



# CONCORD PUBLIC WORKS, WATER AND SEWER DIVISION

135 Keyes Road, Concord, MA 01742 Phone (978) 318-3250 Fax (978) 318-3204

## APPLICATION FOR WATER / SEWER SERVICE

### SERVICE ACCOUNT INFORMATION

Service Address \_\_\_\_\_

(If no street address, then parcel number and lot number must be provided)

Water Service Request:  New  Replacement  Repair  Temporary  NA

Sewer Service Request:  New  Replacement  Repair  Temporary  NA

Service Account Status:  Existing Water  New Water  Existing Sewer  New Sewer

Description of Service: \_\_\_\_\_

### CUSTOMER INFORMATION

#### Property Owner:

Name \_\_\_\_\_ Day time phone # \_\_\_\_\_

Current Address \_\_\_\_\_

Zip Code \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Billing Address [if different] \_\_\_\_\_

Zip Code \_\_\_\_\_

#### Owner Representative (if different than property owner)

Name \_\_\_\_\_ Day time phone # \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_ E-Mail Address \_\_\_\_\_

#### Applications for Service Must Include the Following:

- *Service Plan - Completed by Drain Layer licensed by the Town of Concord. (See Attachment A)*
- *“Trench Permit Application–Excavator Information” (Attachment B.), OR An application for Right of Way Permit*
- *A “Request for Municipal Sewer Design Review, Form S” to be submitted to the Board of Health (sewer only).*
- *An “Agreement to Prohibit Interconnection” (sewer only): See Attachment C.*

The undersigned hereby certifies that he/she has read and examined this application and that the proposed connection is accurately represented in the statements made in this application. The undersigned hereby applies for water/sewer service and agrees to conform to all rules and regulations pertaining to the water/sewer system established by the Public Works Commission. The Water/Sewer Superintendent must approve all service repairs, construction and water meter locations.

Signature of property OWNER or Owner’s Representative is required along with non-refundable application fee of **\$100.00**. Checks shall be payable to *Town of Concord*.

Signature (Owner or Owner’s Representative): \_\_\_\_\_

Date \_\_\_\_\_ Print (name) \_\_\_\_\_

**WATER & SEWER SERVICE PLAN - Attachment A**  
**to be completed by a Licensed Drain Layer**

**Drain Layer (*Licensed in Concord*)**      Company: \_\_\_\_\_

Designee \_\_\_\_\_ Contact Number \_\_\_\_\_

Service Plan must include: location, size and lengths of proposed water and sewer services, location of all sewer service clean-outs, property line(s), structure(s) and other underground utilities. Offsets from nearest property line(s) , structure(s) and other utilities must be provided.

## Agreement to Prohibit Interconnection - Attachment C

I, \_\_\_\_\_,

(print)

owner of \_\_\_\_\_ property in Concord, Massachusetts, agree that

no person will make any connection of roof downspouts, exterior foundation drains, areaway drains,

basement sump pumps, or any other source of surface runoff or groundwater to my property's sewer service

connection, whether inside or outside my home, on my property. Furthermore, I will not allow any use of my

property's sewer service connection for any purpose other than its intended use for the conveyance of

wastewater from my property to the public sewer.

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
date

# WATER/SEWER SERVICE REQUEST CHECKLIST

## INFORMATION REQUIRED TO INITIATE REVIEW BY DIVISION

*Applicant is required to ensure the information provided is complete and accurate. This will greatly increase our ability to review and process applications in a reasonable and timely manner.*

