



Narragansett Bay Commission Checklist for Sewer Alteration Permit Applications

An application is complete and will be reviewed by the Narragansett Bay Commission only if the following items are submitted:

A sewer alteration permit is required from the Narragansett Bay Commission (NBC) for the modification/exposure of any structure(s) (manholes, catch basins, service connections) within the boundaries of the NBC service district pursuant to Rhode Island General Laws (R.I.G.L.) § 46-25-3 (e) and Article 4 of the Rules and Regulations For Use of Wastewater Facilities within the Narragansett Bay Commission as amended.

A sewer alteration permit is required whether or not the alteration results in an increases discharge into the sewer system. Contact the Rhode Island Department of Transportation (RIDOT) and/or the Department of Public Works in the relevant city or town for further guidance in the planning of road construction/other projects.

No work may be initiated until a sewer alteration permit is issued by the NBC and notification prior to starting the project is made. Violation of this provision may subject the applicant to civil and/or criminal penalties of up to \$25,000.00 per day per violation pursuant to R.I.G.L. § 46-25-25.2 and § 46-25-25.3.

1. Complete the attached application form (pages 1 through 3) in its entirety and with the appropriate signatures.

Please Note: The Applicant information listed in item 1, should name the person responsible for the sewer alteration permit, **not** an engineering consulting agency or other parties providing the service.

2. Submit detailed plans of the proposed method to prevent construction debris from entering the sewer system or you may use the suggested method that is attached to this permit application.
3. Should the construction activity require the adjustment of height of an NBC facility, a detail plan must be submitted to show how this adjustment will be achieved.
4. Submit a sketch of a map identifying the location of the project with a North arrow that points up or to the right.
5. Submit a site plan that describes the nature of the project and the work encompassed in the plan. The site plan should indicate at least two (2) points of reference with distance measurements corresponding to each structure or connection to be altered.
6. Submit a minimum of two (2) copies of all maps, plans, drawings, and/or sketches with the sewer alteration permit application.
7. There is no permit fee associated with this sewer alteration permit application.

Any questions regarding this application, please call the Narragansett Bay Commission Permitting Office at (401) 461-8848. Applications can be mailed to Narragansett Bay Commission, Permit Section, One Service Road, Providence, RI 02905.



Narragansett Bay Commission

Sewer Alteration Permit Application For Road Construction/Other Projects

Please Type or Print & Check the Appropriate Boxes

PERMIT NUMBER: _____
F _____
I APPROVED
N REJECTED
A INACTIVE
L INACTIVE
INTERNAL USE ONLY

1. **Project Name:** (Project/Development Name)

Name: _____

2. **Project Owner:** (Permittee contact information)

Name: _____

Company Name (if applicable): _____

Address (Permit will be mailed to this address): _____

City/Town: _____ State: _____ Zip: _____

Telephone #: (Bus.) _____ (Cell) _____ (Fax) _____

Email Address: _____

3. **Project Contractor:** (Company performing the construction activity)

Name: _____

Company Name: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone #: (Bus.) _____ (Cell) _____ (Fax) _____

4. **Project Activities/ Reason for Alteration:**

Road Resurface

New Road

Road Upgrade

Road Repair

Improvements to Landscape Area

Repairs to Individual Sewer Service

Will there be site remediation/dewatering associated with this project that will discharge to the public sewer system? YES* NO

*If yes, a NBC sewer connection permit will be required.



Narragansett Bay Commission

Sewer Alteration Permit Application For Road Construction/Other Projects

5. Property Description:

In which City or Town will the proposed alteration occur? _____

Please provide a plan(s) showing the location of the proposed alteration. The plan(s) should indicate at least two (2) points of reference with distance measurements corresponding to each structure or connection to be altered.

Provide a brief description of work to be done and a list of street(s) to be affected (if applicable).

_____	_____
_____	_____
_____	_____

If road is to be repaved or reconstructed, include the boundaries/street numbers to be impacted.

6. Number of Structures to be Affected:

_____ Manhole (s)
_____ Catch Basin (s)
_____ Service Connection (s)
_____ Other _____

* All structures must be uncovered and visible when the roadway/site work is completed at the end of each work day to allow full 24 hour access to the site in order for the NBC to maintain and upgrade NBC facilities.

