



# Sewer or Water Service Application Coversheet

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The undersigned being the owner or owner's agent of the property located at:

\_\_\_\_\_ verifies

that all sheets are in the packet and understand the procedure.

\_\_\_\_\_

Owner or Owner's Agent

\_\_\_\_\_

Date



**TOWN OF FRANKLIN**  
**DEPARTMENT OF PUBLIC WORKS**  
 257 Fisher Street  
 Franklin, MA 02038-3026

Application #: \_\_\_\_\_  
 Filing Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

**RESIDENTIAL OR COMMERCIAL BUILDING SEWER OR WATER SERVICE APPLICATION**

Owner's Name \_\_\_\_\_

The undersigned, being the (circle one) **OWNER, OWNER'S AGENT** of the property located at:

\_\_\_\_\_  
 (ADDRESS)

Permit requested for:

- \_\_\_\_\_ **INSTALL AND CONNECT TO A SEWER OR WATER SERVICE**
- \_\_\_\_\_ **TAP A MAIN**
- \_\_\_\_\_ **RENEW A SERVICE**

Building Type:

- \_\_\_\_\_ **RESIDENCE**
- \_\_\_\_\_ **COMMERCIAL BUILDING**

- 1.) The maximum number of bedrooms is \_\_\_\_\_
- 2.) Commercial buildings daily gallonage is \_\_\_\_\_
- 3.) The name and address of person or firm who will perform the work is:

**IN CONSIDERATION OF THE GRANTING OF THIS PERMIT, THE UNDERSIGNED AGREES:**

- 1.) To accept and abide by all provisions of the Town of Franklin's Model Sewer Ordinance, Regulations of Sewer Use, and all other pertinent Water & Sewer ordinances or regulations that may be adopted in the future.
- 2.) To maintain the Water or Sewer service at no expense to the Town.
- 3.) To notify the Director of Public Works when the Sewer or Water Service is ready for inspection and connection to the public sewer or water main, but before any portion of the work is covered.
- 4.) To allow access to private property for purpose of inspection.
- 5.) That No work shall take place within Conservation Jurisdiction without first obtaining a permit from the Conservation Commission. It is the responsibility of both the property owner and the contractor to obtain a permit from Conservation, if needed, prior to the start of work. Failure to comply with the Wetlands Protection Act (G.L. Ch. 131 §40) or the Town of Franklin's Local Wetlands Protection By-law (Chapter 181-Franklin Town Code) can result in an Enforcement Order, a Stop Work Order, fines or any combination thereof. According to the Town of Franklin Wetlands Protection By-law no one is exempt. Please check with the Conservation Office if you are not sure whether you will be working within Conservation Jurisdiction.

**A 24-Hour advance notice is required.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Applicant)

APPLICANT ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Licensed Drain Layers Signature)

**APPLICATION APPROVED AND PERMIT ISSUED:**

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
 (Engineering Department)

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
 (Water & Sewer Superintendent)

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
 (Director of Public Works)

Town of Franklin  
Town Code

**Article III Connection to Municipal Sewer System [Adopted 2-2-1988]**

**§ 250-11. Filling or removal of septic tank.**

Any property owner making connection to the municipal sanitary sewers in the Town of Franklin, Massachusetts, shall immediately, upon making said connection, have the septic tank pumped out and filled with sand or gravel and/or have the septic tank pumped out and removed from said premises and the land elevation returned to normal grade.

**§ 250-14. Failure to comply.**

Failure to comply with this article shall be punishable as provided for in 310 CMR 15.26 of the General Laws of the Commonwealth of Massachusetts.





**TOWN OF FRANKLIN**  
**DEPARTMENT OF PUBLIC WORKS**  
257 Fisher Street  
Franklin, MA 02038-3026

Application #: \_\_\_\_\_

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**CHECKLIST FOR PERMIT APPLICATION**

