

BURRILLVILLE SEWER COMMISSION
APPLICATION FOR APPROVAL
SEWER SYSTEM CONNECTION / EXPANSION / MODIFICATION

Please carefully review the instructions for completion of this application which begin on page 5. If additional space is required to properly answer any questions, please attach additional sheets and refer to the attachments in the appropriate space provided. All items (1-8) must be filled in or the application shall be returned as incomplete. If an item does not apply mark as not applicable. Application must be filed at least 45 days prior to the anticipated start of any work.

GENERAL PROJECT INFORMATION

1. Date of Application: _____
2. Project / System Name: _____
3. Project / System Location: _____

Tax Assessor's Map: _____ Lot: _____

4. Project Type (Check all that apply):
- 1) Residential Connection - up to 3 units (with existing service connection lateral) _____
 - 2) Residential Connection (NO existing service connection lateral) _____
 - 3) Residential Multi-Unit Connection – 4 or more units. _____
 - 4) Industrial / Commercial Connection _____
 - 6) Sewer Extension for Residential Development / Subdivision _____
 - 7) Sewer Extension for Industrial / Commercial Development _____
 - 8) Pumping System (s) required _____

5. Applicants name: _____
- Company name: (if applicable) _____
- Applicant address: _____
- Phone #: _____ Fax #: _____

Applicants Signature: (required)

_____ **Date:** _____

(Letter of the Owners authorization required if Applicant is not the actual owner of the Property)

6. Owners name: _____
- Company name: (if applicable) _____
- Owner address: _____
- Phone #: _____ Fax #: _____

Owners Signature: (required)

_____ **Date:** _____

Note that the Applicant(s) and/or Owner(s) signature(s) certifies that the General instructions have been reviewed, that the application is complete and accurate, and Applicants and/or Owners agrees to fully comply with the Commission's Rules and Regulations as a condition of the application approval.

7. Design Engineer name:(if applicable) _____
 Design Engineer RI P.E. Registration # _____
 Company name: (if applicable) _____
 Design Engineer address: _____

 Phone #: _____ Fax #: _____

8. Drain-layer name:(if applicable) _____
 UCC # _____
 Company name: (if applicable) _____
 Drain-layer address: _____

 Phone #: _____ Fax #: _____

If any one or more of item # 4 - 2, 3, 4, 5, 6, 7, 8 are selected the applicant must complete the rest of this form and a complete submittal with plans and specifications, prepared by a Registered Professional Engineer registered in the State of Rhode Island, will be required. All items (1-9) must be filled in or the application shall be returned as incomplete. If an item does not apply mark as not applicable.

PROJECT DATA

1. Number of residences or units to be served: _____
 Type of Ownership: (individual, condominium, etc.) _____

2. Other establishments to be served (e.g. industrial, commercial):

a. _____
 Name Type Design Flow (gpd)
 b. _____
 Name Type Design Flow (gpd)

3. Flow Data

- DEM-OWR policy on estimating flows shall be the minimum used to calculate the average daily flows (ADF's) listed below. An estimate of allowable infiltration per said policy shall be added to the ADF's. Peaking factors used to calculate the design flows for sizing the conveyance facilities shall be obtained from the above referenced policy.
- If the project has more than one discharge point, the total ADF estimated as explained above shall be presented in the supporting computations to show the flow for each discharge point.
- The supporting computations shall indicate that wastewater conveyance facilities are sized based on estimated flows from the ultimate tributary population/facilities (i.e. build-out conditions; phased projects).