- \_\_\_\_\_ **Signature of property Owner or Owner's Representative** is required along with non-refundable application fee of \$100.00. Checks shall be made payable to *Town of Concord*.
- \_\_\_\_\_ **Service Address:** Address of structure/property to be served. Note: If property or structure to be served has not yet been assigned an address from the Building Department, Lot # must be provided.
- \_\_\_\_\_ **Water Service Request:** If no change check NA – Not Applicable
- \_\_\_\_\_ **Sewer Service Request:** If no change check NA – Not Applicable
- \_\_\_\_\_ **Account Status:** Identify if work will result in creation of a service account or if already existing.
- \_\_\_\_\_ **Property Owner - Current Address:** To be used by Town when communicating about service application process.
- \_\_\_\_\_ **Property Owner - Billing Address:** To be used by Town when establishing customer service account for future billing purposes.
- \_\_\_\_\_ **Service Plan: See Attachment A.** - A basic schematic by a Licensed Drain Layer showing proposed utility layout including service size requested. Depending on the nature and complexity of project, a certified professional engineer's utility plan may be required.
- \_\_\_\_\_ **Owner Representative (Optional):** If owner is interested in having contractor or other individual responsible for application and construction coordinating. Will receive copy of approval letter.
- \_\_\_\_\_ **Trench Permit: See Attachment B. – (Only needed when there is no Right of Way Permit)** Excavator information by a Licensed Drain Layer. All Service work must be performed under the field supervision of a Drain Layer licensed by the Town of Concord. Company "Designee" must be identified for requisite project coordination.
- \_\_\_\_\_ **Agreement to Prohibit Interconnection: See Attachment C. – (Only needed with Application for Sewer Service)** **Signature of property Owner or Owner's Representative** is required.

## ADDITIONAL SUBMITTAL REQUIREMENTS (As Needed-Failure to provide may delay approval)

- \_\_\_\_\_ **Cross Connection Control Design Data Sheets:** Backflow prevention devices must be installed on the owner's side of the water meter within any premises where, in the judgement of the Superintendent, the nature of activities on the premises or the materials used or stored on the premises present a hazard or potential hazard should a backflow condition occur. Fire Service(s): Applications must be accompanied by Cross Connection Control "*Design Data Sheet*".
- \_\_\_\_\_ **Larger Meter/Impact Assessment:** Requests for water services greater than 1-inch diameter or for services with demands over 30 gpm, shall be required to submit a water use impact report and conservation plan demonstrating conservation measures taken to reduce demand on the Town water system. The Division may require analysis to be performed by registered engineer.
- \_\_\_\_\_ **Irrigation System Registration/Design.** In-ground irrigation systems must be registered and designed in accordance with the Town Bylaw and Water Rules & Regulations.
- \_\_\_\_\_ **"Request for Municipal Sewer Design Review" Form:** Required for all sewer service applications.
- \_\_\_\_\_ **"Right-of-Way" Permit:** Any construction work proposed by private contractor(s) within the Town of Concord Right-of-Way will require a permit issued by the Engineering Division.



**CONCORD WATER/SEWER**  
CONCORD, MASSACHUSETTS 01742  
**ATTACHMENT B**

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**TRENCH PERMIT APPLICATION**  
**EXCAVATOR INFORMATION**

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**To Be Completed By A Licensed Drain Layer**

Name of Company: \_\_\_\_\_

Name of Designee: \_\_\_\_\_ (print) Tel. #: \_\_\_\_\_

After Hours Emergency Tel. # if different than above: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Service Address: \_\_\_\_\_

By signing the application, the undersigned excavator understands and agrees to comply with the following:

- i. Persons engaging in any trenching operation shall familiarize themselves with the federal safety standards promulgated by the occupational safety and health administration on excavations: 29 cfr 1926.650 et.seq, entitled subpart p "excavations."
- ii. By applying for, accepting and signing this permit, the applicant hereby attests to the following: (1) that they have read and understands the regulations promulgated by the department of public safety with regard to construction related excavations and trench safety; (2) they have read and understands the federal safety standards promulgated by the occupational safety and health administration on excavations: 29 cmr 1926.650 et.seq, entitled subpart p "excavations" as well as any other excavation requirements established by this municipality; and (3) that they are aware of and have, with regard to the proposed trench excavation on private property or proposed excavation of a city or town public way that forms the basis of the permit application, complied with the requirements of sections 40-40d of chapter 82a.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_