



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096 Fax (603) 335-4352

www.rochesternh.net

New Construction Permit Guidelines

The purpose of this package is to assist contractors and developers in obtaining all necessary permits and scheduling all necessary inspections with the Public Works Department (DPW). This package does not address any building, fire or planning requirements. All water and sewer installers must be licensed with the City of Rochester. License application can be found on the City's Website or be obtained by calling (603) 332-4096.

1. Public Works Permit Applications

- a. **Driveway Permits:** for any new or modified driveway within limits of the right-of-way of any street or highway in the City of Rochester. Entrances from highways under the jurisdiction of the state of New Hampshire shall also secure a permit from the NHDOT.
- b. **Excavation Permit:** for any excavation work within the City of Rochester.
- c. **Sewer/Water Service Connection Permit:** For any new water or sewer connection.
- d. **Sewer Capacity Permit:** New or expanding customers (other than single family homes) are required to pay a \$2.00 per gallons per day reserve capacity assessment fee. This permit is required to be approved and paid for prior to receiving a building permit.
- e. **Commercial/Industrial Waste Questionnaire:** For all new commercial or industrial sewer connections.
- f. **Sewer/Water License:** Annual license for any contractor working on public water or sewer services.
- g. **Stormwater Management and Erosion Control Permit:** For any project disturbing or impacting a land area greater than 5,000 cumulative square feet.

2. Inspections:

It is the contractor's responsibility to notify the Public Works Department 24-hours prior to beginning any work that requires inspections. Note that these inspections are scheduled and conducted separately from the fire department and code enforcement.

- a. **Sewer/Water Connection:** A Public Works representative should be present during any connection to the public infrastructure. Inspection sign-off required to activate obtain a water meter and to activate the water service.
- b. **Excavations:** A Public Works representative should be notified before any excavation work within the City of Rochester Public Right-of Way.
- c. **Sewer Tests:** A Public Works representative should be present for all vacuum and leakage testing.
- d. **Water Tests:** A Public Works representative should be present for all pressure and bacteria testing.
- e. **Stormwater Management and Erosion Control:** A Public Works representative may visit the site during construction to confirm the Best Management Practices and Erosion Control measures described in the permit to ensure that are being properly installed and maintained.

3. Scheduling Work:

- a. **Sewer/Water Connection:** Coordinate with the DPW to schedule water and sewer connections and inspections by calling (603) 332-4096.
- b. **Excavations:** Coordinate with the DPW to schedule inspections for final patch repair by calling (603) 332-4096.
- c. **Water Meter:** Coordinate with the Utility billing Office at (603) 335-7501 to schedule water meter installations. **WATER METERS WILL NOT BE INSTALLED WITHOUT PROPER INSPECTIONS.**



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Driveway Permit Application Permit Fee \$150

Owners Name: _____ Date of Application: _____

Owners Address: _____

Property Address: _____ Telephone # _____

Cell/Business #: _____ Map # _____ Lot # _____

Owner's Email Address: _____

Do you want your permit emailed to the email address above? Yes or No

Will the driveway impact wetlands and/or will it impact any area within 50 feet of wetlands? Yes or No

Was this lot created prior to September 23, 2003? Yes or No

Will you be installing a culvert as part of this driveway application? Yes or No

DESCRIBE DRIVE LOCATION (Provide narrative and sketch in the space provided below. If necessary attach addition sketches, images, maps, etc. to the back of this application. **If installing a culvert please provide size, material and direction of flow.**)

Contractor Information:

Contact Name _____ Business Name: _____

Address: _____

Telephone # _____ Cell/Business # _____

Email Address: _____

I _____ Do hereby request permission for a DRIVEWAY ACCESS PERMIT and I have reviewed, understand and agree to abide by the applicable City of Rochester regulations and ordinances and any State Agency requirements that may apply

