



NORTH SMITHFIELD SEWER DEPARTMENT

APPLICATION FOR APPROVAL

SEWER SYSTEM CONNECTION / EXPANSION / MODIFICATION

Please carefully review the instructions for completion of this application which begin on page 6. 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 and A on page 2) must be filled in or the application shall be returned as incomplete. If any item does not apply, mark as not applicable. Application must be filed at least 45 days prior to the anticipated start of any work.

48 HOURS NOTICE MUST BE GIVEN TO THE NORTH SMITHFIELD SEWER DEPARTMENT BEFORE WORK CAN BEGIN 401-767-2200 X305

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

Tax Assessor's Plat: _____ Lot: _____

4. Project Type (check all that apply):
1) Residential Connection – 1 unit (with existing service connection lateral) _____
2) Residential Multi-Unit Connection: 2 - 4 Units _____
5 – 10 Units _____
greater than 10 units _____
condominium _____
3) Residential Connection (NO existing service connection lateral) _____
4) Industrial / Commercial Connection _____
5) Sewer Extension for Residential Development / Subdivision _____
6) Sewer Extension for Industrial / Commercial Development _____
7) Pumping System(s) required _____
8) Repair _____

5. Applicant's Name: _____
Company Name (if applicable): _____
Applicant's Address: _____
Phone#: _____ Cell Phone #: _____ Fax #: _____

Applicant's Signature (required): _____ **Date:** _____
(Letter of the Owner's authorization is required if Applicant is not the actual owner of the Property)

6. Owner's Name: _____
Company Name (if applicable): _____
Owner's Address: _____
Phone#: _____ Cell Phone #: _____ Fax #: _____

Owner's Signature (required): _____ **Date:** _____

Note that the Applicant(s) and/or Owner(s) signature(s) certify that the General instructions have been reviewed, that the application is complete and accurate, and Applicant(s) and/or Owner(s) agree to fully comply with the Town's Sewer Ordinance as a condition of the application approval

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at

http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.”

The information below pertains to the property owner:

A) The following information is requested by the Federal Government in order to monitor our compliance with various civil rights laws. You are not required to furnish this information, but are encouraged to do so. The law requires that we may not discriminate based upon this information, nor whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations we are required to note the race and sex on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.

I do not wish to furnish this information _____

REQUESTED CIVIL RIGHTS COMPLIANCE INFORMATION:

Ethnicity:	Hispanic or Latino	_____
	Not Hispanic or Latino	_____
Race/National Origin:	American Indian or Alaskan Native	_____
	Asian	_____
	Black or African American	_____
	Native Hawaiian or Other Pacific Islander	_____
	White	_____
Sex:	Female	_____
	Male	_____

7. Design Engineer's Name (if applicable): _____
Design Engineer's RI P.E. Registration #: _____
Company Name (if applicable): _____
Design Engineer's Address: _____
Phone#: _____ Cell Phone #: _____ Fax #: _____

8. Drainlayer name (if applicable): _____
North Smithfield Lic. # _____ or RI MP Lic. # _____
Company Name (if applicable): _____
Drainlayer's Address: _____
Phone#: _____ Cell Phone #: _____ Fax #: _____

If any one or more of item #4-3, 4, 5, 6, 7, 8 are selected on the application, a complete submission including project / system plans, specification and supporting documentation, prepared by a Registered Professional Engineer registered in the State of Rhode Island, will be required and all items in the Project Data Section of this application must be completed. All items (1-10 and A on page 2) 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).

<u>Type</u>	<u>Flow in gallons per day (gpd)</u>		<u>Ultimate (i.e., buildout of property)</u>	
	<u>Specific to this project / phase</u>	<u>Avg. Daily</u>	<u>Avg. Daily</u>	<u>Peak Daily</u>
Residential:	_____	_____	_____	_____
Industrial:	_____	_____	_____	_____
Commercial:	_____	_____	_____	_____
Infiltration:	_____	_____	_____	_____
TOTALS:	_____	_____	_____	_____

4. Commercial Building: Total Square Footage _____
Restaurant: Total Number of Seats _____

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

6. 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)

7. 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

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

	Not Required	Submitted	Pending	Approved
North Smithfield Planning Board				
North Smithfield Zoning Board				
North Smithfield DPW				
RIDOT PAP				
RIDEM Water Resources				
RIDEM Wetlands				
Dig Safe #				
Woonsocket Industrial Pretreatment				
Tax Collector				
Easement Required				
Others:				

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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.):

10. Schedule of Fees (fees include one (1) inspection. Additional inspections shall be \$25 per hour / minimum charge \$50)

Residential	1 unit	\$200.00
Residential multi-unit connection		\$400.00
Commercial		\$300.00
Industrial		\$500.00

Projects requiring full/part-time inspection will be billed on actual cost incurred. Payment shall be made prior to the start of construction.

