



**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 5. 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) must be filled in or the application shall be returned as incomplete. If an item does not apply, mark as not applicable. Application must be filed at least 45 days prior to the anticipated start of any work.

**GENERAL PROJECT INFORMATION**

- 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 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.

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, specifications 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) 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).

Type	Flow in gallons per day (gpd) Specific to this project / phase		Ultimate (i.e., buildout of property)	
	Avg. Daily	Peak Daily	Avg. Daily	Peak Daily
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 or Force Main (ft)	Size (in.)	Design Flow (gpd)
b.	Name of Street	Length of Sewer or Force Main (ft)	Size (in.)	Design Flow (gpd)
c.	Name of Street	Length of Sewer or 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
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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:	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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.):

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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.

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**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) 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**

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 the 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.
  - 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.
  - All construction must be in strict accordance with the Town's Sewer Ordinance and Standard Sanitary Sewer Requirements.
  - Plan may be prepared by the applicant's drainlayer. The drainlayer must be licensed by the Town.

- 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.

**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 associated 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 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