- **PUBLIC WAY ACCESS PERMITS:** application in the DPW Office
  - Applicant will need to pull this permit if any work on property is to be changed abutting the public roadways.
  - Application will take a maximum of 2 weeks from date of submission to be released; the applicant will be notified by phone if the permit is issued earlier.
- **SEWER MAIN TAP PERMIT:** application in the DPW Office
  - Applicant will only need to take out this permit if town sewer is available\* to the location.
  - Applications not containing complete and accurate information will delay the release of the permit.
  - Application will take a maximum of 2 weeks from date of submission to be released; the applicant will be notified by phone if the permit is issued earlier.
  - Permit expires 180 days from date of approval.
  - Must submit 2 copies of the plan showing details of the sewer main, as detailed in the DPW “Sewer Construction Specifications” or the Town of Franklin “Rules and Regulations”.
  - When being released, all fees of \$304.00 must be paid.
  - Inspections must be scheduled with the DPW 24 hours prior to work being backfilled.
  - While work is being performed, “scratch” permit must be at work site and available for inspection at any time.
- **WATER MAIN TAP PERMIT:** application in the DPW Office
  - Permit will only be necessary if town water is available to the location.
  - Applications not containing complete and accurate information will delay the release of the permit.
  - Manufacturers specifications (cut sheets) need to be submitted for valves, pipe, tapping sleeves & all other appurtenances.
  - Application will take a maximum of 2 weeks from date of submission to be released; the applicant will be notified by phone if the permit is issued earlier.
  - Permit expires 180 days from the date of approval.

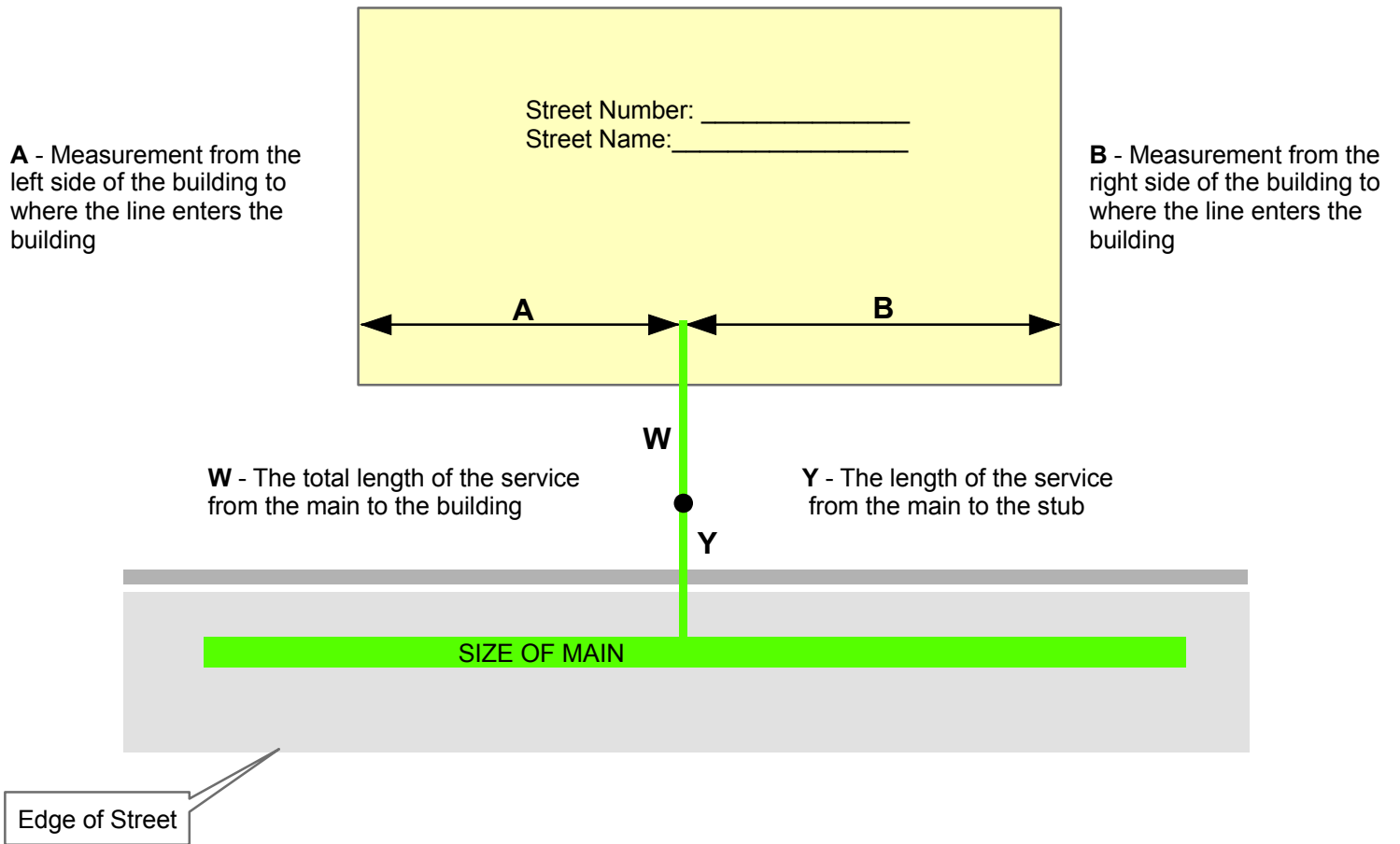
- Must submit 2 copies of the plan showing details of the water main, as detailed in the DPW “Water Construction Specifications” or the Town of Franklin “Rules and Regulations”.
- When being released, all fees of \$458.00 must be paid.
- Inspections must be scheduled with the DPW 24 hours prior to work being backfilled.
- While work is being performed, the “scratch” permit must be at the work site and available for inspection at any time.
- Upon request by the DPW / Engineering Department, pressure calculations may be required.
- **SEWER SERVICE PERMIT:** application in the DPW Office
  - Permit is required for each lot that town sewer is available\*.
  - Separate permits are needed for each sewer service.
  - Applications not containing complete and accurate information will delay the release of the permit.
  - Application will take a maximum of 2 weeks from date of submission to be released; the applicant will be notified by phone if the permit is issued earlier.
  - Permit expires 180 days from date of approval.
  - When being released, all fees must be paid for projects not attributed to a betterment process.
  - Applicant must submit 2 copies of the plan showing details of the sewer service as specified in the DPW “Sewer Construction Specifications” or the Town of Franklin “Rules and Regulations”.
  - Inspections must be scheduled with the DPW 24 hours prior to work being backfilled.
- **WATER SERVICE PERMIT:** application in the DPW Office
  - Must submit permit for each water service.
  - Applications not containing complete and accurate information will delay the release of the permit.
  - Application will take a maximum of 2 weeks from date of submission to be released; the applicant will be notified by phone if the permit is issued earlier.
  - Permit expires 180 days from the date of submission.
  - When being released, all fees must be paid.
  - Must submit 2 copies of the plan showing details of the water service as detailed in the DPW “Water Construction Specifications” or the Town of Franklin “Rules and Regulations”.
  - Inspections must be scheduled with the DPW 24 hours prior to work being backfilled.