North Smithfield Sewer Department use only:

	Initials	Date	Comment
Property ownership verified			_____
Letter provided if Owner not Applicant			_____
Application not Complete – returned			_____
All items (1-8 and A on page 2) Complete			_____
Application sent for Tech review			_____
Application Approved			_____
Applicant notified of Approval			_____
Payment Received			_____
Woonsocket Industrial Pretreatment			_____

Comments:

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NORTH SMITHFIELD SEWER DEPARTMENT
APPLICATION FOR APPROVAL
SEWER SYSTEM CONNECTION / EXPANSION / MODIFICATION
GENERAL INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

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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 North Smithfield 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 North Smithfield Sewer Department. 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 North Smithfield Tax Assessor's Plat(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 aid the applicant in the procurement of an Approval. A careful review of these guidelines, as well as the Town's Sewer Ordinance and Standard Sanitary Sewer Requirements, by the applicant will help ensure that the initial submittal will meet the minimum requirements of the North Smithfield Sewer Department. 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 Sewer Department may issue review comments, which need to be addressed by the applicant prior to the Sewer Department 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 North Smithfield Sewer Department is required prior to the start of any construction on any Project / System

- The property and service connection lateral shall be clearly indicated on Sewer Department record drawings, available at Sewer Department office. If there is any question of service connection lateral availability based on record drawing review by the Sewer Department, then 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 drainlayer shall prepare and provide an accurate Plan for the property to be connected in conformance with the Standard Sanitary Sewer Requirements, as follows.
 - o The plan submitted must be sufficiently clear and complete so as to demonstrate full compliance with the Town's Sewer Ordinance and Standard Sanitary Sewer Requirements.
 - o All construction must be in strict accordance with the Town's Sewer Ordinance and Standard Sanitary Sewer Requirements.
 - o Plan may be prepared by the applicant's drainlayer. The drainlayer must be licensed by the Town.
 - o Upon approval of the applicant's application, the drainlayer may then obtain the actual construction permit from the Sewer Department office. At the time of issuing a construction permit, a permit fee will be due and payable. The fee is required to be paid by check made payable to the Town of North Smithfield.

If any one or more of item # 4 – 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 – 10) are not completed the application shall be returned as incomplete.

The information listed on page 2 and item A are required by the USDA. If item A is answered (can take option to not furnish the information), the answers are based on the property owner's demographics.

Items #5 through #10 are self-explanatory, but please note the following.

The applicant will be the formal contact agent for all official correspondence to and from the North Smithfield Sewer Department. The signature of the design engineer, drainlayer 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 Town's Sewer Ordinance.

If the applicant is not the owner(s) of the property(ies), then item #6 must be completed to identify the current owner(s). If a company is named in items #5 and/or #6, then 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 Sewer Department, any non-construction related terms and/or conditions placed on the approval by the Sewer Department must be completed. Prior to actual construction, the applicant must retain a licensed drainlayer, approved by the North Smithfield Sewer Department in order to secure a permit to construct.

Prior to receiving the construction permit, the selected drainlayer shall submit:

- If the drainlayer was not named as the drainlayer on the Application when it was approved, then the selected drainlayer 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 Town's Sewer Ordinance.
- 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 Department 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 Sewer Department until all items have been submitted and found satisfactory to the Sewer Department.

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

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

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

The Project / System shall be isolated from the North Smithfield Sewer Department's sanitary sewer system until all terms, conditions and requirements have been complied with, any fees due are paid in full, and the applicant receives written final acceptance from the North Smithfield Sewer Department.

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

- Town of North Smithfield's Sewer Ordinance
- Town of North Smithfield's Standard Sanitary Sewer Requirements

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