

Town of Chelmsford

Department of Public Works



Street Opening/Utility Connection Rules and Regulations
DPW/Engineering

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I. PERMITTING AUTHORITY

In order to protect the integrity of all public rights-of-way, assure the protection of all structures within and adjacent to these rights-of-way, and provide optimum safety and convenience for the public; permission in accordance with the rules and regulations herein described must be obtained from the Department of Public Works hereinafter referred to as the “Permitting Authority”, before excavating or in any way disturbing public rights-of-way, or extending/connecting to a Town owned utility.

II. OBTAINING CONTRACTOR'S LICENSE

Permits to perform work within rights-of-way, open to the public, can be obtained only by licensed contractors. Licenses will be issued to those contractors who, in the opinion of the Permitting Authority, are deemed qualified through experience and have demonstrated by past performance the ability to undertake the scope of work covered by the license. Permits will only be issued to persons authorized as Licensed Utility Contractors to obtain permits.

Requirements

Prior to obtaining a contractor's license, the following information must be provided:

1. A listing of available equipment, previous projects, of similar size and scope, completed within the past three (3) years, and three (3) written letters of reference with contact information (at least one Municipal Reference) that may be contacted about these projects.
2. A street-opening bond of Five thousand (5,000) dollars shall be obtained from a surety company licensed to do business in the Commonwealth of Massachusetts for five years and approved by the Department of Public Works. The bond shall be valid and in full effect for the term of the license and shall bind the contractor to the faithful performance of the work in accordance with all applicable specifications of the Department of Public Works.
3. Trench Safety Application.(520 CMR 14)
4. Erosion Control Agreement
5. A certificate of insurance showing that the contractor has the minimum insurance as follows:

Insurance

General Liability

Includes: Comprehensive form Premises/Operations Underground Explosion & Collapse Hazard Products / Completed Operations Independent Contractors Broad Form Property Damage Personal Injury	Each Occurrence	\$1,000,000.00
	Aggregate	\$2,000,000.00

Automobile Liability

Includes: All Owned Vehicles Hired Vehicles Non-owned Vehicles	Bodily Injury and Property Damage Combined	\$1,000,000.00
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Workers Compensation and Employers Liability

As Required by State of Massachusetts	Each Accident	\$100,000.00
	Bodily Injury by Disease (Policy Limit)	\$500,000.00
	Bodily Injury by Disease (Each Employee)	\$100,000.00

Additional Insurance / Requirements:

The Town of Chelmsford Shall be named as Additional Insured

Suspension of License

The Permitting Authority reserves the right to suspend or revoke a contractor's license. Three (3) documented incidents of poor quality of work or unwillingness to comply with these regulations shall result in the suspension of license for one (1) year and three (3) years' probation. Once on probation, one (1) documented incident of poor performance shall result in the suspension of license for one (1) year and three (3) years' probation, to be added to (and not served concurrently with) the original probation.

Additionally, the authority may suspend, revoke, or refuse to issue a license if, in the opinion of the authority, the contractor is not adequately skilled or competent to undertake work under this license.

III. UTILITY REQUIREMENTS

Permits and their associated fees are herein established for General Construction, Street Occupancy, sewer service connections and land disturbance.

General Construction

These projects are defined as follows:

- Any excavation within the Town’s right-of-way or work on Town owned infrastructure.

Street Occupancy/Driveway Paving & Aprons

This is defined as any work, which does not require excavation, but does require equipment to work or occupy area within the right-of-way (ROW). Examples of this type of work include but are not limited to:

- Driveway paving/widening
- Obstruction of a sidewalk
- Placement of equipment or materials on or adjacent to the road.

Permits to perform work on Chelmsford Street – partial (from Dunkin to Lowell Line), Gorham Street, Littleton Road – partial (from Ginger ale Plaza to the Westford Line), Princeton Street, Tyngsboro Road, North Road – partial (from rotary to Princeton Street) must be obtained from the Town of Chelmsford as well as MassDOT.