Type	Flow in gallons per day (gpd)		Ultimate (i.e. buildout of project)	
	Avg. Daily	Peak Daily	Avg. Daily	Peak Daily
Residential:	_____	_____	_____	_____
Industrial:	_____	_____	_____	_____
Commercial:	_____	_____	_____	_____
Infiltration:	_____	_____	_____	_____
TOTALS:	_____	_____	_____	_____

4. Location, length, size and capacity of sewers and/or force mains to be connected to the existing system, if applicable:

a.	_____	_____	_____	_____
	Name of Street	Length of Sewer or Force Main (ft)	Size (in)	Design Flow (gpd)
b.	_____	_____	_____	_____
	Name of Street	Length of Sewer or Force Main (ft)	Size (in)	Design Flow (gpd)
c.	_____	_____	_____	_____
	Name of Street	Length of Sewer or Force Main (ft)	Size (in)	Design Flow (gpd)

5. Any pump/lift station(s) required: YES _____ NO _____

If YES, Location, type, and capacity of pump station (s) proposed to be connected to the existing system:

a.	_____	_____	_____
	Station Location	Type (conventional, package, grinder, etc.)	Station Capacity (gpm)
b.	_____	_____	_____
	Station Location	Type (conventional, package, grinder, etc.)	Station Capacity (gpm)

6. Any existing pump station to be improved / upgraded: YES _____ NO _____

If YES, what existing pump station(s) to be improved / upgraded

_____	_____
Station Location	Description of proposed improvement
_____	_____

7. ISDS determination per Commission Rules & Regulations, Article 16:

Is the proposed development/project subject to the Subdivision & Land Development Regulations of the Town of Burrillville as a Minor or Major Subdivision:

YES _____ NO _____

If YES, attach full documentation demonstrating the use of ISDS system(s) would not be allowed. Please carefully review the Commissions Rules & Regulations, Article XVI, (2) and the attached General Instructions, page 6.

8. All other regulatory applications, reviews, approvals pending. Also indicates status. (i.e. Town of Burrillville Planning Board, Town of Burrillville Zoning Board, RIDEM Order of Approval, Wetlands, RIDOT PAP & utility, etc.)

	Not Required	Submitted	Pending	Approved
Burrillville Planning Board	_____	_____	_____	_____
Burrillville Zoning Board	_____	_____	_____	_____
Burrillville DPW	_____	_____	_____	_____
RIDOT PAP	_____	_____	_____	_____
RIDEM Water Resources	_____	_____	_____	_____
RIDEM Wetlands	_____	_____	_____	_____
Others:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

9. List all design drawings, items and/or documents to be included with and considered attached to this application for review and approval purposes (i.e. design plans, reports, letters, etc.):

Burrillville Sewer Commission use only:

	Initials	Date	Comment
Property ownership verified -	<hr/>	<hr/>	<hr/>
Letter provided if Owner not Applicant	<hr/>	<hr/>	<hr/>
Application not Complete – returned	<hr/>	<hr/>	<hr/>
All items (1-8) Complete	<hr/>	<hr/>	<hr/>
Application sent for Tech review	<hr/>	<hr/>	<hr/>
Application Approved	<hr/>	<hr/>	<hr/>
Applicant notified of Approval	<hr/>	<hr/>	<hr/>

Comments:

BURRILLVILLE SEWER COMMISSION
APPLICATION FOR APPROVAL
SEWER SYSTEM CONNECTION / EXPANSION / MODIFICATION
GENERAL INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

The application must be completed and signed by the current owner(s) of record for the property(ies) for which sewer service is being requested. The owner must be as indicated in the most recently available Town of Burrillville Assessors records or a recorded deed of ownership must be included. The signature of the design engineer, drainlayer or other agent will be accepted only if accompanied by a letter of authorization from the actual owner(s) of record. The applicant will be the formal contact agent for all official correspondence to and from the Burrillville Sewer Commission. If additional space is required to properly answer any questions, please attach additional sheets and refer to the attachments in the appropriate space on the application form. All items/questions must be filled in or the application will be returned as incomplete. If an item does not apply mark as not applicable.

1. **Date of Application:** Date that the application is completed.
2. **Project / System Name:** For Residential property a street address, for others use name or description used for planning or zoning approvals.
3. **Project / System Location:** A street address or general location by street and village.
The current Town of Burrillville Tax Assessor's Map(s) and Lot(s) numbers are required on all applications.

