



**TOWN OF NEEDHAM, MASSACHUSETTS**  
**PUBLIC WORKS DEPARTMENT**  
WATER & SEWER DIVISION  
**500 Dedham Avenue, Needham, MA 02492**  
Telephone: (781) 455-7550 Fax: (781) 449-9023

4/28/20

**TO START PROCESS - Must obtain Drain Permit online @**  
<https://needhamma.viewpointcloud.com>  
**\$100. fee charged for Residential & \$200. fee charged for Commercial**

## **DRAIN SYSTEM CONNECTION REQUIREMENTS**

Please note that no street openings will be allowed between November 15 and April 1 during the winter season. Any connections by the Contractor during the winter season will be accomplished on the subject private property and will be considered temporary until the street can be opened for permanent connection as required.

**NOTE:** At all stages of the construction of the drain connections to Town facilities the **Water and Sewer Division (W&S) Inspectors must inspect the work**. Call W& S Inspectors, Mon. – Fri., 7:00am – 3:30pm at (781) 983-2632 or (781) 389-6117, 48 hours in advance to schedule an appointment.

The procedures outlined below are for rehabilitation of existing property, tear-downs and new construction. Connections to Town owned drains are typically from interior sump pumps, perimeter/underdrain systems, vertical dewatering points/wells or a combination of these. The property owner should discuss the designs with a competent contractor or engineer.

### **PRIVATE DRAINS ARE PRIVATE PROPERTY**

The proposed drain from private property to Town of Needham drain system is being built by and for the convenience of the property owner. The Town of Needham has no responsibility to record, protect, mark out, maintain or service a private installation. The only responsibility that the Town of Needham DPW has in this proposed work is to verify that the construction of the private drain on Town property is done in accordance with the specifications and requirements of the Town of Needham standards. Protection from damage to the private drain is the responsibility of the property owner. It is recommended that the property owner or contractor register the proposed work with DIGSAFE **(1-888-DIGSAFE)**, which will ensure that notification will be made prior to any construction in the area of this work.

### **HOLD THE TOWN HARMLESS**

Prior to the Town of Needham issuing a Drain Connection Permit the Contractor shall have the property owner complete the Hold Harmless letter at <https://needhamma.viewpointcloud.com> stating that the proposed connection to the Town owned drain system is at the risk of the owner and that any damages to the drain system will be at no cost to the Town, said costs to be borne by the property owner. Additionally, the property owner shall acknowledge that the Town of Needham hereby warns the property owner of the possibility of surcharges in the drainage system that could create a backup into the property and structures involved and holds the Town harmless. Further, the property owner is the sole beneficiary of the proposed work and that work is the property and responsibility of the owner for maintenance and upkeep. Upkeep includes the maintenance of any soil, sidewalk or pavement settlements and the restoration of public or private property as necessary.

**Provide a Registered Plot Plan**

The Contractor shall provide, for approval, to the Town of Needham DPW Water and Sewer Division a plot plan drawn up by a registered land surveyor. Accompanying the plot plan will be a general description of the proposed system. The plot plan will show the subject house, the route of the discharge line, clean out points and the connection point to the Town drain system. It will also indicate the elevation of pertinent parts of the private drain system including but not limited to, perimeter drain, basement floor, inside sump invert, connection point elevation and the elevation of the drain manhole in the street or right of way.

**CONSTRUCTION OF A PRIVATE DRAIN SYSTEM**

- The Contractor/Excavator is required to fill out the Drain Permit & Owner Authorization Form at <https://needhamma.viewpointcloud.com> to request permission from the Town of Needham DPW. Current fee is \$100.00 residential & \$200. Commercial property. The above described Plot Plan will be submitted with the Drain Permit.
- The Contractor/Excavator is required to obtain a "Street/Sidewalk Crossing Permit" at <https://needhamma.viewpointcloud.com> which has a current fee of \$325. The permit requires a plot plan, a **DIG SAFE** number, a \$5000 Surety Bond (in lieu of drainlayers license) and a General Liability certificate of insurance with "Town of Needham" as certificate holder.
- Contractor/Excavator must call for appointment 48 hours in advance to coordinate with the W&S Inspectors at (781) 389-6117 or (781) 983-2632.
- The Town requires a visual inspection and **sign off by W&S Inspectors**,
- The Town requires horizontal ties to permanent structures to be recorded by the owner, for the owner's convenience.
- During the construction process the W&S Inspectors will visit the site periodically;
- At no time does the Town supply free water,

The Contractor will notify the W&S Inspectors when the new permanent drain connection is to be made;

- Abandoned services will be capped at the main.
- All applicants shall provide a plan to be reviewed and approved by Engineering and Water and Sewer Division.
- The new drain line will be bedded in and covered with a minimum of 6" of crushed stone.
- The new drain line shall be tied into the nearest catch basin to the property.
- The new line shall be constructed in such a way that allows for extensions to the line as needed.
- The pipe shall be 6" PVC pipe
- W&S Inspectors must visually inspect the work of the Contractor for proper connections, proper installation of new pipe and correction of entry conditions prior to backfilling.
- If work is backfilled prior to the requisite inspection of the Needham W&S Inspectors, the Needham DPW, Water and Sewer Division will deny use of the drain system.