

EXTENSION OF WATER MAINS IN EXISTING PUBLIC AND PRIVATE WAYS



SECTION 1

1.1 SCOPE

This procedure applies to the extension of water mains in existing public and private ways. If any other improvements to a private way are proposed by the applicant, they must also apply to the Planning Board for approval under the Subdivision Rules and Regulations.

1.2 APPLICATION PROCEDURE

Any person wishing to extend a municipal water main in a public or private way shall file an application form (attached) and accompanying information with the Public Works Commission (acting as Water Commissioners) via the Concord Engineering Division and shall obtain acknowledgment of receipt of the application. If the application is for a water main extension in a private way, the applicant must own real estate abutting the private way and have, by deed, existing right of ingress and egress upon such way or other private ways. The application will be reviewed by both the Water and Sewer Division and the Engineering Division, and a hearing will be scheduled with the Public Works Commission.

In all cases, the attached application form must be accompanied by:

- 1.2.1** Two copies of a plan in the form as outlined in Section 2: Form and Contents of the Plan;
- 1.2.2** A list of names and mailing addresses for all abutters as they appear on the most recent tax list;
- 1.2.3** A non-refundable application fee in the amount of one hundred dollars (\$100) for notice of the public hearing.

1.3 NOTICE OF APPLICATION:

In the case of a proposed extension to a water main in a public or private way, notice of the application shall be provided to the Planning Board and the Board of Selectmen by the Engineering Division within one week of its receipt.

SECTION 2

2.1 FORM AND CONTENTS OF THE PLAN:

The applicant shall submit two copies of a draft plan to the Engineering Division. The 24" x 36" plan, at a scale of 1" = 40', shall be prepared and stamped by a registered professional engineer and, if deemed necessary by the Town, by a professional land surveyor. The plan shall contain the following information:

- 2.1.1** Identification of the plan by the name of the petitioner(s), the street name, the names of abutters along the extension and the location of the land;
- 2.1.2** The location of streets, including edge of right-of-way (if right-of-way has been established), width, grades and edge-of-pavement, property lines, bounds, utilities, poles, signs and all permanent features, including but not limited to all structures, waterways, ledge outcroppings, and stone walls and large trees to a distance of 25' beyond the right-of-way (or edge-of-pavement, if right-of-way has not been established). If the proposed water main is within a private way, provide sufficient information to determine whether the water main does not unreasonably obstruct said private way or other private ways, and to determine whether such use of the private way or other private ways does not interfere with or be inconsistent with the existing use by others of such way or other private ways. In addition, depict a proposed 20-foot water easement granting permission for the Town to perform future maintenance on the water main in any private way;
- 2.1.3** Wetlands and buffer zones to wetlands as defined by the Wetlands Protection Act that are within 100' of the proposed extension;
- 2.1.4** Determination whether the public or private right-of-way is within the Groundwater Conservancy District;
- 2.1.5** The location of the proposed water main including hydrants, main line valves and service connections in accordance with the specifications set forth in the Town of Concord's Design Standards and Construction Specifications;
- 2.1.6** The statement: "Plan complies with design standards and location requirements of Concord Public Works" and sufficient space for the date and endorsement of the Town Engineer; and
- 2.1.7** The statement: "Approved by the Concord Public Works Commission," and sufficient space for the date and endorsement of the Public Works Commission, (acting as the Water Commissioners).

2.2 FINAL PLANS

Extension of Water Mains in Existing Public and Private Ways
Revised – November 15, 2007

Once reviewed and revised as agreed upon, a final plan shall be submitted to the Engineering Division on Mylar, along with a second copy of the plan, no less than two days prior to the scheduled Public Works Commission hearing.

SECTION 3

3.1 PUBLIC HEARING

- 3.1.1** Applications and accompanying information shall be filed with the Public Works Commission in care of the Town Engineer.
- 3.1.2** If the application is for a water main extension in a private way, prior to scheduling a public hearing, the plan and application shall be referred to the Planning Board for its recommendation.
- 3.1.3** If the application is for a water main extension in a private way, the Planning Board shall provide the Public Works Commission with a written opinion whether the Subdivision Rules and Regulations apply to the proposed water main extension within thirty calendar days of notification by the Engineering Division.
- 3.1.4** If the application is for a water main extension in a private way, and the Planning Board determines that the Subdivision Rules and Regulations do apply, the applicant will be notified of its decision by the Engineering Division and directed to apply to the Planning Board. Following Planning Board approval, the applicant shall request a public hearing with the Public Works Commission, following the procedure described below. If a determination is made that the Subdivision Rules and Regulations do not apply, the Public Works Commission shall schedule a public hearing when the Planning Board recommendation is received.
- 3.1.5** Regardless of whether the water main extension is in a private or public way, notice of the Public Works Commission hearing shall be advertised in a newspaper of general circulation in Concord once in each of two successive weeks, the last publication to be not less than five days before the hearing. The Engineering Division will publish the notification of the public hearing in the local newspaper.
- 3.1.6** In addition, prior to scheduling the Public Works Commission hearing, approval of the plans as designed shall be received from the Engineering Division and Water and Sewer Division.
- 3.1.7** All public hearings shall be open to the public and shall be conducted in accordance with MGL, Ch. 39, Sec. 23B.

