



## Water Tie – in Application

### Potable Water and Fire Suppression

Page 1 of 4

Dear Applicant:

Applying for Potable water and Fire suppression, tying into the Charlton Water System. Water is provided from the Town of Southbridge, Charlton's operator. This is the process needed to be followed

Water connections must be made by a Charlton & Southbridge licensed drain layer. All work is inspected by Southbridge, by appointment 24 hours prior (7am – 3pm) M-Fr through their DPW office, located at 185 Guelphwood Rd. Southbridge, MA 01550. Their hours are 8am-4pm M-F. Application for connection approval for water supply form must also be obtained and filled out. Payments for their services will require payment by check, to the Town of Southbridge at the D.P.W.

Charlton departments ( listed on the following pages ) must be visited and sign off on pages attached before proceeding to the Town of Southbridge's water application process. When the attached pages have been signed off, please bring the package with copies of all permits issued, back to the Water & Sewer Commission at 8A Worcester Road. The Charlton Water & Sewer Department will review the application before making copies, and the resident takes the application to the Town of Southbridge DPW for their water connection.

Payments for the Charlton permits are to be made out to the Town of Charlton. Each department will inform you as to what their costs are and will sign off on appropriate pages attached. This acknowledges payment and that this application has been reviewed by them.

Home Owners / applicants are made aware that any water pressure less than 35 psi ( approximate elevation of 915 feet ) at the highest free flowing tap, will require a booster pump to be installed, maintained and operated at the home owner's / applicant's expense.

Application is good for (6) six months from issue/Renewals (90 days), upon request available from this office.

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



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

Received By: _____
Date: _____
Amount: _____
Check # _____

**Water Tie – in Application**

**Property-Applicant**

Street Address \_\_\_\_\_ Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Owner name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Contact person if different \_\_\_\_\_ Phone \_\_\_\_\_  
*Potable water: ( Y ) / ( N ) Line size \_\_\_\_\_ ; Fire Suppression ( Y ) / ( N ) Line size \_\_\_\_\_*  
Owner's Signature: \_\_\_\_\_ Date : \_\_\_\_\_

**Responsible Party**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**Contractor**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**Water & Sewer Department 508-248-4953**

\$25.00 Fee
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Tie in card received and reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
Trench Permit No. \_\_\_\_\_  
Charlton Drain Layers License No. \_\_\_\_\_  
Southbridge Drain Layers License circle one Yes No  
Hoisting License No. \_\_\_\_\_  
DIG Safe No. \_\_\_\_\_  
Water & Sewer Department 1<sup>st</sup> sign off \_\_\_\_\_ 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)."

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



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Fax: (508) 248-0917

**Water Tie – in Application**

Town Collector's Office 508-248-2293

Town Collector \_\_\_\_\_ for All Projects (MGL c. 40 § 57)

Highway Department 508-248-2212

( Only needed if working within the street )

Sign off \_\_\_\_\_ Date \_\_\_\_\_

Department of Inspectional Services 508-248-2241

Any work performed to the plumbing and/or electrical systems require permitting from the Department of Inspectional Services. The Charlton W&S will be forwarding the above information to the Inspectional Services Department. Any work performed without proper permits will be prosecuted to the fullest extent of the law.

Water & Sewer Department 508-248-4953

Final review before going to Southbridge \_\_\_\_\_ Date \_\_\_\_\_

Southbridge review and process

Southbridge DPW for review and completion of their process

Copy of Southbridge approval received \_\_\_\_\_ Date \_\_\_\_\_

Copy of Southbridge Tie card received \_\_\_\_\_ Date \_\_\_\_\_

Final Inspection approved sign off \_\_\_\_\_ Date \_\_\_\_\_

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



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

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, must include depth

This document must be provided to both water departments immediately upon completion as the actual installation of the water connection.

This Tie Card Sketch serves as a certificate of completion.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



**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  
                   Steve Wandland,                      Water & Sewer Administrator

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 _____	<b>Trench permit \$10.00</b>
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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:

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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](http://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.

April 10, 2009





# 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](http://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.

April 10, 2009

- **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 from 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., O<sub>2</sub> <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