Sewer Service Connections

These projects are defined as follows:

- Any work involving the relocation, installation, removal, modification, or capping of sewer services. This is determined by Chelmsford DPW.

Sewer Service Pipe Gravity

- The property owner is responsible for the sewer line from the structure to the sewer main typically identified as the wye connection in as-builts.
- Cleanout is required 10' from foundation at transition from 4" to 6" pipe.
 - If allowed by plumbing inspector and DPW inspector a cleanout may be placed in the 4" prior to the transition. This cannot be done without approval from both parties.
- The sewer service shall be 6-inch SDR35 PVC after ten (10) feet from the foundation.
- Sewer pipes shall be installed at a **minimum** of 4' deep. If this cannot be done, additional insulation will be required. 4" thick total by minimum 4' width polystyrene insulation. Back filled with sand (no stones >1/2").
- Sewer pipe should be placed on compacted 3/4" crushed stone to 95% density, placed to 6" depth on laterals, 12" over mains.
- Sewer shall be installed at a slope to achieve a peak flow velocity between 2 and 10 feet per second.
 - Minimum slope of 0.25 inches per foot of pipe run (2.0%). Maximum slope not to exceed with 1.2 inches per foot of pipe run (10%).
- Green sewer tape and stone are required for all installations, **NO EXCEPTIONS**.
- New foundations or additions that require foundations via building permits cannot be placed directly on sewer services. Sewer lines will need to be relocated.
- Horizontal separation from potable water lines a minimum of 10 feet horizontally.
 - In the case where the 10-foot separation cannot be met, or if the sewer is above the water line or within a certain distance of a storm drain, a 10-foot sleeve encasement will be required.

Other Required Sewer Permits

If required, the following permits and/or designs must be provided to the Permitting Authority prior to the issuance of a sewer connection permit.

Grease Traps – Building/ Board of Health (Trench permits required with DPW)

Floor Drains – Building/ Board of Health (Trench permits required with DPW)

Grinder Pump Sewer Connection

The preferred method for discharge of sewage from an individual building or group of buildings to the Town's sewer system is by gravity flow. The use of Grinder Pumps shall be considered

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after alternatives for gravity service connections has been thoroughly considered and, in the opinion of the Town of Chelmsford Department of Public Works, cannot reasonably discharge to the Town's sewer system by gravity flow may discharge to the Town's sewer system by means of Grinder Pumps, upon approval of said Grinder Pumps by the Town of Chelmsford Department of Public Works.

- Grinder pumps will be permitted only in those circumstances when gravity sewer service would be impractical, unreasonably expensive, environmentally destructive or otherwise not feasible. Following shall be some considerations for approval of Grinder Pumps, but is not limited to:
 - Topography considerations create difficulties and significant additional expenditures.
 - Groundwater conditions present difficulties in construction and maintenance.
 - Significant rock formation presents impractical application of standard construction methods.
- Permission by the Town of Chelmsford Department of Public Works to install Grinder Pumps does not eliminate the need to obtain any applicable permits from other Town Departments or the State.
- The Town of Chelmsford Department of Public Works shall permit the use of Grinder Pumps on an individual basis, based upon the presence and significance of the factors set forth.
- Permission to allow the use of the Grinder Pumps shall be provided, in writing, issued by the Director of Public Works or his/her designated agent.
- Each Owner/Applicant requesting permission the use of Grinder Pumps for a property shall provide such information as the Town of Chelmsford Department of Public Works may request, including the following but not limited to:
 - Drawings of proposed Grinder Pumps, plans and profiles of location.
 - Shop drawings with pump curve, design criteria, material specifications, wiring diagram and warranty information.
- Each Owner/Applicant shall apply for a permit and shall be responsible for all of the costs related to the installation of a Grinder Pump
- All installations of Grinder Pumps shall be inspected and approved by the Town of Chelmsford Department of Public Works prior to backfilling. A Permanently attached "Maintenance Label" shall be a condition of approval. Such label shall state:
 - "Maintenance costs for the Grinder Pumps are the Town of Chelmsford's responsibility."
- The label shall be provided by the Town.

