



## Springfield Water and Sewer Commission

### Residential Sites: Water and Sewer Service Reviews

Rev. 04/08/2015

The following steps are a general description of the process for water or sewer service requirements to receive approval for construction for residential sites. A list of common questions and answers is included at the end of this document.

#### 1. Application for Water and / or Sewer Services:

**Apply at Commission's Operations Center at 71 Colton St.**

- **Fill out an application form(s): Residential water and sewer services.**
- **Pay service application fees.**
- **Submit Site Plan.**

**2. Submittals** - The applicant for any water or sewer service which is a single family residence or duplex must submit a site plan for review by the Commission.

**Site Plans** - Site plan may be a block plan/Assessor's map or GIS map which shows the parcel and street. It is preferred that this map include the nearest cross street so it is obvious which lot the application is for.

- Plan must show, at a minimum:

1. The lot or parcel layout.
2. The existing or proposed building foot print.
3. Existing and proposed water and/or sewer services.

- Commission will review and generate comments on the draft site plan, or approve the plan.

- In some cases it may be necessary for an engineer to create a site plan for a residential water and/or sewer service. For example, if the water or sewer service has to go through an easement on an adjacent parcel of land, a site plan by an engineer would be required, in addition to an easement plan by a surveyor.

**3. Commission Review of Application** - The Commission's Engineering and Technical Services office reviews the water and sewer service application. Applications are reviewed on a first come first served basis. Based upon the complexity of the connection and the number of applications under review at any particular time, reviews can take one to four weeks typically.

**4. Water and/or Sewer Service Status Memo** - A status memo by the Commission is distributed for the water and sewer services once the plan is approved and all Commission requirements are met.

- The project applicant is notified, by phone or email, once the approval memo and package is complete and available for pick-up at the Commission's Operations Center, 71 Colton St., Springfield, MA.

**5. Payment of Fees** - The project applicant must pick up the approval package and pay all required fees as described in the memo. Those fees may include but not be limited to:

- remaining application fees,
- tapping main fees,
- service discontinuance fees,
- connection fees,
- main shut down / turn on fees,
- inspection fees, other construction related fees.

- All Commission fees are listed in the Rules and Regulations and are available on line at <http://waterandsewer.org/>



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- It is highly recommended that the site contractor receive the Contractor's Copy of the approval package as there are important records and instructions included.

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

- Construction of the new water and sewer services may only be performed by a Commission Approved Contractor hired by the project applicant. A list of approved contractors is available on our website at <http://waterandsewer.org>.

- All construction materials and methods must be according the Commission Rules and Regulations, Policies and Guidelines.

- Inspections may be scheduled after the project is approved and all fees paid by calling the Commission's Inspection Services Office at 310-3501.

- Commission Construction Crews may be scheduled for main taps, discontinuances, and main shutdowns by calling the Commission's Field Services Office at 310-3501.

- The number of Commission inspections is estimated in the approval memo. If more inspections are required the applicant will be billed at a rate of \$175 per visit. If fewer inspections are performed than the estimated amount, the applicant may request a refund.

- The Commission will be undertaking major Combined Sewer Overflow construction work throughout Springfield for the next several years. This work involves the separation of sanitary and drainage flows. All contractors should be aware the sewer separation projects may impact the approved construction of water and sewer services.

**7. Water Service Turn-On** - The contractor must schedule the installation of a water meter with the Commission Field Services Office after construction and inspections are complete.

#### 8. Common Questions:

**A. I am looking at purchasing an empty lot to build a new home on, what should I do before I buy?**

We strongly encourage you to carefully research the availability of water and sewer mains before you purchase. Previously undeveloped lots often have some challenge associated with building a new home on them. The challenge for that location may be that water and / or sewer mains are not available.

**B. How can I find out if Water or Sewer Mains are available for a lot?** Fill out the Request for Availability form at the Commission's Operations Center. The form is also available on our website. You must know the lot's address or street and parcel code for the Commission to research if water and sewer mains are available.

Water and sewer mains must be located according to Commission Rules and Regulations in order for new services to be connected. If mains are not available for a particular lot to receive water and sewer service, the developer/owner of the property is responsible to fund the design and construction of water and/or sewer main extensions that meet Commission requirements. A handout on Water and Sewer Main Extension procedures is available from the Commission.

**C. I am building a new home, what next?** You should apply for water and sewer services at the same time or explain on your application why you are only applying for a water or sewer service. See A and B above.

**D. Who can install a water or sewer service?** Only Commission Approved Contractors are allowed to work on the water or sewer system or services. A list of Commission Approved Contractors is available on the Commission's website or at the Commission's Operations Center.



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- E. Can I become a Commission Approved Contractor?** To become an Approved Contractor you must fill out an application and pay the \$250 Contractor Application Fee. Your answers on the application form will demonstrate your experience in working on water and sewer systems in the past. Bonding is also required.
- F. Can I dig the trench for my new water or sewer service pipe?** Only Commission Approved Contractors or workers under their supervision are allowed to do any of the work associated with installing or repairing water or sewer services. You also need a Street Occupancy Permit from DPW to dig in the street.
- G. What is the procedure for cutting or excavating in the street?** Any work within the public way (the street) must be permitted by Springfield DPW. They are located at 70 Tapley St., Springfield MA. You must apply for a Street Occupancy Permit and meet all of DPW's requirements.
- H. What size service should I get?** Water and sewer service sizes should be determined by the owner. We recommend that you get the advice of your builder or architect who will determine the size based upon many factors. The minimum size sewer service is 6" diameter PVC pipe. The minimum size water service is 1" diameter copper tubing.
- I. I am building a duplex, can I have one water service with two separate meters?** The Commission will only install one (1) meter for each domestic water service. The following are the available choices for the building owner.
- i. One water service for duplex – The Commission would only install one meter. Only one billing account would be established. The building owner, may install auxiliary meters in the building, but they are the owner's responsibility to maintain and operate.
  - ii. Two water services for duplex – The Commission would install a meter for each service. Two billing accounts would be established, one for each service and meter.
- J. How much does it cost to install a water or sewer service?** You must hire a contractor to construct the new service. They will give you the price to do the construction. It is a good idea to get information from several contractors to get a competitive price.
- K. What are the Commission's Fees for a new water or sewer service?** The fees required for a particular location are determined during the review of your application.

The following is some general information on what fees would be required:

New Water Service –Application fees - Single Family = \$50, Duplex = \$75

- Connection fees – 1" service = \$500
- tapping main fees - \$310
- main shut down / turn on fees - \$150 if needed
- service discontinuance fees - \$500 or \$1,500 if needed
- inspection fees- \$175 per inspection      - other construction related fees.

New Sewer Service - Application fees - Single Family = \$50, Duplex = \$75

- inspection fees- \$175 per inspection
- other construction related fees.