lines and curb stops cannot be located in driveways or sidewalks and must be located in areas where maintenance of the valve and curb box can be performed by the Water Co without obstruction. If the proposed site plan indicates that an existing curb stop will be located in a proposed driveway or sidewalk then the customer will be required to pay for the relocation of the service line. Costs related to relocation work are not refundable to the customer.
5. It is your responsibility to tie into the service stub left by the Shore Water at the curb. The reconnection must be inspected by Shore Water before the water is turned back on.

## **Service Installation**

1. New service installations or relocations will be performed by Shore Water Co's contractor.
2. The new service line will not be installed until the house is nearing completion. This prevents damage to our equipment from heavy machinery, dumpsters, wood deliveries, etc.
3. The customer can run their service out to the curb at any time and leave the end above ground. The customers' plumber can then make the final connection after the Water Co has installed the new service.
4. Any damage to Water Co facilities will be paid for by the customer and will delay activation of the service.

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## **Final Service Activation**

5. It is the customer's responsibility to notify Shore Water that construction has been completed and the account should be changed from a construction account to a standard account.
6. Service will not be activated if the curb stop is not up to grade and visible or is located in a driveway, walkway or sidewalk or in an area that may cause a tripping hazard. Any costs to relocate the curb stop is the customer's responsibility.
7. Shore Water must inspect the reconnection of the service line if it has been disconnected for demolition.
8. Shore Water will not provide a CO letter for the project unless all of the above items have been completed and your account is in good standing.

4/30/26