- The Homeowner and Town shall each be furnished with a complete set of instructions, technical bulletins, prints, drawings and/or any other information required for the proper operation, maintenance, and repair of the Grinder Pumps

OWNERSHIP AND MAINTENANCE

- A. In order to ensure that the Chelmsford public sewer system operates in an environmentally safe and appropriate manner, the costs of residential Grinder Pumps and the associated appurtenances and controls installed shall be the responsibility of Town of Chelmsford. Ownership of the grinder pump shall remain with the homeowner. The Town of Chelmsford shall not be responsible for the purchase and maintenance of Grinder Pumps servicing commercial properties or for residential properties comprised of four or more units.
- B. The Town of Chelmsford shall use a qualified contractor experienced in the maintenance and replacement of all elements of the Grinder Pump.
- C. All warranties for Grinder Pumps shall be enforced by the Town of Chelmsford against the applicable manufacturer or appropriate agent.

Storm Water Connections

- Storm drains, culverts, and related installations, including catch basins, manholes, and curbing shall be installed as necessary to provide adequate collection and treatment of surface water from all streets within the project area. The storm water system shall be designed to the satisfaction of the Permitting Authority.
- Any stormwater structure on a street intended to be accepted as a public way, other than catch basin or drain manhole, must be located outside of the town's right-of-way on private property and maintained by an individual or homeowner's association. An Operation and Maintenance plan, acceptable to the Permitting Authority, shall be submitted prior to the issuance of a connection permit.
- For purposes of standardization, the water quality inlet Best Management Practice (BMP), intended to be owned and maintained by the Town shall be Stormceptor Units manufactured by Rinker Materials.

Table 2.3: Setbacks for Infiltration Structures

General Setback Requirements:

Soil Absorption Systems for Title 5 Systems: 50ft.

Private wells: 100 ft.

Public wells: Outside Zone I

Public reservoir, surface water sources for public water systems and their tributaries:
Outside Zone A

Other surface waters: 50 ft.

Property Line: 10 feet

Building foundations: >10 to 100 ft., depending on the specific type of infiltration BMP. See infiltration BMP for specific setback.

Specific BMPs have additional setback requirements. See Chapter 2 of the Stormwater Handbook.

Sump Pump mitigation design criteria:

Drainage system connection

- Cover -
 - Gravity pipe – 3' minimum

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- Pressure pipe – 4’ minimum
- Connect to structure (CB or DMH), inline connections not allowed.
- If installing pipe within the ROW outside the edge of pavement in front of adjacent properties then the applicant must obtain a signed agreement with abutter allowing the installation.

Infiltration systems

- Designed by a Professional Engineer
- Test pit to determine ground water elevation & soils classification.
- Soils evaluation
- Seasonal high groundwater elevation - 2’ min separation to bottom of system.
- Min. design capacity for 1,200 GPD
- Overflow incorporated into design.
- Setbacks
 - Building foundation – 10’ min
 - Private well – 100’ min
 - Property line – 10’ min
 - Surface water – 50’ min
 - Title 5 leaching system – 50’ min

IV. GENERAL CONDITIONS

Plan/Profile Requirements

Before any permit is issued, a complete plan and profile may be required with the application, showing the following:

1. Location of proposed construction.
2. Exact location of all existing utilities within the proposed construction area that the proposed construction would cross.
3. Elevations of existing underground facilities crossed or connected to by proposed installations.
4. Elevations of proposed construction at all conflict (crossing) points.
5. Inverts at all proposed manholes or cleanouts.
6. Plan shall be at a horizontal scale of 1 inch = 40 feet (1" = 40') or greater.
7. Profile shall be at a vertical scale of 1 inch = 4 feet (1" = 4') or greater.

Horizontal/Vertical Separation

Sewers shall be laid at least 10 feet horizontally from any existing or proposed water line. In cases where it is impractical to maintain a 10 foot horizontal separation, at the discretion of the Permitting Authority, the sewer and water lines may be installed in the same trench with 18 inches of vertical separation.