OWNERS' SIGNATURE: _____ **Date:** _____

Owner or Owner's agent

City of Rochester, New Hampshire
DRIVEWAY APPLICATION CONTROL REGULATIONS

1. No permit shall be required for any existing driveway, entrance, or approach unless the grade or location of the existing driveway is changed.
2. The grade of the approach at the location to be agreed upon is to be such as will permit a safe and controlled approach to the highway at all seasons and so designed that no water will discharge from the approach upon the paved surface of the highway.
3. Drainage structures necessary to maintain existing highway drainage are to be furnished and installed by owner and are to be designed to meet all Department of Public Works and Highway Specifications.
4. Anyone who excavates or disturbs the shoulders, ditches, sidewalks, embankments, or surfaces or improved for travel of any highway shall restore them to the satisfaction of the Director of Public Works
5. The Director of Public Works may require that a bond satisfactory to him/her be furnished to the city providing for the satisfactory restoration of the highway.
6. The Director of Public Works will not permit more than one access to a parcel of land unless an all-season sight distance of 400 feet in both directions can be obtained. The location of the access shall be that location deemed to be the safest by the Director of Public Works.
7. No driveway shall be wider than 50 feet, except that a driveway, entrance, exit, or approach may flare beyond a width of 50 feet at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway, entrance, exit, or approach.
8. All driveways shall be a minimum of 20' wide, unless serving a single residential home.
9. There will be no more than two driveways, entrances, exits or approaches from any one highway to any one parcel of land unless the frontage along the highway exceeds 500 feet.
10. The owner of the property to which the access is appurtenant shall have continuing responsibility for the adequacy of the access and any grades, culverts, or other structures pertaining to such access, whether or not located in the public right-of-way.
11. See Section 14 – Traffic and Access Management of the City of Rochester Site Plan Regulations for additional regulations governing General Provisions, Access Management and Site Distance. These regulations apply to Driveway Permits regardless if site plan review or approval is required,.
12. **Penalty:** Any person who violates any provision of RSA 236:13 or any provision of Rochester Ordinance Chapter 15 shall be guilty of a violation, fined \$100, and be liable for the cost of restoration of the highway to a condition satisfactory to the Director of Public Works.

STANDARD TERMS AND CONDITIONS ASSOCIATED WITH A DRIVEWAY PERMIT.

1. Pursuant to NH RSA 236:13, it shall be unlawful to construct or maintain any driveway, entrance, or approach within the limits of the right-of-way of any street or highway in the City of Rochester without a written permit from the Director of Public Works. If the entrance is from a Class I, II, or III highway under the jurisdiction of the State of New Hampshire a permit shall also be secured from the New Hampshire Department of Transportation's District Engineer.
2. The Director of Public Works is authorized to make such rules and regulations as to the grade and location of driveways, entrances, and approaches on said highways as will adequately protect and promote the safety of the traveling public, but s/he shall in no case deny access to property abutting the highway.
3. All driveway permits expire one year from the date of issue if not acted upon. The application fee will not be refunded if the permittee fails to act on any issued permit.



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Excavation Permit Application
Permit Fee \$100

<u>CONTRACTOR INFORMATION:</u>	Date: _____
Name _____	Business Name: _____
Address: _____	
Telephone # _____	Cell/Business # _____
Email Address: _____	
Utility or Purpose: _____	

<u>EXCAVATION INFORMATION</u>	
Street Address of Excavation: _____	
Size of Excavation: _____	Depth of Excavation: _____
(Estimated length and width)	

<u>SKETCH OF EXCAVATION SITE</u>
Please show nearby landmarks (e.g. building w/ address, utility pole, fire hydrants, streets, sidewalks, trees, fences, etc.), the size, and location of excavation. Additional sheets or plan may be attached

PERMIT FEE \$ _____	CASH _____	CHECK NO. _____
SIGNATURE OF APPLICANT: _____		

CONDITIONS ATTACHED IF BOX TO THE LEFT IS CHECKED

_____ Department of Public Works (Authorized signature)	_____ Excavation Permit No.
NOTE: PERMIT NOT VALID WITHOUT AUTHORIZED SIGNATURE AND PERMIT NUMBER	



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Permit Procedure

1. Applicant must obtain a signed and numbered permit before starting any work in the field.
2. Contractor shall provide 24-hours prior notice before work is to begin so adequate inspection can be arranged.
3. All excavation shall be properly backfilled, compacted, and paved areas temporarily patched at the completion of work. In no case shall an open excavation be left overnight unless specifically waived by the Commissioner of Public Works. All temporary patches shall be of an acceptable cold patch material, and all permanent patches shall be of an acceptable hot asphalt concrete mix.
4. Contractor then has 10 days to return the permanent patch completion portion of this application to the Department of Public Works. (See reverse)
5. The City may require that a performance bond be posted. See any permit conditions that may be attached.

