

**TOWN OF WEST SPRINGFIELD
Department of Public Works**

Application For Sanitary Sewer & Storm Water Drain Layer's License

Please check one.

NEW LICENSE:

LICENSE RENEWAL:

The undersigned hereby applies for a license to perform sanitary sewer and/or storm water drain work in the Town of West Springfield, in accordance with the rules and regulations set forth by the Department of Public Works. Approval by the Director of Public Works for this license does not confer upon or authorize the applicant any status as an Agent, Employee or Contractor of the Town of West Springfield. Violations of said rules and regulations might cause this license to be revoked at any time by the Director of Public Works. The license is non-transferable and shall remain valid for one (1) year from the date of issuance unless revoked by the Director of Public Works. The license must be renewed on a yearly basis to remain valid.

(PLEASE PRINT)

APPLICANT'S NAME:

DATE:

BUSINESS NAME AND ADDRESS:

TELEPHONE NO.

FAX NO.

WHAT IS YOUR POSITION:

BACKGROUND:

NOTE: Items (a) & (b) must be completed for a new license and license renewal.

Give the name and address of businesses that you have been working for during the last (3) years:
(please use the reverse side of this page if more than two businesses)

(a) Name and Address:

Telephone No:

Your Position:

Name of Supervisor:

(b) Name and Address:

Telephone No.

Your Position:

Name of Supervisor

(Applicant's Signature)

DO NOT WRITE IN SPACE BELOW – DEPARTMENT OF PUBLIC WORKS USE ONLY

Applicant qualified and license is approved. **LICENSE NUMBER** _____ **DATE:** _____

Applicant is not qualified and application for license is not approved.

REASON:

Please answer the following questions.

What measures will be taken to ensure public safety?

List previous experience with laying out and installation of sanitary sewers and/or storm water drains and the connections thereto:

Are you familiar with and understand the Town of West Springfield Sewer and Storm Drain Layers License Regulations (copy attached)? (Please answer Yes or No)

In the space provided below, state in detail how you would lay a drain to a main sewer.

**TOWN OF WEST SPRINGFIELD
SEWER AND STORM DRAIN
LAYERS LICENSE REGULATIONS**

I. PUBLIC SEWERS AND DRAINS

1. Street Openings not to Interfere with Sewers and Drains or Removal of other Pipes.
 - A. Whenever any street is opened for the laying of pipes for water, gas or other purposes, or for the performance of any works of construction or repairs, such as laying of pipes and repairs and work connected therewith, such work or construction shall be executed so as not to obstruct the course, capacity or construction of a public sewer or drain. Whenever pipes for any purposes or any work of construction shall hereafter be found to exist at such depth or in such location as to interfere with any existing sewer or with the building of any public sewer of the required size and at the proper depth and grades, the person maintaining the same shall, upon notice thereof, at once remove, change and alter such pipes or other works in such manner as the Director of Public Works may order.
 - B. If such person neglects to immediately remove, change or alter such pipes in accordance with the terms of notification, the Director of Public Works may make such removal, change or alteration, and the cost thereof shall be paid by such person.
2. Work to be Done by Director of Public Works Including Cost of Sewer Entry Permit
 - A. No person other than the Director of Public Works through his employees or by a contractor with written authorization by the Director of Public Works acting under his direction shall be allowed to excavate or open any public drain or sewer for any purpose whatsoever.
 - B. The connection of all private drains or sewers within the street limits and all connections to any public drain or sewer shall be performed by the Director of Public Works, through his employees, or by a contractor with written authorization by the Director of Public Works acting under his direction. The owner shall pay for the cost of all material, and labor. Any costs incurred by the Town shall be paid by the owner and included in the sum paid for the permit.
3. Procedure for the Director of Department of Public Works Laying Out or Constructing New Public Sewers and Drains.
 - A. Whenever in the Director of Public Works opinion, the public convenience or the public health requires the laying out or construction of a new public sewer

or drain by the Town, the Director of Public Works shall petition the Mayor for approval.

