

# **Appendix D**

## **Examples of DPW Permits**

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## Examples of DPW Permits

The following is a list of DPW Permits that need to be obtained before any utility work within the Town of Natick commences:

- 1) Street Opening Permit
- 2) Water Permit
- 3) Sewer Permit
- 4) Trench Permit

The subsequent pages will show examples of these permits and pertinent information in regards to each of them.

Other permits and approvals that the DPW signs off on but is not responsible for the oversight and permit granting are:

- 1) Building and Demolition Permits
- 2) Zoning Board/Planning Board Application
- 3) Certificate of Occupancy

# Street Opening Permit

**TOWN OF NATICK**  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
508-647-6551



## Street Opening Permit

Permit Number  Dig Safe Number

Date

House Number(s)  Location (Street)

Contractor

Telephone Number  Emergency Tel  Available 24 hours

Street Opening Permit Fee Paid  Fee Paid Date

Permit Fee Amount Paid - First 30 Feet  Permit Fee Amount Paid - Add'l over 30 feet

Is a Trench Permit required for this work?

Associated Trench Permit Number

A police detail is required for this work unless the applicant obtains a signature from the police department indicating that a detail is not required. It is the responsibility of the applicant to obtain this signature and not the Engineering Division or DPW.

Police Signature

Grant of location issued by Board Of Selectman

Is the street currently under the 5-year no-dig moratorium?

Approved By  Signature:  Permit is not valid until signed

Comments

**THIS PERMIT EXPIRES ON NOVEMBER 15TH OF THE YEAR ISSUED.**

**ALL APPLICATIONS MUST BE RECEIVED BY NOVEMBER 1ST.**

1. \$5,000 insurance bond or cash bond for a period of one year from the date of excavation (minimum).
2. Liability Insurance with the following:
  - a. \$2,000,000 liability
  - b. \$2,000,000 aggregate liability
  - c. The Town of Natick named as an additional insured
  - d. The Town of Natick named as the certificate holder
3. The Dig Safe Number for the specific work to be done in the street. There must be a 72 hour waiting period (not including Saturdays, Sundays and holidays) after Dig Safe is notified before any excavation can take place.
4. A check made out to the Town of Natick for the Street Opening Permit Fee. See Fee Schedule at end of this appendix for permit amounts.
5. All work shall be done in accordance to the Town of Natick Rules and Specifications Regulating Street Excavations on file at the Town of Natick DPW in the Engineering Department at 75 West Street, Natick, MA.

# Water Permit

TOWN OF NATICK  
DEPARTMENT OF PUBLIC WORKS  
75 WEST STREET  
NATICK, MASSACHUSETTS 01760  
508-647-6550  
ENGINEERING DIV. 508-647-6551

## WATER PERMIT

Permission is hereby granted to:

To lay a water service pipe from the sidelines of the street through the wall at

Owned by:

Builder's Lot #

Assessor Map/Lot #

This permit granted only on condition that no work be started until a Department of Public Works representative has been present on the site to locate the exact position for the trench; that the home-owner or his agent is responsible for all damages caused by the digging and laying of this water pipe; that all materials used are approved by the Department of Public Works; that a minimum 10' spacing be maintained between the water and sewer service; that tracer tape of an approved type and installation shall be used; that arrangements for inspection must be made 24 hours in advance by calling the DPW, Engineering Division (Monday - Friday, 7:30 AM to 3:30 PM); that a new water service must be inspected before backfilling prior to being placed into service; that the bottom 18 inches of trench be backfilled by hand; that no stone larger than 8 inches in diameter be used in backfill; UNAUTHORIZED BACKFILLING WILL NECESSITATE THAT THE PERMITEE MAKE IMMEDIATE PROVISIONS TO EXPOSE THE ENTIRE SERVICE SUCH THAT A PROPER INSPECTION CAN BE PERFORMED; that a fee of \$200.00 be paid.

ATTENTION: It is the applicant's responsibility to notify Dig Safe for any excavations. Services shall not be placed under any permanent structures, including porches, decks, and / or stairs.

Water Permit Fee:

APPROVED BY:

DATE:

INSPECTED BY:

DATE:

1. For information regarding water permit fees, see the Fee Schedule at the end of this Appendix.
2. All work must comply with Town of Natick Standards and Details.
3. At least 24 hours notice is required (48 hours is preferred) to set up an inspection by the Engineering Department. If this timeframe is not met, the Town is not responsible for any delays that may occur due to inspections being delayed. Contractor or testing company must notify Water Department 24 hours in advance of water test to schedule charging of line and flushing. Only Water Department employees are to operate gate valves.
4. If testing of the work is required, the following tests should be performed:
  - a. Pressure Test: 200 PSI for 2 hours
  - b. Bacteria Test: Coliform **AND** HPC Background. You have to request the HPC Background Test because it is a Town of Natick Requirement. There will be no exceptions.
  - c. Samples should be taken on two consecutive days starting at least 24 hours after the flushing of chlorine out of the water main.
5. All testing has to be performed by an independent testing company licensed and certified by the State of Massachusetts. Test results must be submitted to Engineering Department for review.