4. Project Type : INTRODUCTION

These guidelines for the submittal of a Project / System are drafted to aide the applicant in the procurement of an Approval. A careful review of these guidelines as well as the Commission's Rules & Regulations by the applicant will help ensure that the initial submittal will meet the minimum requirements of the Burrillville Sewer Commission. The level of effort in the presentation of design plans shall be commensurate with the level of complexity of the Project / System. Please be advised that after initial review of the submittal, the Commission may issue review comments, which need to be addressed by the applicant prior to the Commission issuing an Approval. Any re-submission requires revised design plans and a letter specifically indicating the revisions made. A formal written Approval issued by the Burrillville Sewer Commission is required prior to the start of any construction on any Project / System.

If 4 - 1) **Residential Connection – up to 3 units (with existing service connection lateral)** is selected on the application, all of the following items must be addressed and documentation provided by the applicant with the application:

- An application fee of \$20.00 and a Review / Inspection fee of \$250.00 are due and payable with a completed application. The fees are required to be in separate checks made payable to the Burrillville Sewer Commission.
- The property and service connection lateral shall be clearly indicated on Sewer Commission record drawings, available at the Sewer Commission office. If there is any question of service connection lateral availability based on record drawing review by the Sewer Commission, than it shall be the applicant's responsibility to provide other supporting documentation prepared by land surveyor and/or professional engineer to verify that the applicant's project can be connected to an existing available service connection lateral.
- Applicant or applicant's drain-layer shall prepare and provide an accurate Plan for the property to be connected indicating, at minimum, the following:
 1. Location of building foundation on the lot. Is foundation existing or proposed.
 2. Total length of proposed building connection (in feet), measured from end of existing available service connection lateral to building foundation at point of plumbing connection.
 3. Elevation of building connection lateral and depth below grade (in feet). Indicate actual or scaled from Commission record drawings. Note: Minimum cover over all installed pipe is 42 inches.
 4. Elevation of basement floor and depth below finish grade. Indicate actual or scaled.
 5. Indicate proposed slope of the service connection. Note: Minimum slope is 1/4 inch per foot.
 6. Indicate pipe size and material specifications. Note: Minimum pipe diameter is 6 inches.

7. Indicate on the plan, location of any water supply within 10 feet or private well and any other utilities within 50 feet of proposed service connection.

The plan submitted must be sufficiently clear and complete so as to demonstrate full compliance with all Commission Rules and Regulations. Plans not indicating, at a minimum, all 7 items listed above will be returned to the applicant as incomplete.

- All construction must be in strict accordance with Burrillville Sewer Commission rules and regulations, specifically Article VI and Appendix A. If any variance to the rules and regulations is anticipated, than a formal request for the variance with documentation specifically describing the nature of the variance and reason (s) the variance is necessary shall be required as part of the application. The request for the variance will be submitted to the Commission on the next available meeting agenda and all variances must be approved by vote of the Sewer Commission. Should the variance be denied by the Commission the Applicant will be notified and required to revise and resubmit the application.
- Plan may be prepared by the applicant's drain-layer. Please note: The Burrillville Sewer Commission's Rules and Regulations (Article III) is superseded by RIGL 5-65.3 regarding licensing. All other requirements remain in full force. The drain-layer must certify in writing that the proposed service connection will be installed in full compliance with all Sewer Commission regulations and policies as of the date of installation.
- Upon approval of the applicant's application, the drain-layer may then obtain the actual construction permit from the Sewer Commission office. At the time of issuing a construction permit, a \$50.00 sewer connection fee will be due and payable. The fee is required to be in check made payable to the Burrillville Sewer Commission.