General Requirements and Restrictions

1. Permits will only be issued to contractors licensed with the Town.
2. No street opening permits shall be issued between November 15 and April 1, except in case of emergency, as determined by the Permitting Authority.
3. Street Paving Restrictions:
 - No Street paving after October 1 or before May 1. Trench patching is allowed.
 - Pavement surface or base shall be free of signs of free moisture (film of water) and debris(sweeping may be required).
 - The temperature shall be 55 degrees Fahrenheit & rising.
4. Permanent patching is required for all street openings, at a minimum, the following items will be required:
 - Temporary trench patch shall match existing Pavement Thickness.
 - The Contractor shall undertake a permanent patch consisting of trench grind one and one half (1.5) inch to two (2) inches and inlay, with one (1) foot cutback. Determination to be made by DPW inspector.
 - If multiple trenches are required for a parcel:

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- IF edge of trench to edge of trench is < twenty (20) feet pavement patching shall be continuous through all trenches, with one (1) foot cutback.
5. Street opening permits during the first five years (5-year moratorium) of newly constructed/paved roads will be denied.
- Approval of work on moratorium roads will require exemptions. Approval will be at the sole discretion of the Chelmsford DPW Director or her appointed representative. The following requirements, at a minimum, will be required:
 - Temporary trench patch shall match existing pavement thickness. Minimum pavement thickness four (4.0) inches, maximum pavement thickness eight (8) inches.
 - Trench shall be allowed to settle for one (1) year.
 - The Contractor shall undertake a permanent patch consisting of trench grind one and one half (1.5) to two (2) inches and inlay, with one (1) foot cutbacks perpendicular and curb to curb, edges shall then be infrared within one year or paving, or edges shall be crack sealed with a modified asphalt compound and a detacking material shall be a boiler slag aggregate, detacking agent, or similar product designed to prevent tracking of freshly applied sealants within years 2-5 of paving.
6. If the proposed street opening for underground work affects more than fifty (50) feet of roadway area measured longitudinally, the Permitting Authority has the option of requiring grind and inlay, or a complete curb to curb pavement overlay of the affected area.
7. Except for emergencies, work shall be limited to the hours of 7:00 AM to 4:00 PM. On the primary streets work shall be limited to the hours of 9:00 AM to 3:00 PM unless approved by the Permitting Authority.
8. Except in emergencies, no work shall be allowed on Saturdays, Sundays, and legal holidays. In addition, **no new work shall** commence on Fridays.
9. No opening or excavation in any street shall extend beyond the centerline of the street before being backfilled, and the surface of the street temporarily restored.
10. No more than 100 feet measured longitudinally shall be opened in any street at any time, except by special permission of the Permitting Authority.
11. If the road patch starts to fail, the contractor must respond and repair the pavement on a primary street within four (4) hours of notification. On all other roadways, the contractor must respond within twenty-four (24) hours of notification, unless a safety hazard exists. If a safety hazard exists, the contractor must respond within four (4) hours of the notification. If the contractor fails to respond within the required time, the Department of Public Works will repair the trench and bill the contractor for such repairs.
12. Should it be determined by the Permitting Authority that work of an emergency nature must be accomplished by the Public Works personnel, the total cost of labor and materials shall be charged to the permit holder.
13. Unless permission is granted by the Permitting Authority, all work must be completed within seven (7) days of commencing the work on primary streets. Once the work is complete, the pavement shall be temporarily patched and the permanent trench patch shall be the following construction season, allowing the trench one year to settle.

14. All existing drainage facilities including, brooks, streams, canals, channels, ditches, culverts, catch basins, and piping, shall be adequately safeguarded so as not to impede drainage or to cause siltation of downstream areas. If the contractor damages or impairs through circumstances beyond his control, any of the aforesaid drainage facilities, he shall repair the same within the same day.

15. No work, other than of an emergency nature, shall be authorized during snow and ice storms and subsequent snow removal operations.

