

Town of Charlton
Water and Sewer Commission
37 Main Street
Charlton, MA 01507



Phone: (508) 248-4953
Fax: (508) 248-0917

CHARLTON SEWER CONNECTION APPLICATION

DATE _____ PERMIT # _____ ACCOUNT # _____

PERMIT FEE \$100.00 CHECK# _____

SERVICE ADDRESS _____ MAP/BLOCK/LOT _____

OWNER _____ PHONE # _____

MAIL ADDRESS _____

RESIDENTIAL _____ COMMERCIAL _____ INDUSTRIAL _____

DESCRIPTION (New home, addition, etc) _____

ESTIMATED SEWERAGE FLOW (310 CMR 15.203) _____

COMPANY PERFORMING CONNECTION _____

PHONE # _____ LICENSE # _____

As the owner of the described premises, I hereby acknowledge and bind myself and any and all successors in interest to abide by the bylaws, and rules and regulations issued there under pertaining to the connection of Water and Sewer in the Town of Charlton as stated in Article XXII (Water Regulations) Article XXV (Sewer Use Bylaw) and to pay the sewer/water charges established thereunder when due. Any overdue rate or charge may be enforced in any manner provided or available for collection and enforcement of sewer/water rates and charges.

SIGNATURE OF OWNER _____

WATER & SEWER COMMISSION APPROVAL & REQUIRED SIGNATURES

APPROVED _____ DENIED _____ REASON _____

BETTERMENT/PRIVILEGE FEE _____ COMMISSION _____

TOWN COLLECTOR _____ DATE _____

"This Institution is an equal opportunity provider and employer. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD)."

Tie Card Sketch of the existing plot plan

Sketch & Dimension-Curb Stop & Well ; Relative to house corner, driveway, Utility Poles etc.

Three (3) dimensions (Pulls & Ties) per item

This Tie Card Sketch serves as a Certificate of Completion

Name _____

Date _____

Signature _____

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Town of Charlton
Water and Sewer Commission
8A Worcester Road
Charlton, MA 01507



Phone: (508) 248-4953
Fax: (508) 248-0917

Application #: _____

Acct #: _____

Application for Metered Billing

I, the undersigned owner of property, wish to apply for a water meter to be installed for purposes of Water and/or Sewer usage billing.

Name (please print) Last First MI

Charlton, MA
Property Location Town, State, Zip

Billing Address Town, State, Zip

Telephone Number Map/Block/Lot

I am hereby requesting...

- permission to install a meter in a residence (< 5 bedrooms). # of bedrooms ____
- permission to install a meter in a non-residential application. Applicant to provide data on building use and anticipated water demands
- permission to utilize an existing Town of Southbridge meter for metered billing.
Identify meter size: _____ and type: _____
- permission to install a deduct meter (commercial users with meter size >1")
Provide documentation on processes used in accordance with 2.10

I have read, understood and agreed with all terms and conditions of the Charlton Water and Sewer Meter Policy.

Signature Date

Received by Charlton W&S Commission Date

Department use only: Water Only Sewer Only Water and Sewer

3/4" Meter fee \$275.00 **1" Meter Fee \$300.00**

Date Paid _____ Check # _____

Meter Serial # _____

No person shall bypass, tamper with, remove or prevent a meter from registering water consumption, and such acts shall be subject to the penalties stated in Massachusetts General Laws Chapter 165 Section 11 and to such other penalties and fines as the Commission may adopt under these regulations.

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**Town of Charlton Application for
Trench Permit, , Septic, Sewer & Water Work**
Pursuant to G.L. c. 82A § 1 and 520 CMR 7.00 et. seq. (as amended)

**As of March 1, 2009 a permit is required for any trench
excavated on public or private property.**

According to M.G.L. c. 82A, §4 and 520 CMR 14.02, a trench is defined as “an excavation which is narrow in relation to its length, made below the surface ground in excess of three feet below grade and the depth of which is, in general, greater than the width, but the width of the trench, as measured at the bottom, is not greater than 15 feet.”

The Board of Selectmen, on April 7, 2009 during their regular scheduled meeting appointed the following as permitting authorities for the purpose of the regulation. Further, the fee voted by the Selectmen is \$10.00 for each permit and each contractor excavating a trench on a project.