# Sewer Permit

**TOWN OF NATICK  
DEPARTMENT OF PUBLIC WORKS  
75 WEST STREET  
NATICK, MASSACHUSETTS 01760  
508-647-6550  
ENGINEERING DIV. 508-647-6551**

## SEWER PERMIT AND SEWER ENTRANCE FEE

Permission is hereby granted to:

To lay a sewer service pipe from the sidelines of the street through the wall at

Owned by:

Builder's Lot #

Assessor Map/Lot #

\* Any existing on-site septic systems must be abandoned, in accordance with Title V Regulations, upon connection to Town sewer. The abandonment must be approved and inspected by the Board of Health. (Copy of permit Faxed to the Board of Health)

This permit granted only on condition that no work be started until a Department of Public Works representative has been present on the site to locate the exact position for the trench; that the home-owner or his agent is responsible for all damages caused by the digging and laying of this sewer pipe; that all materials used are approved by the Department of Public Works; that a minimum 10' spacing be maintained between the water and sewer service; that tracer tape of an approved type and installation shall be used; that arrangements for inspection must be made 24 hours in advance by calling the DPW, Engineering Division (Monday - Friday, 7:30 AM to 3:30 PM); that a new sewer service must be inspected before backfilling prior to being placed into service; that the bottom 18 inches of trench be backfilled by hand; that no stone larger than 8 inches in diameter be used in backfill; UNAUTHORIZED BACKFILLING WILL NECESSITATE THAT THE PERMITEE MAKE IMMEDIATE PROVISIONS TO EXPOSE THE ENTIRE SERVICE SUCH THAT A PROPER INSPECTION CAN BE PERFORMED; that a fee of \$200.00 be paid.

ATTENTION: It is the applicant's responsibility to notify Dig Safe for any excavations. Services shall not be placed under any permanent structures including porches, decks and / or stairs.

SEWER ENTRANCE FEE:

Sewer Permit Fee:

SEWER EXTENSION PERMIT APPROVED:

AUTHORIZED DPW APPROVAL:

DATE:

INSPECTED BY:

DATE:

1. For information regarding sewer permit fees, see the Fee Schedule at the end of this Appendix.
2. All work must comply with Town of Natick Standards and Details.
3. At least 24 hours notice is required (48 hours is preferred) to set up an inspection by the Engineering Department. If this timeframe is not met, the Town is not responsible for any delays that may occur due to inspections being delayed.
4. If testing of the work is required, the following tests should be performed:
  - a. Pressure Test: 3-5 lbs for 5 minutes
  - b. Mandrel Test: 5% Deflection
  - c. MH Vacuum Test: 10 in Mercury or 5 PSI for 60 seconds
5. All testing has to be performed by an independent testing company licensed and certified by the State of Massachusetts. Test results must be submitted to Engineering Department for review.

# Trench Permit

 <b>The Commonwealth of Massachusetts</b> Pursuant to G.L. c. 82A §1 and 520 CMR 14.00 et seq. (as amended)	
<b>TRENCH PERMIT APPLICATION</b> <b>THIS PERMIT MUST BE FULLY COMPLETED PRIOR TO CONSIDERATION</b>	
<b>This Section For Official Use Only</b>	
Permit Number: _____	Date Issued: _____
Dig Safe Number: _____	
Signature: _____ [ Permitting authority]	
<b>SECTION 1 - SITE INFORMATION</b>	
<b>1.1 Property Address:</b> Street Name _____ <b>1.2 Map Number _____ Lot/Parcel # _____</b> <b>Builder's Lot No _____ Block _____</b>	<b>1.3 Description, location and purpose of proposed trench:</b> _____ _____
<b>1.4 Anticipated Date to Begin Trench Operation</b> _____	<b>1.5 Anticipated Date to Conclude Trench Operation</b> _____
<b>SECTION 2 - PROPERTY OWNERSHIP AND PERMIT HOLDER INFORMATION</b>	
<b>2.1 Owner of Record:</b> Name: (Print) _____ Address: _____ Signature _____ Telephone: _____	
<b>2.2 Excavator Permit Holder Information:</b> Name: (Print) _____ Address _____ Signature: _____ Telephone: Emergency Contact Number _____	
<b>2.3 Name and Contact Information of Insurer:</b> Company Name _____ Telephone _____ Address _____ Insurance Certificate #: _____ Policy Expiration Date _____	

1. There is no fee associated with obtaining a Trench Permit within the Town of Natick
2. A Certificate of Insurance Certificate is required with the following:
  - a. General Liability \$100,000 per person/\$300,000 per claim
  - b. Town of Natick named as Certificate Holder AND additional insured
3. Information required in trench permit includes, but not limited to, the following:
  - a. Name and Contact information of Company applying for Trench Permit
  - b. Name of Competent Person who is responsible for work being done properly.
  - c. Name and Contact Information of person performing excavation
  - d. Location of Work (with Property Owner name), Description of Work, Purpose of Work and Anticipated Start and End Dates
  - e. Dig Safe Number
4. All work shall be done in accordance with all Town of Natick Rules, Regulations and Standards.

## **FEE SCHEDULE**

STREET OPENING PERMIT	-	\$200.00 first 30' of Roadway affected
	-	\$50 per every additional 50' increment of Roadway affected
SEWER PERMIT	-	\$200.00 per connection
SEWER CLEAN OUTS	-	\$50.00
SEWER REPAIRS	-	NO CHARGE
SEWER RELAYS	-	NO CHARGE
WATER PERMIT	-	\$200.00 per connection
WATER REPAIRS	-	NO CHARGE
WATER RELAYS	-	NO CHARGE

### **SEWER INFILTRATION & INFLOW FEES – RESIDENTIAL\***

1	BEDROOM	-	\$1,300.00
2	BEDROOMS	-	\$2,600.00
3	BEDROOMS	-	\$3,900.00
4	BEDROOMS	-	\$5,200.00
5	BEDROOMS	-	\$6,500.00
6	BEDROOMS	-	\$7,800.00

**Sewer I&I Fees - Approved by Board of Selectmen: March 5, 2007**

**Street Opening Fees – Approved by Board of Selectmen: April 9, 2007**

**\* Sewer I&I fees for other uses (non-residential) to be calculated using appropriate Department of Environmental Protection (DEP) values and calculations based on a removal of 4:1 ratio at \$2.95/Gallon/Day.**