



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 (SWSC) at the herein named address. The signatories will assume all expenses of the tap, pipe, and other appurtenances in accordance with the schedule of rates and charges as adopted by the SWSC. Water use, labor and material are always subject to the Rules & Regulations, Guidelines & Policies and Material Specifications established by the SWSC.

Applicant's Signature

Date

Service Address:

Address, Parcel Code

City

*** If applicant is not the owner, please submit Owner's Authorization form (form is available on-line).**

Owner:

Print Name

Phone Number

Billing Address

City, State & Zip

Email

***If a Refund(s) is applicable for any part of application fees and/or the construction fees included prior to releasing the memo for the work as described, the verified amount shall be refunded to the Owner listed on the application. Should the property change hands prior to completion of work, an audit shall be performed to refund the appropriate amount to the owner at the time of the application prior to sale of the property.**

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

2. Building Use and Residential Submittals:

☐ Residential _____
(Single-Family) (# of bedrooms) (See Below 3a-3b)

☐ Residential _____
(Duplex or Multi-Fam. 2-4) (# of bedrooms) (See Below 3a-3b)

☐ Residential _____
(Multi 5 units or >) (# of bedrooms) (See Section 4)

Residential Single & Multi-Family (4 units or <) Submittals:

☐ Plot Plan ☐ Deed ☐ Spfld Building # Issuance Slip OR ☐ Ludlow Building #

☐ Commercial _____
Describe Use

☐ Industrial _____
Describe Use



3A. Residential Water Service: (Check all that apply) (Only (1) SWSC furnished water meter per service)

- New Service: ☐ Single-Family Residence ☐ Multi-Family Residence (2 to 4 units)
☐ Duplex – (1) water service ☐ Duplex – (2) water services (**Owner's option**)
☐ Replacement Service _____
☐ Service Discontinuance (Required, if existing service is not needed)

Water Service Size: ☐ 1" ☐ 1-1/2" ☐ 2"

Water Service Installation Limits: (additional fees for previous work may apply)

- ☐ Main to the Building ☐ Main to a Meter Pit ☐ Main to the Tree-belt
☐ Tree-belt to the Building ☐ Other: _____

Water Main Availability:

- ☐ **To Be Determined** – Application to be reviewed by SWSC's Engineering and Technical Services.
☐ **Water main is Available** to service this lot.
☐ **Water main is Not Available** to service this lot. (Water Main Extension required)

3B. Residential Sewer Service: Owner / Applicant's design engineer to determine service size.

(Check all that apply) ☐ On Septic System

- New Service: ☐ Single-Family Residence ☐ Multi-Family Residence (2 to 4 units)
☐ Duplex – (1) sewer service ☐ Duplex- (2) sewer services (**Owner's option**)
☐ Replacement Service _____
☐ Service Discontinuance: *Required, if existing service is not needed.
Work to be performed by Approved Contractor and inspected by SWSC.

Sewer Service Size: ☐ 6" (New Services must be 6" or >) ☐ 4" (Repairs and Replacements only)

Sewer Main Availability:

- ☐ **To Be Determined** – Application to be reviewed by SWSC's Engineering and Technical Services.
☐ **Sewer main is Available** to service this lot.
☐ **Sewer main is Not Available** to service this lot. (Sewer Main Ext. req.)

4. Residential (5 units or >), Commercial & Industrial Project Submittals:

A. Site Plan: A site plan shall be submitted and prepared professionally by a Registered Massachusetts Professional Engineer which includes: existing and proposed conditions, lot layout, building location, existing & new water &/or sewer service locations, pipe size, length & material, sewer pipe inverts & slope, any fittings, any outside meter location, all street utilities, spot grade elevations, top of foundation wall (TOW) elevation and datum.

- ☐ Complete Site Plan Submitted ☐ Partial Site Plan Submitted

B. Water - Backflow Prevention Submittal
(See Section 6)

C. Water - Fire Suppression System Submittal
(See Section 6)

D. Sewer - FOG Interceptor Submittal
(Required for commercial kitchens and other uses)

E. Sewer – Industrial Pretreatment Survey
(Contact SWSC Industrial Pretreatment Program for requirements)



5A. Commercial/Industrial Water Service: (See also Section 6)

(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 no longer used)

Service Size and Use: Owner / Applicant's design engineer to determine service size. More than (1) service may be desired by applicant or required by the SWSC. New combined domestic and fire suppression services are NOT allowed.

