

**133 Keyes Road
Concord, MA 01742**

**DATE: October 1, 2020****MEMORANDUM**

TO: Elizabeth Hughes, Town Planner
VIA: Alan Cathcart, Director
VIA: John Rogers, Water/Sewer Superintendent
FROM: Valerie Doerrer, Public Works Engineer-Water Systems
SUBJECT: 930 Main Street – Special Permit to Convert Single Family Dwelling into a Two Family Dwelling

Concord Public Works has reviewed the application submitted for a Special Permit dated September 3, 2020 by Habitat for Humanity, for a special permit to convert an existing single family dwelling into a two family dwelling at the above referenced address and offer the following to the applicant for consideration before moving forward further with final design:

1. The property at 930 Main Street has frontage to a municipal sewer main, and is included on the Sewer Eligibility List which resulted from the Comprehensive Wastewater Management Plan (CWMP), and is therefore eligible for a sewer service connection. The application indicates the applicant is seeking two separate sewer service connections. Concord Public Works Sewer Rules and Regulations, Article III, Section 2(a)(2)(i), Single Building Service Connection Allowed per Parcel, prohibits more than one sewer service connection per parcel.
2. The application indicates that the applicant is seeking two separate water services with two separate water meters. Concord Public Works Rules and Regulations Governing Water Connections and Use, Section 4.4, One Service Connection per Premise, states that only one water service connection shall be made to each building except for a service intended to provide fire protection. Section 4.5, Two Family Buildings, states that buildings which contain two dwelling units may be provided with individual water service connections only in circumstances where the applicant provides sufficient information to the Water/Sewer Division to determine that there is no interconnection between the internal plumbing of the two dwellings.
3. The existing water service at this property is more than 50 years in age, and as such must be replaced to the main as a result of significant redevelopment at the property, in accordance with established policy by the Public Works Commission.

Water/Sewer Division offers the following Standard Conditions of Approval:

1. **Prior to commencement of any site work**, the Applicant shall meet with Water/Sewer Division to the review the proposed scope of water/sewer utility work and sufficiently demonstrate that:
 - a. Water and sewer service infrastructure can be designed and constructed in accordance with the Water/Sewer Division's Rules and Regulations and all applicable Design and Construction Standards, and
 - b. water demands can be minimized via demand management tools that may be codified in a water use impact report (conservation plan) and Water Customer Data Sheet, and

- c. lawn irrigation system(s), if proposed, can be installed in accordance with the Town of Concord Rules and Regulations Governing Water Use and Connection. A lawn irrigation system is subject to an additional connection fee and shall be registered with the Water/Sewer Division and be operated in accordance with the Town of Concord Water Use Restriction Bylaw.
2. **Prior to commencement of any site work**, the Applicant shall submit to the Concord Board of Health a Request for Title 5 Building Review (Form S) to identify any potential increase in wastewater flow and associated Sewer Improvement Fee. Based on existing wastewater capacity constraints, flow increases over 1,000 gallons per day will be administratively denied by the Water/Sewer Superintendent. An appeal may be made to the Public Works Commission seeking relief for an increase in flow over 1,000 gallons per day.
3. **Prior to issuance of a Building Permit**, the Applicant shall submit to the Water/Sewer Division for review and approval, an application for the proposed water/sewer service installation. The application shall include the following;
 - a. Identification of a Water/Sewer Division licensed “drain layer” who will be responsible for water service installation activities.
 - b. Two full size copies of the approved water/sewer utility plan.
 - c. Design Data Sheets for all required cross-connection control devices. The devices shall not be installed without approval from the Water/Sewer Division.
 - d. An approved water use impact report and conservation plan which will determine sizing of the water meter and water system connection fee.
 - e. The approved Title 5 Building Review (Form S) and associated Finding - demonstrating right to connect to the municipal sewer system, and payment of any associated Sewer Improvement Fee.
4. **Prior to issuance of any Certificate of Occupancy**, the Applicant shall submit to the Water/Sewer Division a full size record drawing (Arch D), created in accordance with Division standards, for review prior to finalizing the drawing. Once the draft is approved, the Applicant shall submit to the Water/Sewer Division a full-size (Arch D) hard copy of the final record drawing along with electronic copies in the form of CAD and pdf files.
5. **Prior to issuance of any Certificate of Occupancy**, the Applicant shall furnish to the Water/Sewer Division Water Demand Minimization Affidavit(s) to demonstrate work was performed in accordance with the approved demand mitigation measures.