

Copies: Customer _____ Customer Service _____ Billing _____ Engineering _____

1. Applicant Information and Service Location

Applicant:

Print Name _____

Company Name _____

Office Phone Number _____

Cell Phone Number _____

The undersigned hereby makes application for service from the Springfield Water and Sewer Commission at the herein named premises. The undersigned will assume all expenses of the tap, pipe, and other appurtenances in accordance with the schedule of rates and charges as adopted by the Springfield Water and Sewer Commission. Water use and supply are subject at all times to the rules and regulations established by the Springfield Water and Sewer Commission.

Applicant's Signature: _____

Date: _____

The installation of a replacement and/or new water service may require your electrical ground to be disconnected. It is the Applicant/Owner's responsibility to ensure that the ground is reinstalled to meet the current state and local building code regulations. The Springfield Water and Sewer Commission will not provide this service. If an electrician is required it will be the sole responsibility of the Applicant/Owner.

It is the sole responsibility of the Applicant/Owner to ensure that all state and local plumbing, building, and public health rules and regulations are satisfied pursuant to M.G.L. Chapter 111, Section 160A and Springfield Water and Sewer Commission Rules and Regulations Chapter 3, Section 5.1

Service Address:

Address, Parcel Code _____

City _____

If applicant is not owner, please submit Owner's Authorization Letter. (samples available)

Owner:

Print Name _____

Phone Number _____

Billing Address _____

City, State _____

Zip _____

2. Building Use:

Commercial _____

Describe Use _____

Industrial _____

Describe Use _____

Residential _____

(3 units and larger)

Describe Use _____

, Number of bedrooms in project _____

(typically 3 per residence)

3. Project Submittals:

A. Site Plan: Plan prepared by an engineer which includes existing and proposed conditions, lot layout, building location, water and sewer service location(s), meter location(s), water and sewer main in street, service size is required. See Commercial / Industrial Services Handout for all requirements.

Site Plan Submitted

B. Water Back flow Prevention Submittal

(Go to section 6.)

D. Sewer FOG Interceptor Submittal

Required for commercial kitchens and other uses

C. Water Fire Suppression System Submittal

(Go to section 6.)

E. Sewer – Industrial Pretreatment Survey

Contact Commission Industrial Pretreatment Program for requirements.

4. Sewer Service Application: Check all that apply Applicant / Developer's design engineer to determine service size.

New Service _____

How many?

Replacement Service _____

How Many?

Existing Service to Remain, Size _____

Existing Service Discontinuance Describe: _____

Required if existing service to be no longer used. To be performed by Contractor and inspected by Commission.

New Sewer Service – Size:

6"

8"

10"

12"

4"

(repair or discontinuance only)

Commercial kitchen, or vehicle maintenance proposed at this site? Submit FOG or Oil/Sand Trap details.

5. Water Service Application: Also go to Section 6. and fill out.

Check all that apply

- New Service _____ Replacement Service _____ Existing Service to Remain, Size _____
How Many? How Many?
- Existing Service Discontinuance Describe: _____
(required if existing service to be no longer used)

Service Size and Use: Applicant / Developer's design engineer to determine service size. More than one service may be desired by applicant or required by the Commission. New combined domestic and fire suppression services are not allowed.

Water Service One – Size: 1" 1 1/2" 2" 4" 6" 8" 10" 12" 3/4"
(repair or discontinuance only)

Use of Service One:

- Domestic Fire Suppression – Private Hydrants Fire Suppression – Sprinkler System
 Irrigation System Other _____

Meter Location:

For Domestic Only

- Inside Building Meter Pit -
 Master Meter Pit – Other _____

Service Installation Limits: Begin / End -

- Main to the Building Main to the Tree belt Tree belt to the Building Main to a Meter Pit
 Other: _____ (fees for previous work may apply)

Water Service Two – Size: 1" 1 1/2" 2" 4" 6" 8" 10" 12" 3/4"
(If Required) (repair or discontinuance only)

Use of Service One:

- Domestic Fire Suppression – Private Hydrants Fire Suppression – Sprinkler System
 Irrigation System Other _____

Meter Location:

For Domestic Only

- Inside Building Meter Pit -
 Master Meter Pit – Other _____

Service Installation Limits: Begin / End -

- Main to the Building Main to the Tree belt Tree belt to the Building Main to a Meter Pit
 Other: _____ (fees for previous work may apply)

Water Service Three – Size: 1" 1 1/2" 2" 4" 6" 8" 10" 12" 3/4"
(If Required) (repair or discontinuance only)

Use of Service One:

- Domestic Fire Suppression – Private Hydrants Fire Suppression – Sprinkler System
 Irrigation System Other _____

Meter Location:

Fore Domestic only

- Inside Building Meter Pit -
 Master Meter Pit – Other _____

Service Installation Limits: Begin / End -

- Main to the Building Main to the Tree belt Tree belt to the Building Main to a Meter Pit
 Other: _____ (fees for previous work may apply)

Water Service Four: **Size:** 1" 1 1/2" 2" 4" 6" 8" 10" 12"

(If Required)

Use: Domestic Fire Suppression – Private Hydrants

- Fire Suppression – Sprinkler System Irrigation System Other (Describe) _____

6. Fire Suppression, Irrigation (Non-Domestic) Water Service

6. Cross Connection / Backflow Prevention Device (BPD) Questionnaire:

- For any location requiring any non-domestic water use including, fire suppression, irrigation, process water, outdoor spigots, applicant must install and maintain backflow prevention devices. See questionnaire below.
- New development or re-development – Fire and non-fire uses must have separate services to the main.
- Backflow Prevention Device submittal required – specification for backflow prevention device (BPD) and plumbing plan showing location of BPD.