- Upon request by the DPW / Engineering Department, pressure calculations may be required.
- **STREET EXCAVATION PERMIT:** application available in the DPW Office
  - Application is required if any work is to be performed within the Town of Franklin Right-Of-Way.
  - Excavation will not be permitted after November 15<sup>th</sup> of the year and will not be allowed until April 1<sup>st</sup> of the following year.
  - No work will be permitted in the roadway when temperatures are below 40° Fahrenheit.
  - Applications that do not contain complete and accurate information will delay the release of the permit.
  - Application will take a maximum of 2 weeks from date of submission to be released; the applicant will be notified by phone if the permit is issued earlier.
  - When being released, all fees must be paid (amount to be determined by the Engineering Department).
  - While work is being performed, original permit must be at work site and available for inspection at all times.
- **SPRINKLER CONNECTION PERMITS:** for multi-family units, commercial and industrial sites
  - Separate permits are needed for each site that requires fire protection.
  - Separate permits are needed for each sprinkler connection.
  - Applications that do not contain complete and accurate information will delay the release of the permit.
  - Application will take a maximum of 2 weeks from date of submission to be released; the applicant will be notified by phone if the permit is issued earlier.
  - Permit expires 180 days from date of submission.
  - When being released, all fees must be paid.
  - Applicant must submit 1 copy of the plan showing details of the sprinkler connection along with fire calculations from a certified engineer.
  - Inspections must be scheduled with the DPW 24 hours prior to work being backfilled.
  - Pressure calculations will be required prior to the sprinkler system being turned on.
  - A \$500.00 fee will be assessed every year from the date the sprinkler system is turned on.

- **BACKFLOW PREVENTION PERMIT:** for any commercial or industrial facility
  - Applications are available in the DPW Office.
  - Must have an application for each device in the building.
  - Must schedule appointment to determine the need for backflow preventers.
  - Applicant is required to submit shop drawings for approval for each model of backflow preventer.
  - Must schedule appointment for a test of each installed backflow preventions device prior to turning on water service.
  - The backflow inspection fee must be paid prior to the initial testing of each backflow.
  - The town will conduct an annual or semi-annual test (model dependent) and inspection of all backflow preventers; inspections will be performed at owner's expense.
  