NOTE: This Application, which will become an Excavation Permit when fully executed, has been applied for by the Applicant for the purpose of gaining access to the public right(s)-of-way in order to repair, maintain, install, relocate and/or remove materials and/or infrastructure of the City (or of some other governmental entity) and/or of materials and/or infrastructure which is owned and/or controlled by the Applicant, and which is located in, on or above the public right(s)-of-way with the consent and authority of the City of Rochester. To the extent that applicable law provides authority for the City (or other governmental entity) to assess taxes on Applicant, pursuant to RSA 72:23, 1(b), 72:8-a, 73:10 and/or 48-B:4, or otherwise, the City (or other governmental entity) shall impose such tax(es) and Applicant hereby acknowledges his/her/its obligation to pay such taxes to the extent required by applicable law. Failure of the Applicant to pay properly assessed real and personal property taxes by the due date shall be cause for City (or other governmental entity) to terminate any Excavation Permit(s) authorized herein, any then outstanding Excavation Permit(s) held by the Applicant, as well as any authorization of the Applicant to locate its owned and/or controlled materials and/or infrastructure in the public right(s)-of-way.

PERMANENT PATCH COMPLETION

PERMIT NO. _____
TYPE OF PATCH MATERIAL _____
NUMBER OF LIFTS AND THICKNESS #1 _____ #2 _____
APPLICANT'S SIGNATURE _____ **DATE** _____

City use only below

COMPLETION INSPECTION

INSPECTOR _____ APPROVED _____ DENIED _____
 DATE _____ REASON _____

30-DAY INSPECTION

INSPECTOR _____ APPROVED _____ DENIED _____
 DATE _____ REASON _____

1-YEAR INSPECTION

INSPECTOR _____ APPROVED _____ DENIED _____
 DATE _____ REASON _____

City of Rochester, New Hampshire
PROCEDURES AND SPECIFICATIONS FOR EXCAVATIONS
ON CITY STREETS OR RIGHTS-OF-WAY

The following procedures are for all companies or individuals excavating in city streets or rights-of-way. An excavation permit shall be issued by the Rochester Department of Public Works, prior to beginning any excavation within any street or right-of-way owned or controlled by the City of Rochester.

Pursuant to Section 15.5(a) of the General Ordinances of the City of Rochester, anyone wishing to open or excavate in any street or right-of-way must make an application for a permit on a form provided by the Department of Public Works. A **\$100.00 permit fee** must accompany each application for a permit.

Permit holders will be responsible for a permanent patch that meets the specifications of the Department of Public Works for a period of one (1) year from date of initial inspection. Any interim repair will either be done by the permit holder, or the Department of Public Works and costs billed to the permit holder. A bond of indemnity or an escrow deposit may be required for any or all excavations and patches at the discretion of the Director of Public Works. (Ordinance, sec. 15.14)

Applicant must obtain a signed excavation permit before starting any work in the field. City Ordinance (Sec. 15.5(c)) states there is a fine of up to \$500.00 for failure to obtain said permit. This will be strictly enforced.