16. Access to private driveways and fire hydrants must be always maintained during construction operations.

17. The contractor shall be responsible for obtaining all permits required for his equipment, workforce, or operations (such as blasting) in the performance of the work.

18. In granting any permit, the Permitting Authority may attach such other conditions thereto as may be reasonably necessary to prevent damage to public or private property or to prevent operation from being conducted in a manner hazardous to life or property or in a manner likely to create a nuisance. Such conditions may include but shall not be limited to:

- limitations on the time of the year in which the work may be performed.
- restrictions to the size and type of equipment ,which work within the right of way.
- routes upon which materials and equipment may be transported.
- location and manner of disposal of excavated materials.
- requirements for dust control, street cleaning, noise prevention, or other activities that may be considered a nuisance.
- regulation as to the use of streets during the course of the work.

19. Any utility work requiring an inspection from the Engineering Division, must be scheduled forty eight (48) hours. Any inspection conducted after 4:00 P.M. will result with the Contractor paying the minimum of four (4) hour overtime rate.

Abandonment of Utilities

Town utilities and service connections may be abandoned in place upon approval of the Permitting Authority, subject to the following conditions:

- All pipes shall be sealed by installation of cap, bulkhead, or other means.
- Structures shall be filled and castings removed.
- Gate boxes shall be removed.

Testing – Sewer & Manholes

Sewer Mains

1. On completion of a section of sewer, including building connections installed to the property line, the Contractor shall install suitable bulkheads as required, dewater and test the sewer for leakage.

2. Unless otherwise approved, the section shall be tested using low pressure air test procedures. If circumstances permit, the Town Engineer may require testing by infiltration or exfiltration.
3. If either infiltration or exfiltration testing is permitted by the Engineer, the test shall be conducted for at least twenty four (24) hours. The amount of infiltration or exfiltration shall not exceed 100 gallons per inch-diameter per mile of sewer per twenty four (24) hours.
4. A low pressure air test, if conducted, shall be performed as follows:

- Low pressure air shall be introduced into the sealed line until the internal air pressure reaches 4 psi greater than the maximum pressure exerted by the groundwater that may be above the invert of the pipe at the time of the test.
- At least two minutes shall be allowed for the air pressure to stabilize in the section under test. After the stabilization period, the low pressure air supply hose shall be quickly disconnected from the control panel. The time allowed in minutes for the pressure in the section under test to decrease from 3.5 to 2.5 psi (greater than the maximum pressure exerted by the groundwater that may be above the invert of the pipe) shall not be less than that shown in the following table:

Pipe Diameter (inches)	Time (minutes)
6	3.0
8	4.0
10	5.0
12	5.5
15	7.5
18	9.0
21	10.0
24	11.5
27	13.0

Sewer Manholes

1. Inspect for visible leakage after backfill with ground water at normal level.
2. Locate visible leakage inside manhole.
3. Repair leaks.
4. Each manhole shall undergo a vacuum test as specified below.
 - Each manhole shall be vacuum tested immediately after assembly and prior to backfilling.
 - All lift holes shall be plugged with an approved non-shrink grout.
 - Stub-outs, manhole boots, and pipe plugs shall be secured to prevent movement while the vacuum is drawn.

- Installation and operation of vacuum equipment and indicating devices shall be in accordance with manufacturer's recommendations.
- A vacuum of 10 inches Hg (4.9 psi) shall be drawn, and the vacuum pump shut off. **The test shall pass if the vacuum remains at 10 inches Hg or drops to 9 inches Hg (4.4 psi) in a time greater than one minute.**
- If the manhole fails the test, necessary repairs shall be made and the vacuum test and repairs shall be repeated until the manhole passes the test.