- 3.1.8** The applicant is responsible for notifying abutters via certified mail of the public hearing, at least one week prior to the hearing date. A notification letter must be provided using the attached form. Certified mail return-receipt cards must be provided to the Public Works Commission at the hearing as evidence that the abutter's notification was mailed. Failure to provide the return-receipts will result in postponement of the hearing.
- 3.1.9** The applicant or his/her representative shall present his/her case at the public hearing, stating fully the reasons for the application.
- 3.1.10** After the public hearing, the Public Works Commission may approve such plans or may alter such plans, and shall indicate any modifications on the plan. The plans as approved or modified by the Commission shall then be signed by the Commission and filed with the Town Engineer.

SECTION 4

4.1 INSTALLATION AND MAINTENANCE

- 4.1.1** A nonrefundable inspection fee, in the amount of one hundred dollars (\$100) or equal to \$2.50 per foot of the approved water main extension, whichever is larger, shall be invoiced by the Water and Sewer Division.
- 4.1.2** Any work within a public way shall be subject to regulations pursuant to the Town's Right-of-Way program. The applicant or his/her representative is responsible for obtaining all required Right-of-Way permits from the Engineering Division for such work and for paying all related fees. Note that the Right-of-Way permit fees are separate from the Water Main Extension Application.
- 4.1.3** At least forty-eight hours prior to commencing construction of the main, the Water Superintendent and the Water and Sewer Division Operations Supervisor shall be given notice of intent to begin installation. The applicant can reach the Water and Sewer Division by calling 978-318-3250.
- 4.1.4** A copy of the signed Wetlands Protection Act Order of Conditions, as recorded at the Registry of Deeds, or written negative determination of applicability shall be submitted, if applicable, to the Water Superintendent together with the Notice of Intent to begin.
- 4.1.5** Work shall not proceed until the applicant demonstrates compliance with provisions of MGL, Ch. 82, Sec. 40, including contacting DigSafe and confirming that existing utilities have been marked to the best of the applicant's knowledge.

- 4.1.6** Installation and connection of the main shall be at the expense of the applicant. All work and pavement repair shall be performed under the direction of the Town Engineer and Water Superintendent in accordance with Town standards.
- 4.1.7** Any construction in a private right-of-way that disturbs the existing condition for purposes of installing a water main shall be returned to its original condition or better, and a bond shall be posted to insure completion of the work as approved by the Engineering Division.
- 4.1.8** The applicant, his/her contractor or representative shall not operate any mainline gate valves or hydrants at any time. Operation of the Town's water system is the sole responsibility of the Water and Sewer Division.
- 4.1.9** Following installation of the main and appurtenances, pressure, leakage, and disinfection tests will be conducted by the contractor in accordance with the Town's design standards, under the direction of the Water and Sewer Division Operations Supervisor.
- 4.1.10** An "as-built" drawing of the installation shall be furnished to the Town before service is established and any bonds are returned.
- 4.1.11** The water main shall be accepted, put into service, and shall become the property of the Town after successfully passing the pressure, leakage, and disinfection tests, submission and acceptance by the Town Engineer and Water Superintendent of the as-built plan, and acceptance by the Town Engineer and Water Superintendent of the pavement repair. In addition, for water mains in private ways, certified easement plans or documentation of maintenance agreements deemed sufficient by the Town Engineer and the Water Superintendent shall be submitted prior to final acceptance of the new main.



CONCORD PUBLIC WORKS COMMISSION

Water Main Extension Application, Page 1 (Public and Private Ways)

Filing Date: _____

Applicant Information

Name _____

Billing Address _____

Daytime phone # _____

Applicant Representative (if different from Applicant)

Name _____

Address _____

Daytime phone # _____

Applicant's Construction Contractor (if known at time of application)

Name _____

Address _____

Daytime phone # _____

The undersigned hereby certifies that he/she has read and examined this application and that the proposed water main extension is accurately represented in the statements made in and plans submitted with this application. The undersigned hereby applies for a water main extension and agrees to conform to all rules and regulations pertaining to the Concord water and sewer system, established by the Public Works Commission. The Concord Engineering Division, Concord Water and Sewer Division, and Public Works Commission must approve all work prior to its implementation.

Signature of Applicant or Applicant's Representative is required along with an application fee of \$100.00. Checks shall be payable to the Town of Concord.

Signature (Applicant or Applicant's Representative): _____

Date: _____ Print: _____



CONCORD PUBLIC WORKS COMMISSION

**Water Main Extension Application, Page 2
(Private Ways Only)**

Filing Date: _____

To the Public Works Commission: _____

The undersigned applicant being the owner or agent or representative of the land along
the private way known as _____

and shown on the plan entitled _____

by _____ dated _____

located at _____

being bounded as follows _____

total acreage of tract being _____ hereby submits said plan in
accordance with the Rules and Regulations of the Concord Public Works Commission.

The undersigned title to the land is derived from _____

by deed dated _____ and recorded in the _____

District Registry of Deeds Book _____ Page _____

or registered in the _____ Registry

District of the Land Court, Certificate of Title No. _____ and _____

said land is free of encumbrances except for the following: _____

Instructions to Applicant

Form: Fill out, sign, and submit an original form to the Concord Engineering Division.

Plans: Submit plans as described in the attached procedure for extension of water mains.

PUBLIC HEARING NOTICE



WATER MAIN EXTENSION

Meeting Location:

Date:

Time:

Concord's Public Works Commission will hold a public hearing to review:

the proposal for a water main extension of approximately _____ feet on the following street(s): _____

_____.

(For more information, call 978-318-3210)

Public Works Commission