Buying / Selling Real Estate Information Sheet

Required Approvals for Change in Ownership

DEPARTMENT OF HEALTH

Letter of Review: An approval for onsite septic systems and/or onsite well water quality is required for any sale or rental in Hopewell Township. If a property has public water or public sewer service, these approvals are not required. The Health Department does not dictate who pays for testing or submits application. That is privately negotiated and agreed upon as part of sale process. Here's what you need to do:

Septic - A third party inspection firm must be contracted to inspect the septic system following NJDEP procedures. These procedures are prescribed by state law and assure standardized inspection methods are followed. Should the inspection note deficiencies, the buyer and seller must negotiate how those deficiencies will be addressed. The Health Department will only mandate action where federal, state or local laws are violated. Any repairs or alterations to septic systems require permits and inspections from the Hopewell Township Health Department.

Well Water - A New Jersey Department of Environmental Protection certified laboratory must collect a water sample from the property following New Jersey Private Well Test Act (NJPWTA) procedures and analyze for all NJPWTA parameters. A raw water sample is required by NJPWTA. If treatment device(s) are already in place, post treatment sample(s) are also needed to demonstrate effectiveness of that system(s).

If the water test fails to meet New Jersey Safe Drinking Water Act standards for primary drinking water contaminants, corrective action will be required. The Health Department will not dictate who undertakes corrective action and that can be worked out between parties privately. All water treatment system installations must be permitted through the Municipal Construction Department prior to installation to assure they meet all applicable standards.

Once completed, the reports of inspection/analysis shall be submitted with an application for Letter of Review and the review fee at least ten (10) days prior to scheduled closing date. Fee for septic review is $75.00 and water quality review is $75.00. Total of $150.00 if you require both. We presently do not accept credit cards. Applications must be filled out completely and all applicable reports be attached to submit. We do not accept partial applications. If deficiencies in septic system or water quality were found, a written statement noting how they will be addressed, by whom, and when will help speed up review.

BUREAU OF FIRE SAFETY

Certification of smoke detectors, carbon monoxide alarms, and fire extinguishers is required prior to closing. Inspections can be performed by Bureau or self inspections are acceptable if notarized. Fees are on a sliding scale based on time to closing. You can obtain more information at: http://www.hopewelltwp.org/fire/BFS.html or download application with instructions and information at: http://www.hopewelltwp.org/fire/documents/Smoke%20Application.pdf

Additional Helpful Links:

General

Application for Letter of Review - http://www.hopewelltwp.org/forms/Application-Letter-of-Review.pdf

Hopewell Health Department Web Page - http://hopewelltwp.org/health_department.html

Septic System

Septic Inspection Procedure (Starts on Page 166) http://www.state.nj.us/dep/dwq/pdf/njac79a.pdf

Septic Inspection Report Form - http://hopewelltwp.org/forms/NJDEP%20forms%20for%20septic%20inspectiosn.pdf

Septic System Repair & Abandonment Application - http://www.hopewelltwp.org/Septic-Repair_abandonment_app.pdf

General Septic System Information - http://hopewelltwp.org/septic_Manual.pdf

Well Water

Private Well Test Act Information - http://www.nj.gov/dep/watersupply/pw_pwta.html

General Well Testing Information - http://hopewelltwp.org/forms/FACTS%20-%20Private%20Well%20Water%20Testing.pdf

TOWNSHIP of HOPEWELL

MERCER COUNTY

DEPARTMENT OF HEALTH

201 Washington Crossing Pennington Road Titusville,
New Jersey 08560-1410
Phone: 609.737.0120 Fax: 609-737-6836 www.hopewelltwp.org

APPLICATION FOR LETTERS OF REVIEW

Block _____ Lot _____ Street Address _____

Check One: ☐ Sale of Property ☐ Rental of Property ☐ Change in Use Settlement Date _____

Property Owner Information:

Name _____ Phone: _____

Address: _____ Fax: _____

City _____ State _____ Zip _____ Email: _____

Attorney _____ Phone _____

Fax _____ E-mail _____

Purchaser/Tenant Information

Name _____ Phone: _____

Address: _____ Fax: _____

City _____ State _____ Zip _____ Email: _____

Attorney _____ Phone _____

Fax _____ E-mail _____

Applying for: ☐ Septic System Review - $75.00 ☐ Well Water Quality Review - $75.00 Total Fee _____
Date _____

_____ **To be completed by Health Department** _____

Septic System Review	Date	Well Water Quality Review	Date
Report Received		Report Received	
Rejected		Rejected	
Temporary Approval Granted		Temporary Approval Granted	
Final Approval Granted		Final Approval Granted	
Comments:			

Hopewell Valley Bureau of Fire Safety
201 Washington Crossing Pennington Road Titusville, NJ 08560
Phone (609).730.8156 Fax (609).730.1563
www.hopewelltwpfire.org

APPLICATION FOR CERTIFICATION OF SMOKE DETECTOR AND CARBON MONOXIDE ALARM COMPLIANCE
UPDATED 7/9/2015

Name of Owner		Block	Lot
Street Address		Town	
Taxing Municipality	☐ Hopewell Township 1106 ☐ Hopewell Borough 1105 ☐ Pennington Borough 1108	Zip Code	
Home Phone#	Cell Phone#	Work Phone#	
Inspection Contact Person		**DATE OF CLOSING / CHANGE IN OCCUPANCY**	
Phone Number		_____	
Application Fee Schedule	Requests for a CSDCMAC received more than 10 business days prior to the change of occupant: **$35.00** Requests for a CSDCMAC received four to 10 business days prior to the change of occupant: **$70.00** Requests for a CSDCMAC received fewer than four business days prior to the change of occupant: **$125.00**		

Type of Inspection: ☐ Bureau Conducted Inspection* ☐ Self Inspection / Affidavit

☐ Smoke and carbon monoxide detectors have been installed in accordance with the Uniform Fire Code.