- **INFLOW AND INFILTRATION (I & I) REMOVAL FUND:** for any residential, commercial or industrial facility
  - Applicant must make a contribution to the Town's EPA Federal Mandate Inflow and Infiltration (I & I) Removal Fund.
  - Applicant must provide the town with the estimated Title V sewer flow volume per day.
  - Contribution consists of 3 times the projected flow volume per day times \$2.00.
  - Contribution must be received prior to the issuance of the sewer connection permit.
  
- **SEWER AND WATER LINE RENEWAL PERMIT:** application available in the DPW Office
  - Applicant must submit permit for each water or sewer service.
  - Applications not containing complete and accurate information will delay the release of the permit.
  - Application will take a minimum of 2 weeks from date of submission to be released; the applicant will be notified by phone if the permit is issued earlier.
  - Permit expires 180 days from date of approval.
  - When being released, all fees of \$158.00/each must be paid.
  - Inspections must be scheduled with the DPW 24 hours prior to work being backfilled.

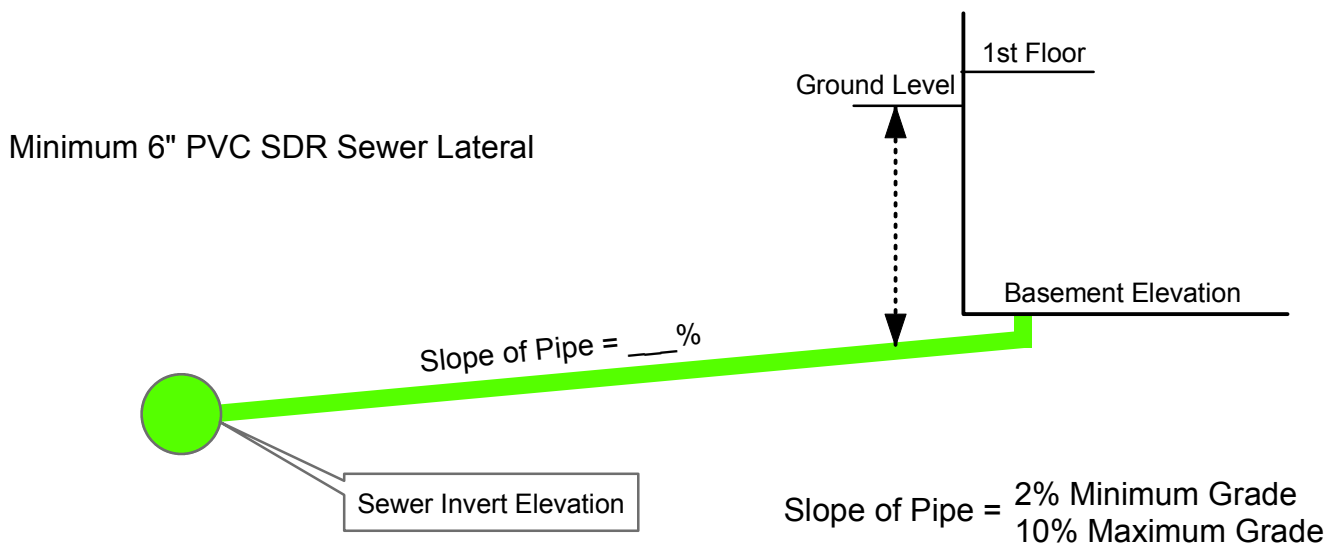
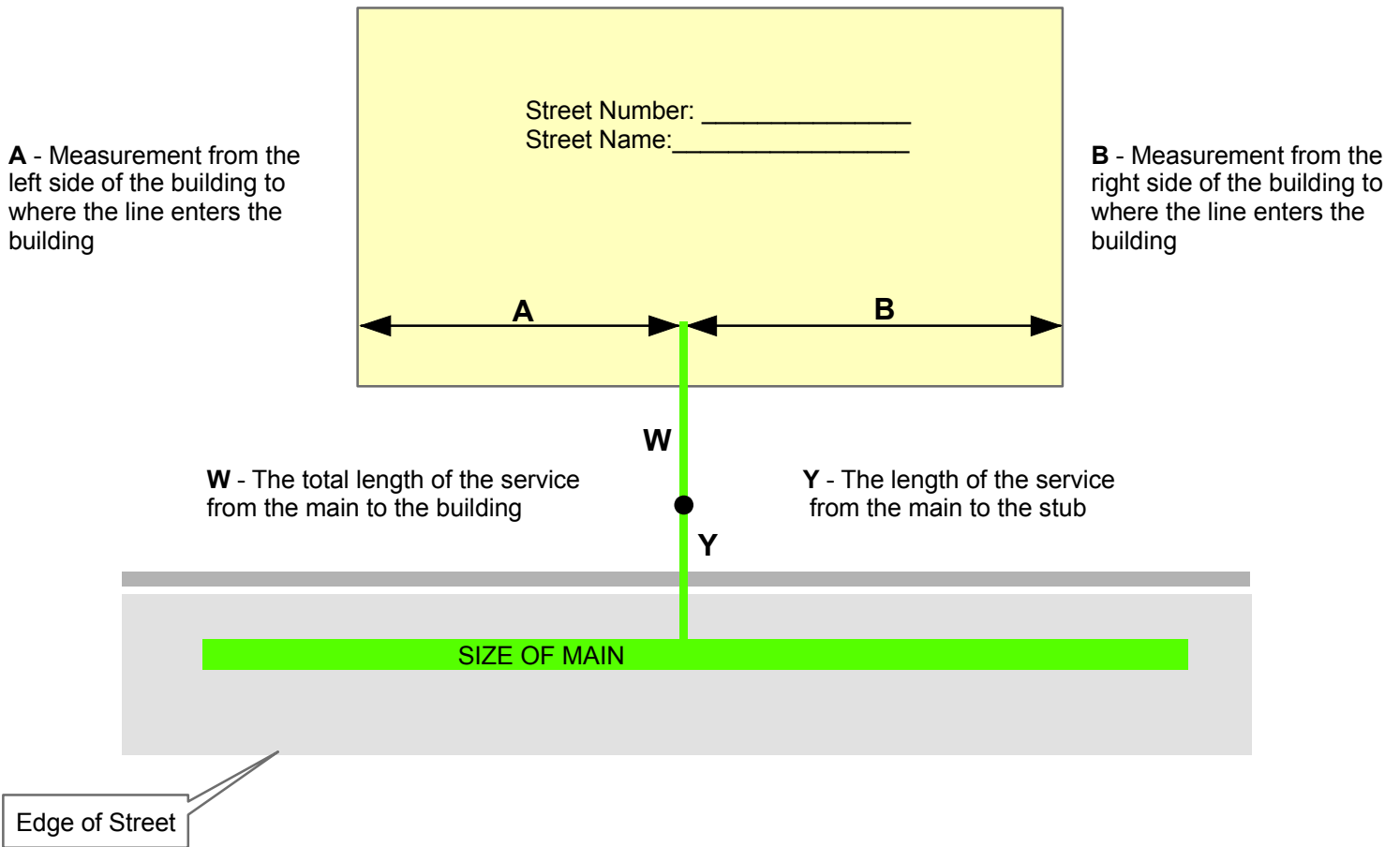
## WATER SERVICE PROPOSED SKETCH