TBD

Cross Connection Requirements – Backflow Prevention Devices (BPD)

If you answer yes to any question below, you must submit Backflow Prevention Device information for review by the Commission’s Cross Connection Manager. Submit a BPD specification and a plumbing plan showing the BPD location.

A. Does, or will, the site have a fire protection system? Yes No

B. Does a separate water service supply the fire protection system? Yes No
Any new or re-development requires separation of fire service from all other uses. Size: _____

C. Is any commercial or industrial process water needed? Yes No

D. Is commercial food preparation done on site? Yes No

E. Is a swimming pool in use on site? Yes No

F. Is there any use of water other than drinking, cooking, or residential furnaces, other uses include a boiler, cooling tower, process cooling water, etc. Yes No

G. Does the site have a well? Yes No

H. Does the site have any connection to a water supply other than the Commission’s Public Water Distribution System? For example, a fire pond or a river. Yes No

Describe _____

I. Does the site have any existing backflow prevention devices? Yes No
If yes, describe device and location. _____

If any replies to A-G are yes, Backflow Prevention Device Submittal is required.

BPD submittal includes: BPD specification and a plumbing plan showing the BPD location.

Plan Submitted: BPD Submittal Complete

7. Fees: Commercial / Industrial / Medium or Large Residential

1. Water Service Application Fee:

a. Commercial / Industrial / Large Residential (5 units and up) Water Service

# of Services	Size	Fees each	Total Fee
	up to 3"	\$100 each	
	4" to 6"	\$500 each	
	8"up	\$1000 each	
	4" and up modification	\$250 each	

b. Multi Family Residential Water Service - 3 or 4 units

# of Services	Size - list	Fee	Total Fee
		\$75	

2. Sewer Service Application Fee:

# of Services	Type of Use	Fee each	Total Fee	# of Services	Type of Use	Fee each	Total Fee
	Multi Family	\$75			Institutional	\$75	
	Commercial (Res 5 unit)	\$100			Restaurant/FSE New	\$500	
	Municipal	\$75			FSE – Existing Modification	\$50	
	Wet Industry	\$1,000			Dry Industry/Medical Facility	\$500	
	Non Residential Existing Service Modifications (1 to 3 units)	\$50			Non-Residential Existing Service Modifications (4 units and up)	\$250	

*** TOTAL FEES DUE \$ _____**

*Additional fees will be determined by SWSC during technical review of application and site plan. These may include but not be limited to: tapping fees, shut-off/turn-on fees, discontinuance fees, main installation charges, police details, paving charges, flowable fill and concrete charges, front footage connection charges, and inspection fees.

*** Future Potential Fees:** to be determined during review. Other fees than those listed may be due.

- **Connection Fee** - New connection to public water main of lot not previously served. \$500 1-inch domestic
Larger sizes based on water service pipe diameter \$1,000 per inch of diameter for domestic water service and \$1,000 flat fee for each fire service, example: 2" domestic water service - \$2,000 and 6" fire water service - \$1,000

- **Tapping Water Main Fee** - Service Sizes: **1" to 2"** \$310 - basic, \$560 - complete
Basic Tap/Connection at main - Contractor excavate and restore. **4" to 6"** \$500 - basic, \$1,700 - complete
Complete Tap/Connection at main – Commission to perform all work. * **8" to 12"** \$500 - basic, \$2,500 – complete

- **Water Service Discontinuance Fee** - Service Sizes: **¾" to 2"** \$500 - basic, \$1,500 - complete
Basic Discontinuance - Contractor excavate and restore. Main Sizes: **up to 10"** \$1,000 - basic, \$2,500 - complete
Complete Discontinuance – **12"- 36"** \$1,200 - basic, \$3,500 to \$8,000 - complete

- **Water Shut Down – Turn On Fee** - Shut Down \$75 Turn On \$75

- **Inspection Fee** - Per Site Visit: \$175 - **As-Built Plan Fee** - \$1000 and up depending on project

8. Construction Work to be performed by:

Commission Approved Contractor

Phone Number: _____
Office Number _____
Cell Number _____

Contractor name _____
Contact Person _____

It is the responsibility of the service installer to secure all required Roadway Occupancy Permits from Springfield or Ludlow DPW.

Commission Use Only

Application Received By: _____
Employee Name / Signature

Payment: Check Visa/MasterCard Money Order Reference # _____