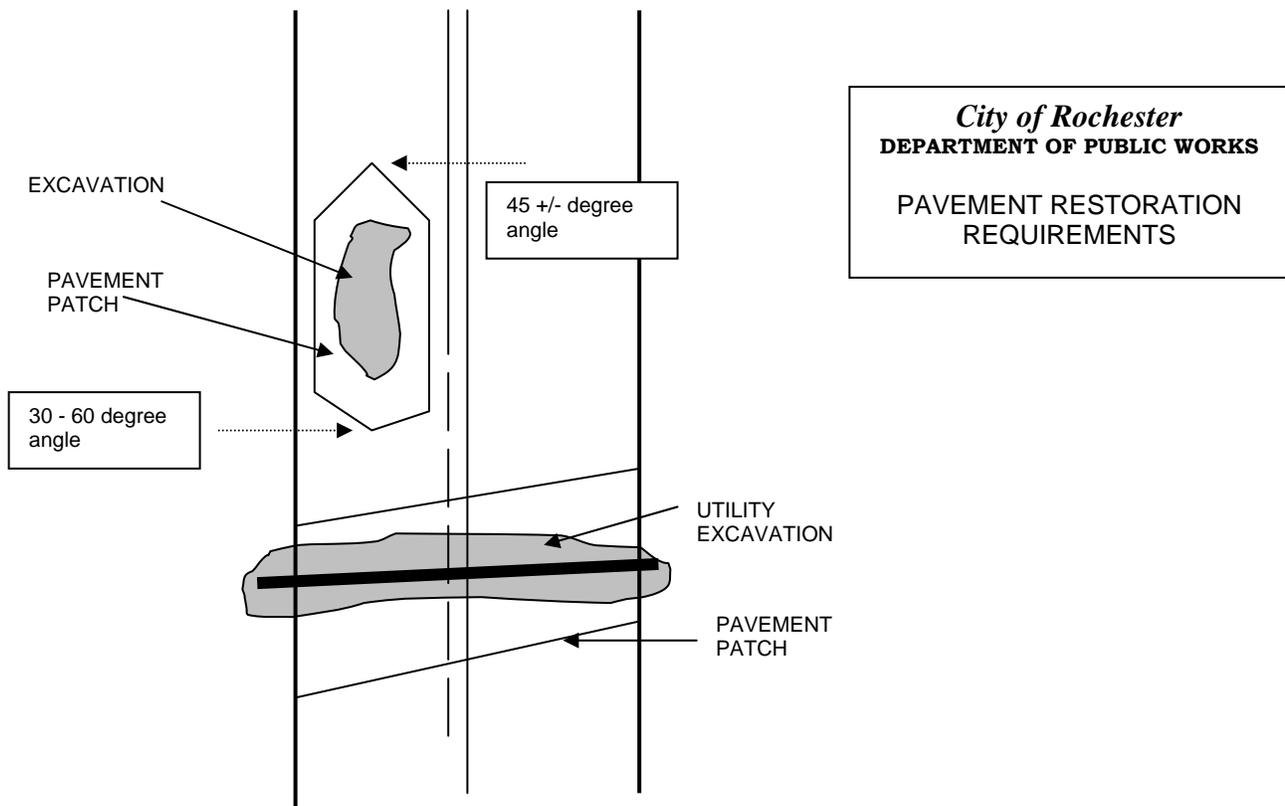
All holders of an excavation permit shall comply with the following requirements. Any violation of any condition of the permit is subject to a \$100.00 fine (Ordinance Sec. 15.15)

1. Any excavation shall be backfilled, compacted, and temporarily patched at the completion of work, in no case shall an open excavation be left overnight unless waived by the Director of Public Works. All temporary patches shall be of an acceptable cold patch material.
2. Applicant shall complete the permanent patch within 20 calendar days of temporary patch but not sooner than complete settlement (7 days recommended minimum) or for winter work (if authorized) within 30 calendar days of availability of hot bituminous concrete. Permanent patch section of permit must be returned to Public Works within **15 days** of completion of permanent patch. Any existing landscaped areas shall be restored with loam, fertilized, and replanted. Any asphalt or concrete sidewalk shall have surfaces of equal depth, kind and quality placed. As work progresses, all streets shall remain free of all rubbish, excess earth, rock and other debris resulting from such work. Public Works will inspect the work. The one-year guaranty period will start at that time. Work will be re-inspected after one year at which time the permit will be retired or the applicant will be notified to repair patch.
3. Prior to installing a pavement patch, all existing edges shall be sawcut with straight, neat, defined edges that intersect with the flow of traffic at angle from between 30 degrees and 60 degrees (e.g. the sawcut edge shall not be perpendicular to the flow of traffic, see diagram). The pavement thickness shall match the pavement thickness of the existing roadway, but shall not be less than the requirements stipulated in the City of Rochester subdivision regulations.
4. No opening or excavation in any street shall extend beyond the centerline of the roadway, before being back filled and the surface of the roadway made passable to traffic.
5. All trenches shall be backfilled with suitable original material with the exception of the required gravel for pavement base at thicknesses required by the City of Rochester subdivision regulations.
6. Every permit holder will be required to place around all openings, excavations, encumbrances or obstructions, sufficient barriers, barricades, lights, warning flags, and danger signs to protect the safety of the general public to the satisfaction of the Director of Public Works. During the hours of darkness, adequate artificial lighting devices are required to call attention to and indicate the actual location of obstructions and hazards.
7. All barricades, warning signs, lights, temporary signals and other protective devices shall conform with the edition of the "Manual on Uniform Traffic Control Devices for Streets & Highways", current on the date of permit application. This manual is approved by the Federal Highway Administrator as the National Standard for all highways open to public travel.
8. A minimum of one lane of traffic shall be provided on all streets at all times. Access shall be provided to all property at night and on weekends, and shall be maintained to all places of business at all times.

