

# 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*

January 30, 2020

Attention: Town of Milton - Drainlayers

Re: Drainlayers Application

The Town of Milton is now accepting applications for Drainlayers for the 2020 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 2020, 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 15, 2020. 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.

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 15 for the calendar year 2020.**

### **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, 2020 and November 15, 2020

All permits are to be logged out from the DPW Administration Office at the Milton DPW Yard (629 Randolph Avenue).

All applicable permit fees and deposits will be due before permits are approved. Fees and deposits must be made by check, 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. Plans for NEW CONNECTIONS must be stamped by a MA Registered Professional Engineer.

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. Upon receipt of all the required fees, a house number will be issued to the applicant for the purposes of obtaining building permits with the Inspectional Services Department.

**Once permits are approved, the applicant will be notified. ONCE 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 Kathy Bowen at the DPW Office, or by phone at 617-898-4900 (press option 3).**

### **NEW FOR 2020**

**THE ONLY EXCEPTION to the 72-Hour notification process described above will be for legitimate emergency situations. Please contact John Thompson, Town Engineer at 617-898-4869 to discuss these situations on a case-by-case basis.**

**Sewer emergencies shall be defined as situations where subject properties have issues with non-clearable flow blockages, use of fixtures at the premises, or laterals that are in danger of imminent failure.**

**Sewers that backup due to roots or other routine blockages that can be adequately cleared SHALL NOT be considered emergencies, especially for the contractor's convenience of scheduling work inspections. Any contractor found to be abusing this rule will be at first warned in writing, and then subject to license suspension and revocation as detailed in the Town's *Drainlayer Regulation*.**

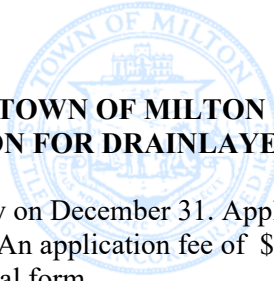
## Milton DPW - Permitting Protocol 2020

### 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 MA 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 1<sup>st</sup> to April 15<sup>th</sup> 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:

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*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: \_\_\_\_\_