Department of Inspectional Services
Highway Department
Board of Health
Water and Sewer Department

Required information to be collected

To obtain a permit, the excavator must submit a completed application; a certificate of insurance indicating general liability coverage of \$100,000 per person and \$300,000 per claim or evidence of self-insurance in an equal amount (pursuant to M.G.L. c. 82A, §2); and the required fee, where applicable. The regulations at 520 CMR 14.03(4) requires the excavator to provide the following information on the permit application:

- The Dig Safe number
- Name & contact information for the permit holder (the person filing for the permit)
- Name & contact information of the excavator (the company performing the excavation)
- Name of the competent person
- Name of the person(s) performing the excavation of the trench
- Massachusetts hosting license number for each person operating hoisting machinery during the excavation
- Specific location of the trench
- Name and contact information for the insurer

The trench permit is similar to a street opening permit and the application for a trench permit may be included with that permit. **Once issued, the permit must be posted in plain view at the trench worksite,** such as in the window of a construction trailer.

**This application and issuance of a trench permit,
unless specifically stated and issued does not,
grant permission to or a permit to do other work
that may require a separate permit.**

April 10, 2009



**Town of Charlton Application for
Trench Permit, Septic, Sewer & Water Work**
Pursuant to G.L. c. 82A § 1 and 520 CMR 7.00 et. seq. (as amended)

Date: _____
 Received by: Peter Boria Water & Sewer Superintendent

Fee Pd _____
 Date _____
 Initials _____

Control Number _____

Trench

According to M.G.L. c. 82A, §4 and 520 CMR 14.02, a trench is defined as “an excavation which is narrow in relation to its length, made below the surface ground in excess of three feet below grade and the depth of which is, in general, greater than the width, but the width of the trench, as measured at the bottom, is not greater than 15 feet.”

Project Information

Desired Start Date: _____ Time: _____ Approximate Completion Date: _____ Time: _____
 Project Address: _____ Assessors; Map _____, Block _____, Lot _____
 Nearest intersection: _____ Nearest utility pole number _____
 Owner of Record Name: _____ Address: _____
 Phone Number: _____ City: _____ State: _____ Zip code: _____
 Cell Phone number _____ Other contact information: _____

Project Type

Fees

<input type="checkbox"/> New Home <input type="checkbox"/> Water Connection <input type="checkbox"/> Existing Home <input type="checkbox"/> Sewer Connection <input type="checkbox"/> Utility Construction <input type="checkbox"/> Other _____	Trench permit \$10.00
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Applicants, Competent Person & Operators

Applicant Name: _____ **Street Address:** _____
Phone Number: _____ **City:** _____ **State:** _____ **Zip code:** _____
Cell Phone number _____ **Other contact information:** _____
Excavating Company: _____ **Street Address:** _____
Phone Number: _____ **City:** _____ **State:** _____ **Zip code:** _____
Cell Phone number _____ **Other contact information:** _____
 Massachusetts Hosting License Number: _____ **Grade:** _____ **Expiration Date:** _____
 Massachusetts Hosting License Number: _____ **Grade:** _____ **Expiration Date:** _____
 Massachusetts Hosting License Number: _____ **Grade:** _____ **Expiration Date:** _____
Competent Person (as defined by 520 CMR § 7.02): _____
Phone Number: _____ **Cell Phone number** _____
Dig Safe Number: _____ **Have 72 Hours past since notification?** Yes No

Please complete reverse side/second page.
This application must be printed or typed, blue or black ink only.

April 10, 2009
Trench

Trench Location Information

Description, locating and purpose of the proposed trench:

Describe the location of the proposed trench and its purpose, include a of what is (or is intended) to be laid in the proposed trench (eg; pipes/cable lines etc...) Please us additional sheet if needed.

Insurance

Insurance company: _____ Policy Number: _____

Agent name: _____ Address: _____

City: _____, State: _____, Zip: _____ Phone: _____

Failure to secure coverage as required under Section 25A of MGL 152 can lead to the imposition of criminal penalties of a fine up to \$ 1500.00 and/or one years' imprisonment as well as civil penalties in the form of a STOP WORK ORDER and the fine of \$ 100.00 a day against me.

Attach current copies of certificates of insurance endorsed to the, Town of Charlton

Conditions and Expiration

Expiration date (if any): _____

Conditions for operation: _____

BY SIGNING THIS FORM, THE APPLICANT, OWNER, AND EXCAVATOR ALL ACKNOWLEDGE AND CERTIFY THAT THEY ARE FAMILIAR WITH, OR, BEFORE COMMENCEMENT OF THE WORK, WILL BECOME FAMILIAR WITH, ALL LAWS AND REGULATIONS APPLICABLE TO WORK PROPOSED, INCLUDING OSHA REGULATIONS, G.L. c. 82A, 520 CMR 7.00 et seq., AND ANY APPLICABLE MUNICIPAL ORDINANCES, BY-LAWS AND REGULATIONS AND THEY COVENANT AND AGREE THAT ALL WORK DONE UNDER THE PERMIT ISSUED FOR SUCH WORK WILL COMPLY THEREWITH IN ALL RESPECTS AND WITH THE CONDITIONS SET FORTH BELOW.