Water Service Size: ☐ 1" ☐ 1-1/2" ☐ 2" ☐ 4" ☐ 6" ☐ 8" ☐ 10" ☐ 12"

Use of Service:

☐ Domestic ☐ Fire Suppression (Private Hydrants) ☐ Fire Suppression (Sprinkler System)
☐ Irrigation System ☐ Other: _____

Meter Location:

For Domestic Only

☐ Inside Building

☐ Meter Pit

☐ Meter Vault

☐ Other _____

Service Installation Limits:

☐ Main to Building ☐ Main to a Meter Pit
☐ Other: _____

☐ Main to Tree-belt ☐ Tree-belt to Building
(additional fees for previous work may apply)

Water Service Size: ☐ 1" ☐ 1-1/2" ☐ 2" ☐ 4" ☐ 6" ☐ 8" ☐ 10" ☐ 12"
(If Required)

Use of Service:

☐ Domestic ☐ Fire Suppression (Private Hydrants) ☐ Fire Suppression (Sprinkler System)
☐ Irrigation System ☐ Other: _____

Meter Location:

For Domestic Only

☐ Inside Building

☐ Meter Pit

☐ Meter Vault

☐ Other _____

Service Installation Limits:

☐ Main to Building ☐ Main to a Meter Pit
☐ Other: _____

☐ Main to Tree-belt ☐ Tree-belt to Building
(additional fees for previous work may apply)

5B. Commercial/Industrial Sewer Service: Owner / Applicant's design engineer to determine service size.

(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 will not be used. Work to be performed by Approved Contractor and inspected by SWSC.

New Sewer Service Size: ☐ 6" ☐ 8" ☐ 10" ☐ 12" | ☐ 4" (repair or discontinuance only)

Commercial kitchen, or vehicle maintenance proposed at this site? ☐ Yes ☐ No

If **YES**, Submit FOG or Oil/Sand trap details including P.E. sizing calculations and O&M plan

☐ Sewer main **Available** to service this lot. ☐ Sewer main **Not Available** (Sewer Main Extension required)



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

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 below.
- New development or re-development: Fire and non-fire uses must have separate services from 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 Device (BPD)

If you answer yes to any question below, you must submit BPD information for review by SWSC'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. 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 SWSC'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: Residential / Commercial / Industrial

1. Water Service Application Fee:

a. Residential Water Service

Type	# of Services	Size	Fee each	Total Fee
Single-Family			\$50	
Multi-Family (2-4 units) / Duplex / Municipal			\$75	

b. Large Residential (5 units or >) / Commercial / Industrial Water Service

Type	# of Services	Size	Fee each	Total Fee
Commercial 1" to 3" (Inc. Res. 5 units or >)			\$100	
Commercial 4" to 6"			\$500	
Commercial 8" or >			\$1,000	
Commercial 4" or > (Ex. Service Mod.)			\$250	

2. Sewer Service Application Fee:

Type	# of Services	Fee each	Total Fee	Type	# of Services	Fee each	Total Fee
Single Family		\$50		Institutional		\$75	
Multi-Family (2-4 units) / Duplex		\$75		Industry - Dry		\$500	
Commercial (Inc. Res. 5 units or >)		\$100		Industry - Wet		\$1,000	
Municipal		\$75		FSE – Existing Serv. Modification		\$50	
Medical Facility		\$500		Restaurant/FSE New Service		\$500	
Non-Residential Existing Service Modifications (1 to 3 units)		\$50		Non-Residential Existing Service Modifications (4 units or >)		\$250	

*** TOTAL FEES DUE \$ _____**

*Additional potential fees will be included in the **SWSC Construction Memo** and determined during technical review of application and site plan. Fees to be collected before work is scheduled, may include but not limited to: connection charges, various inspections, main tapping, shut-off/turn-on fees, discontinuance, main installation charges, police details, pavement restoration and flowable fill/concrete charges. See SWSC Rules & Regulations for a complete list of potential fees.

8. Construction Work to be performed by:

☐ Commission Approved Contractor

Contractor: _____
Name

Contact Person

Office number

Cell number

****This Service Application shall be void and invalid unless the work authorized by it shall have been commenced within (2) years.**

*** Commission Use Only ***

Application Received By: _____

Employee Name / Signature

Payment Confirmation _____