7. Debris Prevention System:

Provide a sketch and description of how you propose to prevent construction debris from entering into the sewer system. (Attached to the application is Appendix 1 which shows a suggested design of a debris platform that will prevent debris from entering the sewer system.)



Narragansett Bay Commission

Sewer Alteration Permit Application For Road Construction/Other Projects

8. Construction:

What are the approximate starting and finishing dates of construction?

Starting Date:

Finishing Date:

Please provide information about the Contractor.

Name:

License Number:

Company:

Address:

City/Town:

State:

Zip:

Telephone: (Bus.)

(Fax)

Please provide information about the Contractor's Bonding Company.

Company:

Address:

City/Town:

State:

Zip:

Amount of Bond:

Telephone (Bus.)

(FAX)

If this Sewer Alteration Permit Application is approved, the undersigned applicant agrees to accept and abide by all provisions of the Narragansett Bay Commission's Rules and Regulations for the Use of Wastewater Facilities within the Narragansett Bay Commission district, as amended, and shall in every respect conform to the terms of this application. The applicant shall provide a safe working environment during the construction period. The applicant must report any changes to the information in this Sewer Alteration Permit Application to the Narragansett Bay Commission.

Signature of Project Owner

Date

Signature of Project Contractor

Date



Narragansett Bay Commission

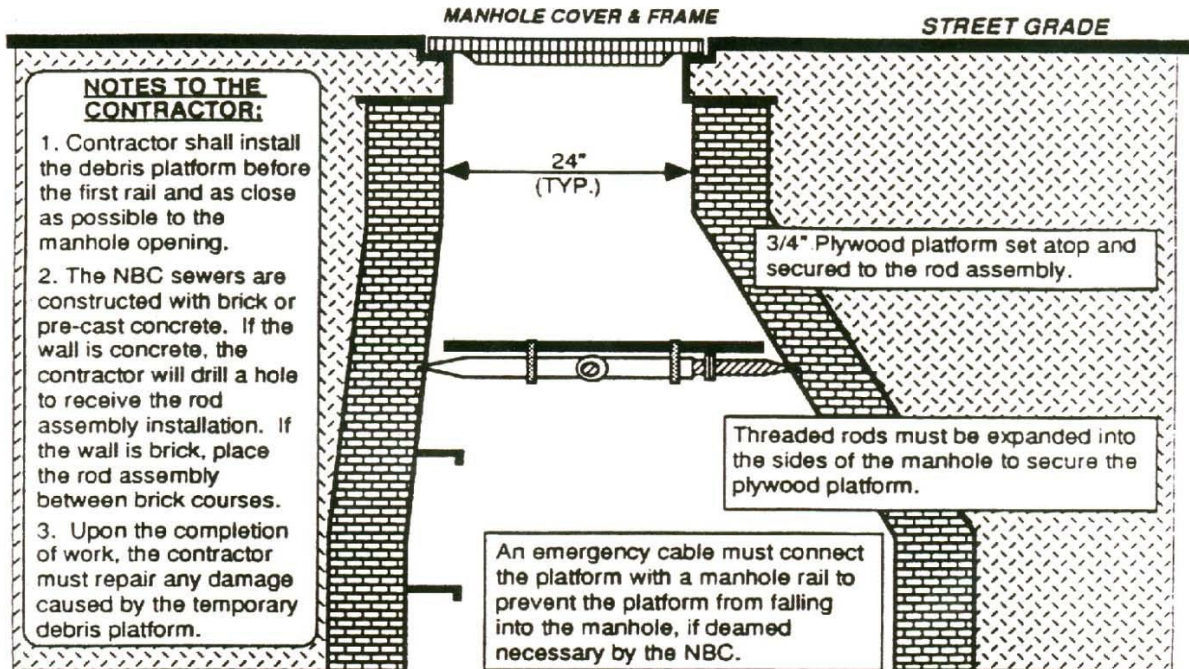
Sewer Alteration Permit Application For Road Construction/Other Projects

DEBRIS PLATFORM EXAMPLE

APPENDIX 1

A debris platform must be installed in all NBC manholes. The contractor shall not remove the manhole frame or cover without the issuance of a Sewer Alteration Permit from the NBC.

SIDE VIEW:



ROD ASSEMBLY DIAGRAM (LUG WRENCH RESEMBLANCE)

TOP VIEW:

