



MEMORANDUM

Date: April 8, 2014
To: Authorized Drainlayers
From: Public Works
Copy: Water Division Staff
Subject: Drainlayer Applications and Renewals

As you should be aware, Drainlayers are authorized by the Town of Northborough on an annual basis which expires on December 31st of each calendar year. Beginning with the 2014 construction season, all drainlayers shall be responsible for submitting the required renewal application accompanied by the \$150.00 application fee along with an updated bond and certificate of insurance for the current calendar year.

Requirements to be an Authorized Drainlayer

Applicants are required to include all items listed below. Incomplete applications will not be considered and will be returned to applicant.

- A. Completed Application and Application Fee:** \$150.00 (*payable to the Town of Northborough*).
Refundable if application is not approved.
- B. Attached Indemnification Statement** (*Notarized*)
- C. Original Insurance Certificates**
Certificates must list the Town of Northborough as an additional insured party.

General Liability

Minimum \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$2,000,000 Annual Aggregate Limit. The Town of Northborough shall be named as an "Additional Insured".

Automobile Liability

Minimum \$1,000,000 Bodily Injury and Property Damage per accident. The Town of Northborough shall be named as an "Additional Insured".

Workers' Compensation Insurance

Minimum as required by law.

- D. \$5,000 Performance and Guarantee Bond**
Provides a guarantee of workmanship.

In order to be an Authorized Drainlayer in the Town of Northborough you must have the proper insurance certificates and bonding as described above for the current calendar year. All Drainlayers are authorized by the Town of Northborough on an annual basis and expire on December 31st of each calendar year.

The following requirements shall be adhered to by all authorized installers:

1. All authorized drainlayers shall use the most recent Water/Sewer Service Applications (enclosed) which are available at the Public Works Administrative Office in Town Hall or online (http://www.town.northborough.ma.us/Pages/NorthboroughMA_DPW/index).
2. The application must be accompanied by a sketch of the proposed work (page two (2) of the aforementioned application) to be considered complete.
3. The completed application and appropriate fee(s) is to be submitted to the Public Works Administrative Office for approval by the Public Works Director. **NO WORK is to begin until the application is approved by the Director.** Upon approval, the drainlayer is to obtain a copy of the approved permit.
4. If a drainlayer commences work prior to the permit being approved and issued, the Public Works Director may stop the work and revoke said permit.
5. Whenever a utility installation requires entry within the Town's right-of-way a road opening permit shall be required. Applications for entry within the street right-of-way are available at the Public Works Administrative Office in Town Hall or online (http://www.town.northborough.ma.us/Pages/NorthboroughMA_DPW/index).
6. The total length of pipe being installed shall be visible for inspection.
7. If a drainlayer does not abide and conform to all local, State and Federal rules and regulations or acceptable and safe engineering and construction practices, then at the discretion of the Director, said drainlayer may be removed from the approved drainlayer list and will no longer be able to perform water and/or sewer service installations in the Town of Northborough.

The Public Works Department will be *strictly enforcing* these requirements and the drainlayer's regulations for utility installations.

Should you have any questions or comments please contact the Public Works Administrative Office at 508-393-5030.



TOWN OF NORTHBOROUGH

PUBLIC WORKS DEPARTMENT

63 Main Street, Northborough, MA 01532 T: (508) 393-5030 E: dpw@town.northborough.ma.us

APPLICATION FOR APPROVED DRAINLAYER

APPLICANT INFORMATION

(Please print)

Company Name: _____

Company Address: _____

Telephone: _____ Email: _____

Contact Name/Position or Title: _____

Application Type: ☐ New ☐ Renewal (skip to APPLICANT SIGNATURE)

COMPANY INFORMATION

Provide names and addresses of all persons having a financial interest in this company. In the case of a corporation, provide names of all officers and directors. In the case of a partnership, provide names of all partners. Attach additional sheet if necessary.

Name	Address

LICENSES / CERTIFICATES

List current, valid approvals from other municipalities. If a master plumber, provide certificate/license number.

Municipality/District	State	Certificate/License Number

EXPERIENCES / REFERENCES

How many years have you or your company been in the business of underground utility installation: _____ years

Provide references of three (3) underground utility installations completed with corresponding letters of reference from these three (3) agencies.

Contact Name	Municipality/District/Governing Agency	Phone Number

The APPLICANT hereby certifies to the accuracy of the information represented in this application. The undersigned hereby applies to become an approved drainlayer in the Town of Northborough and agrees to conform to all lawful rules and regulations relative to the installation of utilities in the Town of Northborough and to provide access for purposes of inspection by authorized agents of the Town.

Signature of APPLICANT is required along with application fee. Checks shall be payable to *Town of Northborough*.

Applicant Signature: _____ Date: _____

Print name: _____

APPROVED BY THE PUBLIC WORKS DEPARTMENT ON BEHALF OF THE WATER AND SEWER COMMISSIONERS

Date: _____
Public Works Director



TOWN OF NORTHBOROUGH PUBLIC WORKS DEPARTMENT

63 Main Street, Northborough, MA 01532 T: (508) 393-5030 F: (508) 393-6996

INDEMNIFICATION

The contractor shall indemnify and hold harmless the Town of Northborough and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of work which is described or otherwise addressed in the attached permit provided that any such claims, damages, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; and is caused in whole or part by any negligent or willful act or omission of the contractor, and or subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

Contractor: _____

Address: _____

Signature: _____

The contractor's signature shall be witnessed by a Notary Public who shall duly notarize this form.

Notary Public: _____
Printed Name

Notary Public: _____
Signature

Date: _____