THE UNDERSIGNED OWNER AUTHORIZES THE APPLICANT TO APPLY FOR THE PERMIT AND THE EXCAVATOR TO UNDERTAKE SUCH WORK ON THE PROPERTY OF THE OWNER, AND ALSO, FOR THE DURATION OF CONSTRUCTION, AUTHORIZES PERSONS DULY APPOINTED BY THE MUNICIPALITY TO ENTER UPON THE PROPERTY TO MONITOR AND INSPECT THE WORK FOR CONFORMITY WITH THE CONDITIONS ATTACHED HERETO AND THE LAWS AND REGULATIONS GOVERING SUCH WORK.

THE UNDERSIGNED APPLICANT, OWNER AND EXCAVATOR AGREE JOINTLY AND SEVERALLY TO REIMBURSE THE MUNICIPALITY FOR ANY AND ALL COSTS AND EXPENSES INCURRED BY THE MUNICIPALITY IN CONNECTION WITH THIS PERMIT AND THE WORK CONDUCTED THEREUNDER, INCLUDING BUT NOT LIMITED TO ENFORCING THE REQUIREMENTS OF STATE LAW AND CONDITIONS OF THIS PERMIT, INSPECTIONS MADE TO ASSURE COMPLIANCE THEREWITH, AND MEASURES TAKEN BY THE MUNICIPALITY TO PROTECT THE PUBLIC WHERE THE APPLICANT OWNER OR EXCAVATOR HAS FAILED TO COMPLY THEREWITH INCLUDING POLICE DETAILS AND OTHER REMEDIAL MEASURES DEEMED NECESSARY BY THE MUNICIPALITY.

THE UNDERSIGNED APPLICANT, OWNER AND EXCAVATOR AGREE JOINTLY AND SEVERALLY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE MUNICIPALITY AND ALL OF ITS AGENTS AND EMPLOYEES FROM ANY AND ALL LIABILITY, CAUSES OR ACTION, COSTS, AND EXPENSES RESULTING FROM OR ARISING OUT OF ANY INJURY, DEATH, LOSS, OR DAMAGE TO ANY PERSON OR PROPERTY DURING THE WORK CONDUCTED UNDER THIS PERMIT.

Applicants Signature: _____ Date: _____

*Excavators Signature: _____ Date: _____

*Owner's Signature: _____ Date: _____

* If different all must sign

Please complete reverse side/second page.

This application must be printed or typed, blue or black ink only.

April 10, 2009

Trench

**This information is provided to the trench permit application
in accordance with 520 CMR § 14.03 (2) (d)**

Summary of Excavation and Trench Safety Regulation (520 CMR 14.00 et seq.)

This summary was prepared by the Massachusetts Department of Public Safety pursuant to G.L.c.82A and does not include all requirements of the 520 CMR 14.00. To view the full regulation and G.L.c.82A, go to www.mass.gov/dps.

Pursuant to M.G.L. c. 82, § 1, the Department of Public Safety, jointly with the Division of Occupational Safety, drafted regulations relative to trench safety. The regulation is codified in section 14.00 of title 520 of the Code of Massachusetts Regulations. The regulation requires all excavators to obtain a permit prior to the excavation of a trench made for a construction-related purpose on public or private land or rights-of-way. All municipalities must establish a local permitting authority for the purpose of issuing permits for trenches within their municipality. Trenches on land owned or controlled by a public (state) agency requires a permit to be issued by that public agency unless otherwise designated.

In addition to the permitting requirements mandated by statute, the trench safety regulations require that all excavators, whether public or private, take specific precautions to protect the general public and prevent unauthorized access to unattended trenches. Accordingly, unattended trenches must be covered, barricaded or backfilled. Covers must be road plates at least ¾" thick or equivalent; barricades must be fences at least 6' high with no openings greater than 4" between vertical supports; backfilling must be sufficient to eliminate the trench. Alternatively, excavators may choose to attend trenches at all times, for instance by hiring a police detail, security guard or other attendant who will be present during times when the trench will be unattended by the excavator.

The regulations further provide that local permitting authorities, the Department of Public Safety, or the Division of Occupational Safety may order an immediate shutdown of a trench in the event of a death or serious injury; the failure to obtain a permit; or the failure to implement or effectively use adequate protections for the general public. The trench shall remain shutdown until re-inspected and authorized to re-open provided, however, that excavators shall have the right to appeal an immediate shutdown. Permitting authorities are further authorized to suspend or revoke a permit following a hearing. Excavators may also be subject to administrative fines issued by the Department of Public Safety for identified violations.



