



Springfield Water and Sewer Commission

Water and/or Sewer Main Extension Process

Rev. 10/6/10

If a water and or sewer main extension is required as part of a project, the following is a general list of the process for a main extension to be approved by the Springfield Water and Sewer Commission, (Commission). Main Extension approval can take several months to complete. Specific site conditions and existing system capacities may impact approval of an individual project.

Approval Process:

Outline of main extension approval process,

required before main construction begins:

- Project Applicant hires design engineer, (Professional Engineer) to design, and Commission Approved Contractor and perform construction for main extension.
- Project Applicant applies at Commission Field Services Office at 71 Colton St., Springfield. Application fees for main extension are paid. Draft main extension plan is submitted.
- Main extension design plan is reviewed by Commission. Design comments are sent to design engineer. Plan revised by design engineer. Plan is approved at Commission's discretion.
- Project Applicant must enter into License Agreement with Commission. License Agreement generated by Commission. It describes the project, Commission requirements, and bonding.
- Project Applicant secures bonding for the project. Bonding format must meet Commission requirements.
- Bonding finalized and original bonds given to Commission to hold until all project conditions met and warrantee period is over.
- License Agreement is executed.
- Approval memo for project is generated by Commission describing the project, and all required fees to be paid by Project Applicant.
- Project Applicant is contacted by Commission when project approval is complete. Project Applicant may pick up approval package and pay required fees at Commission's Field Service Office at 71 Colton St., Springfield.
- Construction may begin after approval complete, and all fees paid. All construction work must be inspected by Commission Inspectors.

Contact the Commission's Engineering and Technical Services Office with any questions at 413-787-6256.



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Main Extension Process

The following steps are a general description of the main extension process for water or sewer mains.

1. Application for Main Extension:

Apply at Commission's Field Services Office at 71 Colton St.

- Fill out an application form.
- Pay main extension application fees.
- Submit draft Main Extension Plan.

2. Main Extension Plan Required: The applicant for a water or sewer main extension must submit a design plan for review, comments, and potential approval by the Commission.

- Main Extension plan must be prepared by the Design Engineer, a Professional Engineer licensed in Massachusetts, (the Engineer of Record) who is hired by the project applicant.

- Plan must show, at a minimum:

1. Existing and proposed water and/or sewer main structures, fittings and appurtenances. Design engineer may contact the Commission for copies of records of existing water and sewer mains and services.
2. Existing and proposed lots or parcels, right of way layout, labels of lots, and any existing street addresses adjacent to the proposed main extension.
3. Show proposed mains in standard location within right of way.
4. Show any proposed easements through which water and or sewer mains are proposed. Widths of proposed easements are to be determined by the Commission.
5. The extents of the main extension shall follow Commission policy.

- Commission will review and generate comments on the draft main extension plan.

- The plan approval process may require several iterations of comments and plan revisions.

3. Main Extension License Agreement:

- Once a plan is approved, the project applicant must enter into a License Agreement with the Commission before construction can begin. The License Agreement is generated by the Commission based upon a standard format.

- Additional specific requirements may be added to any project's License Agreement at the discretion of the Commission.

- The License Agreement is signed by the Commission after it is in its finalized format and all bonding is in place.

4. Main Extension Bonding:

- Payment/Performance Bond is required for the specific project. A contractor's bond with the Commission is not applicable.

- The bonding amount is based upon the length of main to be constructed and the diameter of the proposed main pipe. All bonding amounts are as listed in the Commission's Rules and Regulations.

- Maintenance bonding is required from the time the main is approved for service through a minimum of one year warranty period. The performance bond may become the maintenance bond if desired by the applicant.

- Bonding is released only after all requirements of the License Agreement are met, including successful completion of warranty period, and submission of approved As-Built Plan by the Design Engineer.



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Main Extension Process - Continued

5. Main Extension Approval Memo/ Payment of Fees

- The Commission will generate an approval memo for the main extension and all associated water and sewer services once the plan is approved, the bonding is in place, and the License Agreement has been executed by the Commission.
- The project applicant is notified, by phone or email, once the approval memo is complete and available for pick-up at the Commission's Colton St. Field Services Office, 71 Colton St., Springfield, MA.
- The project applicant must pick up the approval memo and pay all required fees as described in the memo. Those fees may include but not be limited to: application fees, connection fees, tapping main fees, main shut down / turn on fees, service discontinuance fees, inspection fees, As-Built Plan Fees, and other construction related fees. All Commission fees are listed in the Rules and Regulations.

6. Construction, Scheduling Commission Inspections, and Commission Construction Crews.

- Construction of the main extension is performed by a Commission Approved Contractor hired by the project applicant.
- All construction materials and methods must be according the Commission Rules and Regulations, Policies and Guidelines.
- The first Commission inspection is of the field layout-stakeout performed under the supervision of the Design Engineer / Surveyor.
- Inspections may be scheduled after the project is approved and all fees paid by calling the Commission's Inspection Services Office at 787-6206.
- Testing requirements shall be described in the final memo describing the work.
- Commission Construction Crews may be scheduled by calling the Commission's Field Services Office at 787-6206.

7. Main Approved for Service

- After the main has successfully passed all required testing and construction inspections.

8. Main Warrantee Period

- Minimum of one year after the main is approved for service. Contractor or project applicant will be contacted to perform any repairs, replacement, or alteration of structures if the water and / or sewer system constructed as part of the project does not function adequately according to the Commission. The warrantee period may be extended by the Commission at its discretion.

9. As-Built Plan:

- The Engineer of Record shall create an As-Built Plan based upon their construction phase field investigation of the main(s) and appurtenances which were constructed. Symbols and labeling must be such that the plan is a clear representation of the structure built including measurements and dimensions to an accuracy required by the Commission. A draft plan shall be submitted to the Commission for review and comment. The final plan (two (2) mylars) shall be stamped and signed by the Engineer of Record. An As-Built Plan Fee will be collected before construction begins. This fee will be refunded after the final As-Built plans are submitted meeting all Commission requirements.

10. Main Accepted by Commission

- After the successful completion of the main's warrantee period, submission of approved As-Built Plans, and release of the Maintenance Bond.