4. **Project Type:** Continued

If any one or more of item # **4 - 2, 3, 4, 5, 6, 7, 8** are selected on the application, a complete submission including project / system plans, specifications and supporting documentation prepared by a Rhode Island Registered Professional Engineer shall be required and all items in the **PROJECT DATA** section of the application must be completed. If an item does not apply mark as not applicable. If any items in the **PROJECT DATA** (1 – 9) are not completed the application shall be returned as incomplete.

Included with completed application, there shall be an application fee as listed below:

Item #4 - 2 Fee is \$20.00

Item #4 - 3 through 8 Fee is \$200.00

The fee is required to be a check made payable to the Burrillville Sewer Commission

Also to be included are:

- To comply with Article XVI, (2) of the Sewer Commission Rules & Regulations for extension of public sewers to serve residential development will require:

For a residential subdivision - Such information as would be required to obtain a Certification of Site Suitability in accordance with SD 18.00 et seq. of the STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS DEPARTMENT OF ENVIRONMENTAL MANAGEMENT, DIVISION OF GROUNDWATER AND ISDS, Rules and Regulations Establishing Minimum Standards Relating To Location, Design, Construction and Maintenance of Individual Sewage Disposal Systems.

A Professional Engineer registered in the State of Rhode Island shall prepare a report that specifically indicates what provision(s) of the Town of Burrillville Zoning Ordinance and/or RIDEM ISDS, Rules and Regulations cannot be complied with and would prevent approval. Also an evaluation of innovative ISDS technologies is also required to be included. No Commission approval will be granted without clear documentation to both the physical and regulatory restrictions on the parcel(s) in question and the inability to implement traditional Individual Sewage Disposal Systems (ISDS) and/or any other types of innovative technologies for achieving the desired wastewater disposal.

- Four (4) complete sets of construction plans, specifications and any other pertinent documentation shall be required for the proposed project / system.
- Note that plans and specifications submitted require a Rhode Island Professional Engineer's dated stamp and signature on each page (title page only for specifications).

- As a minimum standard construction plans and specifications must be prepared in accordance with Chapter 1, Sections 1.2 - 1.5 of the "Guides for Design of Wastewater Treatment Works (TR-16)" by the New England Interstate Water Pollution Control Commission. The Burrillville Sewer Commission reserves the right to require more stringent design parameters if deemed necessary and applicable to the specific project / system.
- Project / system construction plans and specifications will be reviewed by the Commission's consultant engineer. A minimum of thirty (30) days will be required for the consultant engineer's review of each submittal. All cost associated with the review process will be the responsibility of the applicant. Should re-submission(s) of construction plans and specifications be required for any reason the re-submission must include the revised design plans with a letter specifically indicating the revisions made and all cost of prior submission reviews must be paid in full before any further Commission's reviews take place. Any associated costs incurred by the Burrillville Sewer Commission relating to the review and approval process for the applicants project / system must be paid in full prior to any formal approval by the Burrillville Sewer Commission is granted.
- All projects will be reviewed utilizing the following technical guidance: "Guides for Design of Wastewater Treatment Works (TR-16)" by the New England Interstate Water Pollution Control Commission, "Design and Construction of Sanitary and Storm Sewers (MOP-9)" by the Water Environment Federation, R.I. Dept. of Environmental Management Office of Water Resources policies, Burrillville Sewer Commission "Rules and Regulations Governing the Public Sanitary Sewer System in the Town of Burrillville, Rhode Island" and Burrillville Sewer Commission policies. The Burrillville Sewer Commission reserves the right to require more stringent design parameters if deemed necessary and applicable to the specific project / system.

If required, a plan of easement(s) shall be prepared and provided, said plan shall be signed and stamped by a Rhode Island registered professional engineer or land surveyor. The plan of easement(s) shall be reviewed by the Burrillville Sewer Commission's legal counsel and consulting engineers and when approved the easements must be deeded to the Burrillville Sewer Commission. Any and all fees associated with the plan of easement(s) shall be paid by the grantor. No approvals will be granted until evidence of recorded plan of easement is received by the Commission. Please be advised that by Commission regulations and policy require that sewers shall be installed in the public highway if at all possible. Easement(s) will only be considered when no alternative routing is possible.

Items #5 through #8 are self-explanatory, but please note the following.

The applicant will be the formal contact agent for all official correspondence to and from the Burrillville Sewer Commission. The signature of the design engineer, drain-layer or other agent will be accepted only if accompanied by a letter of authorization from the owner(s) of the property(ies). By signing the application the applicant certifies that the application is complete and accurate to the best of his/her knowledge, agrees to fully comply with the Commission Rules & Regulations.

If the applicant is not the owner (s) of the property (s) than Item #6 must be completed to identify the current owner (s). If a company is named in of items #5 and/or #6, than it shall be required that the name of an individual that is legally authorized to sign for that company be provided along with documentation establishing this authority.

Pre-Construction Requirements:

Upon approval of the application by the Commission, any non-construction related terms and/or conditions placed on the approval by the Commission must be completed. Prior to actual construction the applicant must retain a licensed drain-layer, approved by the Burrillville Sewer Commission in order to secure a permit to construct.

Prior to receiving the construction permit the selected drain-layer shall submit:

- ❖ If the drain-layer was not named as the drain-layer on the Application when it was approved then the selected drain-layer must certify, in writing, that the approved plans have been reviewed and the actual construction will be in strict accordance with the approved plans, and the Rules & Regulations of the Burrillville Sewer Commission.
- ❖ Four (4) complete sets of shop drawings with manufacturer's certification that all materials to be used for construction of the project / system comply with the approved plans and specifications. The Sewer Commission will review shop drawings for compliance with the approved plans.
- ❖ A copy of an approved Town Road Opening permit (Town Road) / DOT Utility permit (State Road) must be provided or written documentation by the appropriate agency that a permit is not required.

❖ A written schedule with an estimate of the total construction time in days to complete the sewer project / system. Please note that the actual start date for construction will not be set by the Commission until all items have been submitted and found satisfactory to the Commission.

The construction time schedule will be used by the Commission to estimate the cost of full time resident inspection services required and the applicant shall deposit this amount with the Burrillville Sewer Commission before issuance of any construction permit. These funds will be deposited in an escrow account used solely for incurred costs associated with the applicant's project / system. Any funds remaining after final acceptance of the project / system by the Commission will be returned to the applicant.

Should at any time the funds on deposit with the Commission be depleted prior to completion of the project / system the Commission will notify the drainlayer and applicant that no further construction will be allowed until such time sufficient funds, as determined by the Commission, be deposited with the Burrillville Sewer Commission

At the time of issuing a construction permit, and if the project / system is an actual connection to a building (Item 4 - 1, 2, 3 or 4), a \$50.00 Sewer Connection Fee will be due and payable. The fees are required to be in check made payable to the Burrillville Sewer Commission.

Prior to final acceptance of the project / system by the Burrillville Sewer Commission, a complete set of "As-Built Record Drawings" prepared in accordance with the Commission's policy must be submitted, reviewed and approved by the Burrillville Sewer Commission.

Based on the type of project there may be Sewer Assessments due per the Commission Rules and Regulations. Please carefully review Article XIII, Section 3 of the Commission Rules & Regulations. If requested the Commission will provide an estimate of the Sewer Assessment for the project / system if possible.

The Project / System shall be isolated from the Burrillville Sewer Commission sanitary sewer system until all terms, conditions and requirements complied with, any fees due are paid in full, and the applicant receives written final acceptance from the Burrillville Sewer Commission.

With this application and general instructions also find attached the following:

- Rules and Regulations Governing the Public Sanitary Sewer System in the Town of Burrillville, Rhode Island.
- Burrillville Sewer Commission policies currently in effect.
- Burrillville Sewer Commission "Required list of General Standards for As-Built Drawings".
- R.I. Dept. of Environmental Management Office of Water Resources policies