9. If a complete street closure is necessary, at least seven (7) working days advance notice is required with confirmation of the proposed closure three (3) working days in advance of the actual street closure. The Director of Public Works will review and approve any detours required. If a detour approved, the permit holder shall erect sufficient signage so motorists are given appropriate warning of the detour and are able to navigate the detoured route as efficiently as possible.
10. If an emergency necessitates the complete closing of a street, the closing will be governed by the "Emergency Provisions" Section of this regulation.
11. Property or street line monuments survey reference points and permanent survey bench marks shall not be removed or disturbed, unless specifically permitted by the Director of Public Works. If any such monuments are removed or disturbed, the permit holder shall be required to have monuments replaced by a licensed land surveyor.
12. Provisions shall be made to provide for proper drainage during construction, and the permit holder shall be responsible for all claims for damage or injury, whatsoever, that may arise from the obstruction or use of any public sewer or drain in connection with the work contemplated under the permit.
13. The Director of Public Works may revoke any permit issued under this regulation at any time.

EMERGENCY PROVISIONS

In the event of an emergency, the Director of Public Works reserves the right to waive any of the provisions of this regulation, and to impose such conditions as she/he may require. If such an emergency exists, the (Police Department, Fire Department and Highway Department, at a minimum), shall be notified immediately by telephone. During the next business day, an excavation permit form shall be applied for at the office of the Director of Public Works.





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Commercial/Industrial Waste Questionnaire

If you are a residential use you do not need to complete this Questionnaire. All other users please answer all questions as completely and accurately as possible. Upon review of this form additional monitoring and/or testing requirements may apply and if so you will be contacted by a representative of the City of Rochester.

1) General Information (please print clearly):

Company Name: _____

Mailing Address: _____

Site Address: _____

Telephone Number: _____ Fax Number: _____

Year Company was Established on Site: _____

Number of Employees: _____

Estimated Flow: Gal/Day: _____ Peak Gal/Hr/Min: _____ / _____

Is business existing, new or relocation: _____

Are there / have there been any wastewater discharge permits issued to this company in the past: Y / N

a) If yes please submit copy of existing or past permits.

b) If yes have there been any permit violations or fines issued (please explain):

2) Identify the type of business conducted at the address above (auto repair, machine shop, electroplating, warehousing, painting, meat packing, food processing, etc...)

3) Briefly describe the manufacturing, production, or service activities conducted at this facility.

4) Standard Industrial Classification Number(s) (SIC) Code for the facility:

BUILDINGS AND GROUNDS • HIGHWAY • WATER • SEWER • ENGINEERING

- 5) Does the facility discharge wastewater to the Rochester Sewer System: Y / N
 a) If yes, is it gravity or pumped: _____
- 6) Does the facility use City Water for any process(es) at the facility: Y / N
 a) If yes, what is the Estimated Flow: Gal/Day: _____ Peak Gal/Hr/Min: _____

 b) If well water is used for any process(es) at the facility, what is the Estimated
 Flow discharge to the Rochester Sewer System: Gal/Day: _____
 Peak Gal/Hr/Min: _____
- 7) Is the facility subject to any of the EPA industrial categories with pretreatment
 standards? (See attached Table 1.)
 a) If no, please state reason.

 b) If yes, specify applicable standard.
- 8) Does the facility utilize any pretreatment as part of the process(es) (Grease
 Traps/Interceptors, Oil/Water Separators, pH Neutralizations, Solids Removal/Settling)
 a) If yes, what types:
- 9) Are there any chemicals stored on site: Y / N
 a) If yes, please enclose complete chemical inventory list.
- 10) Are any spent hazardous wastes removed from the facility by a licensed hauler Y / N.
 If yes, please enclose copy of most recent manifest.
- 11) Are there any spill control practices (pollution prevention program, SPCC plan, etc in
 place at the facility: Y / N. If yes, please describe.
- 12) Are high concentration of conventional parameters such as BOD, TSS, Oil & Grease
 discharged to the Rochester Wastewater Sewer System: Y / N
 a) If yes, which ones.

13) Has the facility's process wastewater pH ever been:

Greater than 9.0 _____? Less than 5.5 _____?

14) Are there any floor drains in the production/chemical storage areas?

a) If yes, where do they discharge to?

15) Are there any anticipated changes within the next year which would affect the facility's discharge: Y / N

a) If yes, please describe.

16) Attached is the City of Rochester's Local Discharge Limitations (Table 1): Does the facility discharge any concentration higher than the limits?

a) If yes, which ones.

17) Please list below the appropriate person within the company to contact regarding the discharge information above.

Contact Name: _____

Telephone Number: _____ e-mail: _____

I certify that the information contained in this questionnaire is familiar to me and the best of my knowledge and belief such information is true, complete and accurate.

Signature

Date

Name

Title

Please return to the City of Rochester, Public Works Department, 45 Old Dover Road, Rochester, NH 03867 Attention: David Green.

**Table 1
Categorical Industries for which Numerical Standards have been Developed.**

Aluminum Forming	40 CFR 467
Battery Manufacturing	40 CFR 461
Coal Mining	40 CFR 434
Coal Coating	40 CFR 465
Copper Forming	40 CFR 468
Electronics Components	40 CFR 469
Electroplating	40 CFR 413
Fertilizer Manufacturing	40 CFR 418
Inorganic Chemicals	40 CFR 415
Iron and Steel Manufacturing	40 CFR 420
Leather Tanning	40 CFR 425
Metal Finishing	40 CFR 433
Metal Modeling	40 CFR 464
Nonferrous Metals Forming	40 CFR 471
Nonferrous Metals Manufacturing	40 CFR 421
Oil and Grease (offshore)	40 CFR 435
Ore Mining and Dressing	40 CFR 440
Organic Chemicals	40 CFR 414
Pesticides	40 CFR 455
Petroleum Refining	40 CFR 419
Pharmaceutical	40 CFR 439
Plastic Molding	40 CFR 463
Porcelain Enameling	40 CFR 466
Pulp and Paper Manufacturing	40 CFR 430 and 431
Steam Electric	40 CFR 423
Textiles and Timber	40 CFR 410 and 429

Schedule A
Local Discharge Limitations

The following are maximum daily discharge limits for the specified pollutants in milligram per liter (mg/l):

<u>Parameter</u>	<u>Concentration (mg/l)</u>
Arsenic	1.1
Cadmium	0.1
BOD	400
Chromium (total)	1.0
Cyanide	1.4
Mercury	0.002
Nickel	0.6
TSS	600
Copper	0.55
Lead	0.14
Phosphorous	15.7
Silver	0.1
Zinc	3.76
FOG	100
pH	5.5 to 9.0
TKN	1.2
Arsenic	3.0

Note: Limits can be found in Chapter 16 of Rochester's Sewer Use Ordinance.



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STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT APPLICATION

APPLICABILITY: Pursuant to Chapter 50 of the General Ordinances, no person shall alter land or engage in any activity which causes or contributes to stormwater runoff discharge, without first having obtained a Stormwater Management Permit (SMP) for land proposed to be altered, or which will be affected by such activity. The owner shall be required to apply to the Department of Public Works and obtain such permit from the Department, prior to undertaking any action. This requirement shall apply to any activity that will disturb or impact a land area greater than 5000 cumulative square feet unless specifically exempted by the ordinance.

INSTRUCTIONS: Please complete this permit application completely and fully. Be sure to review the reverse side. Any omissions may delay the processing of your application and the signing of your permit. This permit is not valid unless it has been signed and numbered in the Shaded Block below. It is recommended that all permittees review Chapter 50 of the General Ordinances of Rochester prior to disturbing significant land areas. The ordinance is available online at the following link http://www.rochesternh.net/Public_Documents/RochesterNH_Clerk/General_Ordinances/ and then click on Chapter 50. Permittees are expected to use available best management practices to prevent the degradation of stormwater runoff from the site and the formation of soil erosion. A Stormwater Management and Erosion Control Plan (referred herein as the "Local Stormwater Plan") must be prepared for larger projects as outlined in Section 50.6(b) of the ordinance. Completed applications can be: (1) dropped off at the address above, (2) faxed in its entirety to the fax no. above, or (3) e-mailed as a .pdf attachment to the Assistant City Engineer.

DATE OF APPLICATION: _____

APPLICANT INFORMATION			
PROPERTY OWNER NAME:			
PROPERTY OWNER ADDRESS:			
CITY, STATE, ZIP:	PHONE NO.	FAX NO.	E-MAIL ADDRESS
CONTRACTOR OR REPRESENTATIVE NAME:			
CONTRACTOR ADDRESS:			
CITY, STATE, ZIP	PHONE NO.	FAX NO.	E-MAIL ADDRESS
INFORMATION ON PROPERTY TO BE DISTURBED			
PROPERTY LOCATION (STREET ADDRESS)		TAX MAP AND LOT NO. (REQUIRED)	
ESTIMATED AREA TO BE DISTURBED (SQ. FT.)	DISTANCE TO NEAREST WETLAND OR WATER BODY (FT)		
DID THE PROPERTY TO BE DISTURBED RECEIVE SITE PLAN APPROVAL FROM THE PLANNING BOARD? Yes <input type="checkbox"/> No <input type="checkbox"/> IF SO, WHEN (date of approval)	PURPOSE FOR LAND DISTURBANCE (check all that apply)		
	<input type="checkbox"/> single family home construction	<input type="checkbox"/> utility construction (water, sewer, drain, gas, etc.)	
	<input type="checkbox"/> commercial development (site plan approved)	<input type="checkbox"/> new subdivision with road construction	
	<input type="checkbox"/> multi-family residential construction	<input type="checkbox"/> logging	
	<input type="checkbox"/> other (please specify)		
I have reviewed and am familiar with the City of Rochester's Stormwater Management and Erosion Control Ordinance (chapter 50). I agree to allow appropriate officials from the City of Rochester on the property referenced in this application to review and monitor compliance with the ordinance.			
Signature of owner or Representative	Printed Name	Date	
See reverse Side More Instructions		Do not write below this line (for official use only)	
PERMIT: Signature below represents that property listed above is permitted to disturb soil provided that all activities are done in accordance with chapter 50 of the General Ordinance of the City of Rochester. Permit not valid unless signed and numbered by an authorized official of Rochester DPW.			
Authorized Signature		Permit No.	

Is your project of such a size that you are required to file a Stormwater General Permit for Construction Activities Notice of Intent (NOI) to the U.S. Environmental Protection Agency (EPA)? These are required when there is a contiguous disturbed area greater than one acre. See <http://cfpub.epa.gov/npdes/stormwater/cgp.cfm> for more information.

Yes No

If so, has an NOI been filed with the EPA?

Yes No

Have you prepared a Stormwater Pollution Prevention Plan (SWPPP) as required by the EPA stormwater program?

If so, please attach a copy of the plan to this application.

Yes No

If you are disturbing less than one acre of continuous area with your project, are you doing any of the following (check as applicable)?

<input type="checkbox"/> Disturbing a cumulative area exceeding 20,000 sq. ft., unless the disturbance is solely related to construction or reconstruction of a street or road?	<input type="checkbox"/> Constructing more than three residential dwellings in the same subdivision or housing project at a time.
<input type="checkbox"/> Phasing more than three building lots per year in an existing or proposed subdivision.	<input type="checkbox"/> Constructing utilities requiring contiguous ground disturbance of more than 20,000 square feet outside the limits of an existing paved roadway.
<input type="checkbox"/> Performing work in or within 35 feet of a permanent or intermittent vernal pool, stream, or bog; within 35 feet of poorly drained or very poorly drained soils, or floodplain; disturbing areas exceeding 2,000 sq. ft. of highly erodible soils, or disturbing areas containing slope lengths exceeding 25 feet on slopes greater than 15 percent. ("critical areas")	

If any of the blocks above are checked, you are required to prepare and submit a Stormwater Management and Erosion Control Plan (Local Stormwater Plan). The plan shall be unique to the site and contain all the information required by sections 50.8 and 50.9 of the ordinance. A Federal SWPPP may be substituted for this plan provided that the SWPPP addresses all the elements of the Local Stormwater Plan.

If you are not required to prepare a SWPPP or a Local Stormwater Plan, briefly describe below what Best Management Practices (BMP's) you intend to use to prevent the movement of contaminated or large quantities of stormwater offsite or into water bodies, stormdrains, wetlands, or to prevent or control soil erosion. **Permit will not be issued without BMP description.**

Prepare sketch of site below. Show prominent features including property lines, structures, streets, critical areas, utilities, and proposed BMPs. If you have a separate site plan, septic design plan, lot plan, or similar plan, you may mark it up and attach it to this application. Sketch not required if a SWPPP or Local Stormwater Plan must be filed.



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Water and Sewer License Application

Are you a licensed plumber in the State of New Hampshire? Yes or No

If so, please provide license # - no City License or fee is required: _____

Name of Firm: _____

Address of Firm: _____

Telephone #: _____

Email Address: _____

For which license are you applying?
Sewer (fee \$100.00/yr)
Water (fee \$100.00/yr)
Both (fee \$200.00/yr)

Names of Persons who will be covered by License (please inform Public Works Department when you desire to add or delete other persons):

- Have you been licensed by the City of Rochester to work on municipally owned water and sewer lines previously? **yes** **no** If so, when? _____

NOTE: If your company has not held a license previously, or has not held a license at any time during the previous three years, please attach Certificate of Insurance **and** names, addresses, and telephone numbers of three references who are familiar with your company's work. The Public Works Department will check references prior to issuing a license.

- Have you ever been denied a license, or has a license to work on municipally owned water and sewer lines ever been revoked by the City of Rochester? **yes** **no** If so, when? _____
- Do you intend to perform water tapping? **yes** **no** If so, please provide references for similar work with other municipalities.

I agree to work on the municipally owned water or sewer lines in a workmanlike manner as required by Rochester Code of Ordinances Chapters 16.6(d) and 17.7(e). Such work shall conform to the requirements of Ordinance Chapters 16 and 17 and any other city standard, as applicable. I also agree to comply with the requirements of Ordinance Chapter 15 regarding obtaining an excavation permit from the Department of Public Works for any excavation that will occur in any right-of-way under the jurisdiction of the City of Rochester and will abide the terms and conditions of the excavation permit. I realize that pursuant to Ordinance Section 15.14, I may be required to furnish a bond of indemnity to the City of Rochester for an amount to be determined by the Director of Public Works, prior to beginning any work. I understand that the Director of Public Works retains the right to revoke the license for just cause in the event that any water or sewer work you, or any person under your responsible charge does not meet the standards for satisfactory work as determined by the Director of Public Works.

Signature Date

(Sign and return this form to the DPW with applicable fee, references and insurance information)

City of Rochester, New Hampshire
PROCEDURES AND SPECIFICATION FOR WORK ON
MUNICIPAL WATER AND SEWER LINES

The following procedures are for all companies or individuals working on municipal water and sewer. A water/sewer license shall be issued by the Rochester Department of Public Works, prior to beginning any work on water or sewer systems owned or controlled by the City of Rochester including water or sewer service connections that will be located under private property.

Pursuant Sections 16.5(a) and 17.5(a) of the General Ordinances for the City of Rochester, anyone wishing to install or work on city water or sewer must apply for a license from the Department of Public Works.

Applicants must obtain a signed water/sewer license before starting any work in the field. All holders of the water/sewer licenses shall comply with the following requirements:

1. Contractor shall notify Public Works at least 24 hours before the start of any work on City water or sewer systems. Any work done without proper notification will not be inspected.
2. ALL work must be inspected by a Public Works official before backfilling.
3. No two contracting firms shall work under one license. No other contractor may work under your license; under this condition a separate license must be applied for.
4. ALL backfill material shall be on site at the time of inspection.
5. All work shall be in conformance with the City of Rochester, Standards of Infrastructure Design and all applicable ordinances.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

Water and Sewer Service Connection Application Permit Fee \$50 for Each Service Request (Includes Inspections)

Water Service _____ \$50.00 Sewer Service _____ \$50.00

OWNER INFORMATION:

(Check one or both)

Name: _____ Date of Application: _____

Address: _____

Map: _____
Lot: _____

Property Address: _____

Telephone #: _____ Cell/Business #: _____

Owner's Email Address: _____

Is the **Water** service New or Existing? New Existing N/A

Is the **Sewer** service New or Existing? New Existing N/A

Is the Service for Residential or Commercial Use RES. COM. N/A

Number of units? _____ Approximate elevation of foundation _____ Current available utilities _____

CONTRACTOR INFORMATION:

Contact Name _____ Business Name: _____

Address: _____

Telephone # _____ Cell/Business # _____

Email Address: _____

Additional Comments: _____

Call 603-332-4096 at least 24 hours in advance for all inspections.

- Sewer/Water License – Any contractor doing **ANY** sewer or water work within a City Road must be licensed by the city to do so. Water taps only by specifically approved contractors as determined by the City and authorized on their Installer's License.
- Public Works representative is to be notified for inspections of any sewer or water connection.
- Public Works representative is to be notified for inspection of third party water pressure and bacteria testing.
- Public Works representative is to be notified for inspection for vacuum testing of sewer manholes and air pressure and mandrel testing for sewer lines
- A city excavation permit is required for any excavation within the City Right-of-Way.