☐ All smoke detectors and carbon monoxide detectors are in working order and are less than 10 years old.

☐ All smoke detectors and carbon monoxide detectors tested. Date Tested _____

☐ ABC type fire extinguisher rated for residential use, greater than 2.5 lbs and less than 10 lbs is visible, mounted using manufacturer hanger or brackets, is easily accessible within 10' of the kitchen area, and is listed, labeled, charged, and operable.

Is there an after-market Fire / Burglar alarm present?	YES ☐	NO ☐	
Do you have the alarm reset code?	YES ☐	NO ☐	N/A ☐
Do you have the alarm company contact information?	YES ☐	NO ☐	N/A ☐

No. of Bedrooms _____ No. of Carbon Monoxide Detectors _____ Year of Construction _____

***BUREAU-CONDUCTED INSPECTIONS WILL BE SCHEDULED ON TUESDAY MORNINGS (9 AM - 11 AM) OR THURSDAY AFTERNOONS (1 PM - 3 PM). THE INSPECTOR MAY ARRIVE AT ANY TIME DURING THIS BLOCK. YOU OR A REPRESENTATIVE MUST BE PRESENT.**

THE SECTION BELOW IS REQUIRED FOR SELF INSPECTIONS/ AFFIDAVITS ONLY

The property owner or representative of the property owner shall conduct this inspection. The detectors required above shall be located in accordance with NFPA Standard #74, 1984 edition. All detectors are to be of an approved type. Factory Mutual (FM) and/or ANSI/UL 217 listed/ Carbon Monoxide - NFPA 720-98

I do hereby certify that the foregoing statements made by me are true. I have read and fully understand the contents of page 2 of application. I am aware that if any of the foregoing statements made by me are willfully false, I will be subject to penalty.

Sworn and subscribed to before me this _____ day of _____ 20

Notary Stamp

Applicant Signature _____ **Notary Signature** _____

Printed Name _____

Please Mail Certificate to: _____

_____

Invoice ID _____ *Check #* _____ *Amt Paid* _____ *FH Reg#* _____

Uniform Fire Code of New Jersey Certification Criteria
One & Two Family Homes

Homes Built Prior to 1977	Homes Built After 1977	Homes Built After 1990
Smoke Detectors • Battery Operated • On each floor level • Within 10' of bedrooms	**Smoke Detectors** • Hardwired Electric • Interconnected • On each floor level • Within 10' of bedrooms	**Smoke Detectors** • Hardwired Electric • Battery Backup • Interconnected • On each floor level • In each bedroom
Carbon Monoxide Detectors • Within 10' of sleeping areas	**Carbon Monoxide Detectors** • Within 10' of sleeping areas	**Carbon Monoxide Detectors** • Within 10' of sleeping areas
Fire Extinguisher • ABC Type • Greater than 2.5 lbs. • Less than 10 lbs. • Listed, labeled, charged, & operable, rated for residential use • Mounted using manufacturer hanger or brackets • Visible and easily accessible location within 10' of kitchen	**Fire Extinguisher** • ABC Type • Greater than 2.5 lbs. • Less than 10 lbs. • Listed, labeled, charged, & operable, rated for residential use • Mounted using manufacturer hanger or brackets • Visible and easily accessible location within 10' of kitchen	**Fire Extinguisher** • ABC Type • Greater than 2.5 lbs. • Less than 10 lbs. • Listed, labeled, charged, & operable, rated for residential use • Mounted using manufacturer hanger or brackets • Visible and easily accessible location within 10' of kitchen

To obtain approval, consult the chart above. This will be your guide for approval.

- **If you wish to have the Bureau of Fire Safety conduct the inspection**, you do not need to have this form notarized. Simply fill out the top portion of the application, mail it to the Bureau of Fire Safety with the appropriate application fee, and we will contact you to set up the appointment. *Please make sure to check that your detectors work and are located in the proper area, and that you have the fire extinguisher mounted in the appropriate location* before the inspector comes to your home. You or a representative must be present for the inspection. **Inspections are conducted on Tuesday Mornings (9 AM - 11 AM) and Thursday Afternoons (1 PM - 3 PM).**

- **If you wish to conduct a self-inspection,** you must test the smoke detectors and confirm that all smoke detectors, carbon monoxide detectors, and the fire extinguisher are all in working order and are in the proper locations according to the guidelines above. You must fill out the entire form, have it notarized, and mail it to the Bureau of Fire Safety with the appropriate application fee, and we will provide you with a certificate.

If there are two separate residences on the property being sold (i.e. a cottage or garage apartment), you must fill out a separate application for each one.

** Please make checks payable to: Hopewell Valley Bureau of Fire Safety or "HVBFS" **

If you wish to speak to the program coordinator, please call Sarah Ocicki at (609) 730-8156.

Do not wait until the last minute to seek approval. Allow at least two weeks prior to closing.	Fill the application form out completely.
Last minute applications are dealt with on a case-by-case basis.	Ensure the correct application fee is attached.
Appointments are honored first, then walk-ins, followed by last minute applications.	Ensure the contact information is correct.
Certificates are valid for 6 months or until the date of closing or change in occupancy.	Ensure the taxing municipality is correct.