Maintenance of Traffic

1. Two-way traffic must be maintained at all times. If work is not complete at the end of the day, the travel lane must be reopened to traffic for overnight use either by placement of a temporary patch or a road plate of sufficient size to completely cover the street opening.
2. All open excavations shall comply in accordance with Chapter 82A of the Massachusetts General Laws 520 CMR 14 Excavation & Trench safety regulations.
3. All excavated material shall be placed so that vehicular and pedestrian traffic may be maintained at all times. If the excavation becomes a hazard or if it excessively restricts traffic at any point, then special construction procedures shall be taken, such as limiting the excavation and prohibiting stockpiling material in the street.
4. All street excavations shall be completely closed at the end of each work day. Backfilling or use of steel plates of adequate strength to carry traffic shall be used.
5. If uniformed police officers are required on site by the Police Department, they shall be provided at the contractor's expense.
6. Safety and traffic control methods, types of signs, warnings, lights, and barriers shall be provided by the contractor, and shall be in accordance with the latest edition of the Manual on Uniform Traffic Control Devices.

Detours

1. All detours must be approved by the Chief of Police or appointed representative and the Permitting Authority. The contractor shall supply a Traffic Management Plan clearly showing the location of work, the detour route, and the location and wording for all traffic signage.
2. Safety and traffic control methods, types of signs, warnings, lights, and barriers shall be provided by the contractor, and shall be in accordance with the latest edition of the Manual on Uniform Traffic Control Devices.

Cleanup and Property Restoration

1. The contractor shall frequently cleanup all refuse, debris, and other material generated by his operations. The site of the work and the adjacent areas affected thereby shall at all times present a neat, orderly and workmanlike appearance.

2. The contractor must employ at all times during the progress of his work adequate safety precautions to prevent injuries to persons or damage to property. The contractor shall provide adequate material, equipment and labor to correct any and all areas deemed unsafe by the Permitting Authority.
3. Where material or debris has washed or flowed into or has been placed in existing water courses, ditches, gutters, drains, pipes, structures, such materials or debris shall be entirely removed and satisfactorily disposed of during progress of the work and the ditches, channels, drains, pipes, structures, and work shall, upon completion of the work, be left in a clean and neat condition.
4. The contractor shall restore or replace, when and as directed, any property damaged by his work, equipment or employees to a condition at least equal to that existing immediately prior to the beginning of operations. To this end, the contractor shall do, as required, all necessary highway or driveway, walk and landscaping work. Materials, equipment, and methods for such restoration shall be as approved by the Permitting Authority.
5. The contractor shall replace loam, grass, and plantings that existed prior to the work. Also, the contractor shall repair any walls, curbing, walks or other structures damaged during his work, back to the original condition.
6. Before the work is deemed to be complete by the permitting authority, the contractor shall perform a final cleanup to bring the construction site to its original condition.

Miscellaneous

The Department of Public Works will not issue a Street Opening Permit for any street within an active subdivision. It is the responsibility of the contractor to obtain permission from the subdivision owner, for any such street openings. An “active subdivision” is one that the Planning Board has not yet certified as fully meeting the conditions and requirements of the approved subdivision plans and/or one with respect to which the Town continues to hold any surety for the performance of the developer’s obligation under such a plan.

Fees

Type	Cost
Residential Sewer Connection	\$ 200.00
Sewer Cut and Cap (Disconnect)	\$ 100.00
Sewer change permit (re-routing/repair)	\$ 100.00
Commercial Sewer Connection (per line)	\$ 300.00
Road Opening (\$5/linear foot (min \$75))	Variable
Drain Permit	\$ 200.00
Land Disturbance (Minor)	\$ 100.00
Land Disturbance (Major)	\$ 200.00
Trench	\$ 50.00

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V. SPECIFICATIONS, DETAILS, AND APPLICATIONS

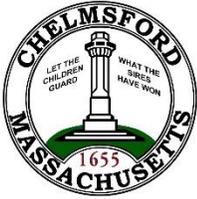
Construction Methods & Materials

All work and material shall comply in all respects to the Massachusetts Highway Department (MHD) "Standard Specifications for Highways and Bridges" 1995 Edition or later. In addition, the following list of materials required by the Town for purposes of standardization:

- All sewer main shall be PVC SDR 35. (6" min. Services, 8" min. Mains.)
- All Water Quality Units (intended to be owned by Town) shall be Rinker Material Stormceptor Units.
- All drain lines shall be Reinforced Concrete Pipe Class IV or ADS PVC Pipe.
- All catch basin frame and covers shall be Neenah Foundry product number 3589-A or equivalent American made equal.
- All manhole frames and covers shall be Neenah Foundry product number R-1720 or East Jordan Iron Works product number 00211211 (frame) and product number 00211044CO1 (cover) or equivalent American made equal.
- All manhole covers at a minimum shall have the specific utility name, i.e. sewer, drain, water, etc., casted into the cover.

The contractor shall submit one set of copies of shop drawing/specifications for all materials used to the Town Engineer for approval prior the start of work. The contractor shall schedule a pre-construction meeting with the Town Engineer prior to the start of work.

VI. UTILITY PERMIT APPLICATION



Town of Chelmsford DPW/Engineering Division
9 Alpha Road
Chelmsford, MA 01826
978 250 5228
www.townofchelmsford.us

Permit Num: _____
Date: _____
Fee: _____
Check Num: _____
Sketch: _____

Type of Permit: Drain Permit Sewer Permit General Construction
Trench Permit Driveway Permit Street Opening Land Disturbance

Project Location: _____

Contractor/Company: _____

Contact Name: _____

Contact Number: _____ Emergency Contact Number: _____

Digsafe: _____ Length/Width Opening: _____

Purpose of Project:

Approximate Start Date:

Building Permit Number (If Applicable):

Excavator/Competent Person: _____ Contact: _____

Insurance Certificate #: _____ Insurance Company Name: _____

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

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inspect the work for conformity with the conditions attached hereto and the laws and regulations governing 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.

All permit applications shall also include the following statements pursuant to M.G.L. c.82A, §3 (3) and (5) (i), (ii):

1. “Persons engaging in any trenching operations shall familiarize themselves with the federal safety standards promulgated by the Occupational Safety and Health Administration on excavations 29CFR 1926.650 et.seq., entitled Subpart P Excavations.”

2. “By applying for, accepting and signing this permit, the applicant attests to the following: (i) that he has read and understood the regulations promulgated by the Department of Public Safety with regard to trench safety; (ii) that he has read and understood the federal safety standards promulgated by the Occupational Safety and Health Administration on excavations: 29 CFR 1926.650 et.seq., entitled Subpart P ‘Excavations’”.

Applicant Signature: _____ **Date:** _____

Excavator Signature (If different): _____ **Date:** _____

Property Owner Signature (If Different): _____ **Date:** _____

OFFICE USE ONLY

Permit Granted/Denied: _____

Approved By: _____ Date: _____

Final Inspection: _____ Date: _____

Comments: _____

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VII. CONTRACTOR'S LICENSED APPLICATION

APPLICATION FOR CONTRACTOR'S LICENSE

Name: _____
 Address: _____
 Email: _____
 Company: _____
 Phone: _____
 Cell Phone: _____ (Emergency Contact Number)
 _____ (Emergency Contact Name)

In the table below please list all employees authorized to obtain permits for the company. Anyone who is not included in this table will not be allowed to pull a permit from this department. **By submitting this application, a contractor agrees to the Town of Chelmsford's Street Opening/Utility Connection Rules and Regulations.**

Name	Phone Number	Email

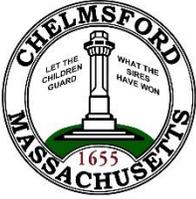
OFFICE USE ONLY

Trench Safety Application
 Certificate of Insurance
 Street Opening Bond
 Erosion Control Agreement
 3 Letters of Reference (New Applications Only)

Approved By: _____ Date: _____

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VIII. TRENCH SAFTEY PERMIT APPLICATION



Town of Chelmsford DPW/Engineering Division
9 Alpha Road
Chelmsford, MA 01826
978 250 5228
www.townofchelmsford.us

Trench Permit

Pursuant to GL c82A subject. 1 and 520 CMR 7 et seq. (as amended). This permit must be fully completed prior to consideration.

By signing this form, the applicant/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 agrees 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 has failed to comply therewith including police details and other remedial measures deemed necessary by the municipality.

The undersigned applicant, agrees 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.

Name of Applicant: _____

Address: _____

Phone Number: _____

MA Hoisting

License Number: _____

License Grade: _____

Expires: _____

Competent Person: _____

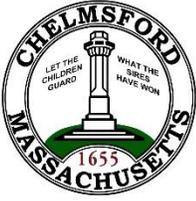
Name: _____

Signature: _____

Date:

Street Opening/Utility Connection
Rules and Regulations
Last Update: April 2025

IX. EROSION CONTROL AGREEMENT



Town of Chelmsford DPW/Engineering Division
9 Alpha Road
Chelmsford, MA 01826
978 250 5228
www.townofchelmsford.us

Erosion Control Agreement

Erosion control devices must be installed prior to any earth disturbance. Any earth disturbance of over an acre requires a special permit from EPA <https://www.epa.gov/npdes/epas-2017-construction-general-permit-cgp-and-related-documents>. The erosion control devices must protect storm drains and retain the sediment on site. Public streets must be swept daily and kept clean and free of debris. The contractor assumes all responsibility and liability for any and all erosion control devices.

In addition, the Contractor must exercise effective waste management. No pollutants are to enter the drainage system or waterways either on site or off-site. Stockpiles are not allowed within 100' of a wetland and must be protected with a silt fence. All erosion control is to be maintained in good working order until final stabilization of the site. Any construction activities within 100 feet of wetlands should be coordinated with the Conservation Commission.

This Agreement only includes a partial list of requirements. For a complete list of requirements refer to Chelmsford Code §142-6, §195-40, §195-104 and §202-25. All Town requirements will be enforced by the Building Commissioner and DPW Director (or their designees). Non-compliance is subject to fines of up to \$300/day and/or remediation.

I certify that I have read the above information. Any questions concerning these policies have been discussed with the Building Commissioner, DPW Director or their designees. I understand I am responsible for all fines incurred for non-compliance of these policies.

Name: _____

Address: _____

Email: _____

Company: _____

Phone: _____

Cell Phone: _____ (Emergency Contact Number)

_____ (Emergency Contact Name)

Street Opening/Utility Connection
Rules and Regulations
Last Update: April 2025

X. AS-BUILT STANDARDS

The As-built must be a stand-alone document that clearly depicts new infrastructure and any modification of approved project design plans. The drawing will be legible and reproducible without loss of readability. All non-standard or proprietary infrastructure must be labeled manufacturer's make/model, and if necessary, includes design details and/or structure cut-sheets. Approved plans & inspection reports should be used to compile the as-built. Applicants are also welcomed to use DPW/Engineering Division's inspection field notes & photos that apply.

Format

- Submitted in Portable Document Format (PDF), CAD, and stamped hardcopy.
- D-size sheets (24"x36"), labeled with the text "AS-BUILT"
- Datum: Vertical – NGVD88, Horizontal – NAD83
- Line weight and thickness to emphasize new infrastructure, while subduing preexisting features.

Plan Contents

- Stamped by PE or PLS with certification

I certify that these plans were prepared under my supervision and all survey measurements, materials, sizes, field conditions and related information are based on a field survey, most recent record drawings, and available inspection reports.

- Contours, invert elevations, and size/material of utilities installed or affected.
- Actual dimensions and details of installed structures per shop drawings.
- Significant changes of infrastructure dimensions, materials or locations clearly noted.
- Shop drawings, cut sheets, and manufactures Operation and Maintenance schedules.
- Source information used to compile drawings clearly noted.
- Abandoned infrastructure labeled with type, size, and material.

Additional Information

- Copies of source information used to compile As-Built
- Inspection reports as required by Town Boards/Commissions.