Town of Charlton Information for Trench Permit, Septic, Sewer & Water Work

Pursuant to G.L. c. 82A § 1 and 520 CMR 7.00 et. seq. (as amended)

Summary of 1926 CFR Subpart P -OSHA Excavation Standard

This is a worker protection standard, and is designed to protect employees who are working inside a trench. This summary was prepared by the Massachusetts Division of Occupational Safety and not OSHA for informational purposes only and does not constitute an official interpretation by OSHA of their regulations, and may not include all aspects of the standard.

For further information or a full copy of the standard go to www.osha.gov.

- **Trench Definition per the OSHA standard:**
 - An excavation made below the surface of the ground, narrow in relation to its length.
 - In general, the depth is greater than the width, but the width of the trench is not greater than fifteen feet.
- **Protective Systems** to prevent soil wall collapse are always required in trenches deeper than 5', and are also required in trenches less than 5' deep when the competent person determines that a hazard exists. Protection options include:
 - Shoring. Shoring must be used in accordance with the OSHA Excavation standard appendices, the equipment manufacturer's tabulated data, or designed by a registered professional engineer.
 - Shielding (Trench Boxes). Trench boxes must be used in accordance with the equipment manufacturer's tabulated data, or a registered professional engineer.
 - Sloping or Benching. In Type C soils (what is most typically encountered) the excavation must extend horizontally 1 ½ feet for every foot of trench depth on both sides, 1 foot for Type B soils, and ¾ foot for Type A soils.
 - A registered professional engineer must design protective systems for all excavations greater than 20' in depth.
- **Ladders** must be used in trenches deeper than 4'.
 - Ladders must be inside the trench with workers at all times, and located within 25' of unobstructed lateral travel for every worker in the trench.
 - Ladders must extend 3' above the top of the trench so workers can safely get onto and off of the ladder.
- **Inspections** of every trench worksite are required:
 - Prior to the start of each shift, and again when there is a change in conditions such as a rainstorm.
 - Inspections must be conducted by the competent person (see below).
- **Competent Person(s) is:**
 - Capable (i.e., trained and knowledgeable) in identifying existing and predictable hazards in the trench, and other working conditions which may pose a hazard to workers, and
 - Authorized by management to take necessary corrective action to eliminate the hazards. Employees must be removed from hazardous areas until the hazard has been corrected.
- **Underground Utilities** must be:
 - Identified prior to opening the excavation (e.g., contact Digsafe).
 - Located by safe and acceptable means while excavating.
 - Protected, supported, or removed once exposed.

- **Spoils** must be kept back a minimum of 2' from the edge of the trench.
- **Surface Encumbrances** creating a hazard must be removed or supported to safeguard employees. Keep heavy equipment and heavy material as far back from the edge of the trench as possible.
- **Stability of Adjacent Structures:**
 - Where the stability of adjacent structures is endangered by creation of the trench, they must be underpinned, braced, or otherwise supported.
 - Sidewalks, pavements, etc. shall not be undermined unless a support system or other method of protection is provided.
- **Protection form water accumulation hazards:**
 - It is not allowable for employees to work in trenches with accumulated water. If water control such as pumping is used to prevent water accumulation, this must be monitored by the competent person.
 - If the trench interrupts natural drainage of surface water, ditches, dikes or other means must be used to prevent this water from entering the excavation.
- **Additional Requirements:**
 - For mobile equipment operated near the edge of the trench, a warning system such as barricades or stop logs must be used.
 - Employees are not permitted to work underneath loads. Operators may not remain in vehicles being loaded unless vehicles are equipped with adequate protection as per 1926.601(b)(6).
 - Employees must wear high-visibility clothing in traffic work zones.
 - Air monitoring must be conducted in trenches deeper than 4' if the potential for a hazardous atmosphere exists. If a hazardous atmosphere is found to exist (e.g., O₂ <19.5% or >23.5%, 20% LEL, specific chemical hazard), adequate protections shall be taken such as ventilation of the space.
 - Walkways are required where employees must cross over the trench. Walkways with guardrails must be provided for crossing over trenches > 6' deep.
 - Employees must be protected from loose rock or soil through protections such as scaling or protective barricades.

**This application and issuance of a trench permit,
unless specifically stated and issued, does not
grant permission to or a permit to do other work
that may require a separate permit.**

Department of Inspectional Services	508-248-2241
Highway Department	508-248-2212
Board of Health	508-248-2210
Water and Sewer	508-248-4953
Veolia	508-248-4699

April 10, 2009