B. Prior to filing said petition, the Director of Public Works shall conduct an investigation and report on whether the laying out or construction of a new public sewer or drain is necessary for public convenience or the public health.

C. The Director of Public Works may hold a public hearing on said petition. Before holding any hearing on said petition, the Director of Public Works shall give notice of the hearing for sewer improvement.

4. Procedure for Laying Out or Constructing New Public Sewers and Drains by the Town

A. Whenever the laying out or construction of a new public sewer or drain is requested by Town residents, application thereof shall be made by petition in writing to the Mayor, signed by the impacted residents of the sewer or drain.

B. Upon filing of said petition, the Mayor may refer the petition to the Director of Public Works for investigation, hearing and report thereon. Before holding any hearing on said petition, the Director of Public Works shall give all parties notice.

C. After said hearing, the Director of Public Works shall report to the Mayor whether in the Director of Public Works opinion, the public convenience or the public health requires the laying out or construction of a new public sewer or drain by the Director of Public Works.

5. Plans for Public Sewers or Drains

A. Whenever any public drain or sewer is to be built, the Director of Public Works shall make or cause to be made a plan of the same, showing the form, mode of construction, depth below the surface, relation of the sewer invert elevations to an established benchmark, the alignment and general direction of the drain or sewer relative to the street lines or neighboring property, and the sill elevations of all houses to be served, which plan shall be kept on file in the Department of Public Works Engineering office.

B. This plan shall be the basis of the evaluation and report by the Director of Public Works required under Section 4.

6. Locations In Streets—Materials and Dimensions

All public sewers which shall be ordered by the Director of Public Works in any street or highway shall, be laid out as nearly as is practicable in the center of such streets or highway, and shall be constructed under the latest edition of Massachusetts Highway Department Standard Specifications for Highways and Bridges.

7. Connection of Private Sewer to Public Sewer or Private Drain to Public Drain

No connection shall be made between any private sewer or building sewer and any public sewer, or between a private drain and any public drain unless it is of such size, material, construction, depth and location, as the Director of Public Works may direct, and until the appropriate permit has been obtained from the Director of Public Works and all fees, charges, and assessments have been paid. In the absence of specific rules and regulations, materials and procedures shall be as set forth in the appropriate specifications of the latest edition of the Massachusetts Highway Department Standard Specifications for Highway and Bridges.

8. Private Sewers or Drains to become Town Property When Connected

- A. All private sewers and drains laid by private parties in any street, court or way, open or proposed to be opened for public travel and accommodation, shall become public sewers or drain when and if connected to public sewers or drains in accordance with the provisions of this document.
- B. After the adoption of the regulation codified in this document, no such sewer shall be connected with a public drain until plans showing size, material, construction, depth and location are approved by the Director of Public Works and until the owner conveys in writing to the Director of Public Works exclusive control over the same, with the right to enter such street, court or way and dig up the same so far as necessary for repairing and controlling such sewer or drain and making connection therewith.
- C. All private sewers and drains located on private property shall remain private sewers and drains and be the responsibility of the owner.

9. Permits:

- A. No person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or drain or appurtenance thereof without first obtaining an appropriate written permit from the Director of Public Works.
- B. Applicants shall apply for separate permits for sewers and drains.
- C. Classes of permits shall be as follows:
 - 1. Class A: residential, sewers;
 - 2. Class B: commercial service and institutional, sewers
 - 3. Class C: industrial waste producing establishments, service;
 - 4. Class D: drain permit.

D. The owner or his agent shall make application on a special form furnished by the Director of Public Works. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Director of Public Works. A permit and inspection fee for each type of permit shall be paid to the Department of Public Works at the time the application is filed. The fee schedule will be established by the Town Council. Fees shall include the total cost of making the connections as provided in Section 2.

10. Excavations

All excavations performed within the Town of West Springfield public way must comply with the Town of West Springfield Department of Public Works Manual for Occupancy of Public Way.