In the space provided below, a sketch of the proposed water service is necessary to acquire the water service permit. The sketch must show; property lines, street and name, sidewalks, existing main and size, finished 1st floor elevation, depth and proposed 1" Type K Copper water service measurements indicated in the example.



## SEWER SERVICE PROPOSED SKETCH

In the space provided below, a sketch of the proposed sewer service is necessary to acquire the sewer permit. The sketch must show; property lines, street and name, sidewalks, existing main and size, proposed 6" SDR-35 PVC sewer service with measurements indicated in the example and if line is not straight into building, ties to all bends/cleanouts.





# TOWN OF FRANKLIN

## DEPARTMENT OF PUBLIC WORKS

257 Fisher Street  
Franklin, MA 02038-3026

### **PLEASE CHECK OFF EACH THAT APPLY**

- BACKFLOW DEVICE**
- HYDRANTS**
- FIRE PROTECTION (SPRINKLER SYSTEM)**
- INSTALLATION OF METER**
  - Installed by the Town of Franklin
  - Installed by the Owner – for over 1” (need the following information)

- 1.) Meter Size: \_\_\_\_\_
- 2.) Meter Serial Number: \_\_\_\_\_
- 3.) Date Installed: \_\_\_\_\_
- 4.) Type of Meter: (must be Neptune) \_\_\_\_\_
- 5.) Beginning Reading: \_\_\_\_\_

