



TOWN OF MILTON

DEPARTMENT OF PUBLIC WORKS
629 RANDOLPH AVENUE
MILTON, MA 02186
www.townofmilton.org

CHASE BERKELEY, P.E.
Director of Public Works
JOHN P. THOMPSON, P.E.
Town Engineer
THOMAS MCCARTHY
Assistant Director of Public Works

JOHN J. CALABRO
Manager of Wires and Maintenance
CHRISTOPHER TRUDEL, E.I.T.
Civil Engineer
KATHLEEN M. BOWEN
Senior Administrative Clerk – Conservation

March 29, 2018

Attention: Town of Milton - Drainlayers

Re: Drainlayers Application and **NEW PERMITTING LOCATION / HOURS**

The Town of Milton is now accepting applications for Drainlayers for the 2018 construction season (application is attached). Drainlayers are required to provide a \$5,000.00 Drainlayers Bond and a \$5,000.00 Street Opening Bond, as well as a current "Certificate of Insurance" with the Town of Milton listed as additional insured, to the limits described in this application package.

If you are interested in continuing to work in the Town of Milton for 2018, please complete the application and submit it with a \$100.00 application check (payable to "Town of Milton") to Kathleen Bowen at 629 Randolph Avenue, Milton, MA 02186 before April 27, 2018. Each Drainlayer must review all the attached information, including referenced material, and sign the page indicating that they have read and understood all of Milton's regulations and the Milton DPW permitting protocol. Please understand that these regulations as they pertain to construction standards, as well as the permitting protocol as it pertains to permit processing and inspections will be strictly enforced.

PLEASE BE ADVISED – Beginning the week of April 16, 2018, the DPW Permitting location and hours will change. **Permitting Office Hours will be TUESDAYS and THURSDAYS ONLY between the hours of 8:30 AM and 10:30 AM at the NEW ENGINEERING OFFICE (2nd floor of Town Hall, 525 Canton Avenue).**

Thank you for your cooperation. If you have any questions or concerns, please feel free to contact me at 617-898-4869.

Sincerely,



John P. Thompson, P.E.
Town Engineer

cc: Chase Berkeley, PE, Director of Public Works
Thomas McCarthy, Asst. Director of Public Works
Christopher Trudel, Civil Engineer

General Information

DRAINLAYERS MUST BE BONDED AND INSURED:

Licensed Contractors are required to provide a **\$5000.00** street opening bond and a **\$5000.00** drainlayers bond.

They must also file a "Certificate of Insurance" with Town of Milton listed as additional insured:

Commercial General Liability: \$ 1,000,000.00 per Occurrence
 \$ 2,000,000.00 General Aggregate
 \$ 2,000,000.00 Completed Product

Automobile Liability Insurance: \$ 1,000,000.00 combined single limit

Three letters of recommendation and/or three Names and Telephone numbers from other Towns must be provided along with a **\$100.00** application fee.

Renewals must be submitted before April 27 for the calendar year 2018.

Permits Are Required For:

Any utility work (water, sewer, or drain) including repairs and work on private property, any street opening (or excavation in the right-of-way), stormwater management or run-off control, any new or modified driveway entrances, or Street/Sidewalk occupancy.

Also, as of March 1, 2009, permits are required for any trench excavation within Town limits, on public and PRIVATE property, regardless of purpose. A separate trench permit and application fee will NOT be required when excavation work is included under another general permit application; however, all the required trench permit information (Operator license information and trench locations) will still be required before permit approval.

ON LARGE SCALE OR COMMERCIAL DEVELOPMENTS, THE ENGINEERING DEPARTMENT SHOULD BE CONSULTED: THE NUMBER OF PERMITS NEEDED AND APPLICABLE FEES SHOULD BE DISCUSSED PRIOR TO PERMIT APPLICATIONS BEING SUBMITTED.

Permit Applications:

Utility and Street Opening permits will be available between April 15, 2018 and November 15, 2018

All permits are to be logged out from the Engineering Office at Milton Town Hall (525 Canton Avenue). Permitting hours are Tuesdays and Thursdays, 8:30 AM to 10:30 AM.

All permits require a non-refundable application fee of \$ **75.00**. All applicable connection fees and deposits will be due before permits are approved; Water, Sewer, Stormwater and Application fees must be paid with separate checks. Checks should be made payable to "Town of Milton."

All permits, excluding only repairs to existing water and sewer services, require a plan and/or narrative of the proposed work be submitted with completed application for review and approval.

All permits should be completed with all the required information, including but not limited to: Dig Safe number, Contractor's signature, detailed plan, and operator information and trench locations.

For new houses - All DPW permit fees and deposits must be paid in full prior to issuance of a house number by the Engineering Department. A house number receipt will then be issued to the applicant for the purposes of obtaining building permits with the Inspectional Services Department.

Once permits are approved, the Department of Public Works requires 72-hour notification prior to start of work for utility mark outs and scheduling of inspections. All notifications and scheduling must be coordinated with the DPW at 617-898-4900 (press option 3).

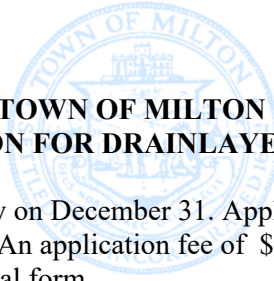
Milton DPW - Permitting Protocol **APRIL 2018**

General Requirements

- All permits, barring emergencies, will require a **MINIMUM two-day review period**.
- Permits will be reviewed only **AFTER** required information is provided and fees have been paid.
- For all NEW services (water, sewer, and drain), engineered drawings will be required, stamped by a Professional Engineer. Drawings will **NOT** be required for water service relays (in place). Proper drawings showing dimensions, elevations, slopes, materials used, and/or any other pertinent information will be required for all other work, including repairs.
- Once a permit is approved, the contractor will be notified, and he may schedule an inspection date and time.
- All Inspections **MUST** be scheduled through the DPW at 617-898-4900 (press option 3). If there is no answer, leave a message and someone will get back to you as soon as possible.
- Inspections **MUST** be scheduled **72 business hours** in advance of work, barring emergency.
- Inspections may need to be rescheduled if inspectors are unavailable or if pre-marks cannot be made. Kathy Bowen will notify you as soon as possible if work must be rescheduled.
- **ALL** permits will be considered **EXPIRED** 30 days after their original approval date. A new permit and application fee will be required.

Inspections

- A specific Inspector will be identified at the time your inspections are scheduled.
- Do not backfill any excavations or bury any work without permission from your inspector.



**TOWN OF MILTON
APPLICATION FOR DRAINLAYERS PERMIT**

A Drainlayers Permit expires annually on December 31. Applications are accepted from January 1st to April 30th of each year. An application fee of \$100.00 must accompany each completed new application and renewal form.

NAME OF APPLICANT:

BUSINESS NAME AND ADDRESS:

MAILING ADDRESS (IF DIFFERENT):

TELEPHONE NUMBER:

EMAIL ADDRESS:

Note Well: A valid and active email address MUST be provided to receive any correspondence relative to approval of permits, scheduling of inspections, and all future drainlayer applications.

PREVIOUS BUSINESS NAME(S) (IF ANY):

This application is (Circle One): A RENEWAL A NEW APPLICATION

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

OWNER NAME (IF DIFFERENT): _____

Please put my name on list to be given to Milton Residents (Circle One): NO YES

Drainlayer Certification

Please review the Town of Milton's Water, Sewer, Right-of-Way, and Drainlayer Regulations, all of which can be found online on the Town of Milton Website, on the Department of Public Works Page under "Permits and Regulations," or at the direct link of:

<http://www.townofmilton.org/permits-and-regulations>

Please review the Town of Milton's Stormwater Management Bylaw, which can be found online on the Town of Milton Website, on the Department of Public Works Page under "Stormwater Management," or at the direct link of:

<http://www.townofmilton.org/stormwater-management>

Please review the fact sheets entitled "Milton DPW Permitting Protocol," "General Information," and any other materials that are included in this application package

After review of all of the above materials, if you have any questions or concerns, please call the Engineering Department at 617-898-4900. Otherwise, please sign the following certification:

I hereby certify that I have read Milton's Water, Sewer, Right-of-Way, and Drainlayer Regulations, and the Town of Milton's Stormwater Management Bylaw, and that I understand all of the regulations as they pertain to any work that I may perform in the Town of Milton, including (but not limited to):

- permit applications, permit and connection fees, and inspection requirements;*
- excavations in the right-of-way and on private property;*
- construction of, connection to, and repairs on water, sewer, and drain utilities and services;*
- bedding materials, backfill, compaction, and patching requirements;*
- as-built requirements;*
- stormwater management permit requirements;*
- driveway entrance permit requirements;*

Further, I certify that I have read the Milton DPW Permitting Protocol and I understand that the permitting, approval, and inspection procedures described therein will be strictly enforced.

Print Name: _____

Company: _____

Signature: _____

Date: _____