



**RESIDENTIAL**

**Sewer Connection Permit Application**

See Section 1.4 of Rules and Regulations: [Sewer Connection Permits - Narragansett Bay Commission](#)

**RESIDENTIAL = Properties having up to and including six (6) residential only dwelling units.**  
Developments with any mixed units are considered Non-Residential

- 1) An NBC PERMIT is required in the following situations:
  - a) For each new sewer connection,
  - b) For any change >20% in the quantity of flow entering the sewer system,
  - c) For any change in the quality of flow entering the sewer system, and
  - d) Whenever construction activity is performed on/near NBC facilities
- 2) The information below must be included with the completed NBC Residential Application at the time of submittal:
  - a) **WATER METER PROOF:** A Service Sheet or email from the water supply board confirming the domestic water meter size
  - b) **PROPERTY OWNER:** Must provide proof of ownership. Signature of the Property Owner required on page 7. If the Property Owner designates and Authorized Representative, the owner must also complete and submit the *OWNERS AUTHORIZED REPRESENTATIVE AFFIDAVIT*. Contact [permits@narrabay.com](mailto:permits@narrabay.com) for affidavit.
  - c) **SITE PLAN:** See section 1.4.8 & 1.4.12 of the NBC Rules and Regulations for details on the requirements for a submitting a site plan: [Sewer Connection Permits - Narragansett Bay Commission](#)
  - d) **PAYMENT:** A non-refundable payment for the connection and stormwater application fees are due at the time of submittal. Additional fees may be imposed after the review is completed. SEE PAGE 8 for additional details on the fees. **No PERMIT will be issued PRIOR to receipt of ALL payments.**
- 3) **Complete ALL SECTIONS of the permit application.**
- 4) Each building is required to have its own separate connection to the public sewer system. Where authorized, a sewer connection may service multiple buildings prior to connecting to the public sewer system. In this case, a *PRIVATE PROPERTY AFFIRMATION FORM* must be completed by the property owner identifying the responsible party for the operation and maintenance of the shared private sewer. **The private property details will be recorded in the land evidence records.** Contact [permits@narrabay.com](mailto:permits@narrabay.com) for the *PRIVATE PROPERTY AFFIRMATION FORM*.
- 5) Send electronic data submittals and questions to: [permits@narrabay.com](mailto:permits@narrabay.com)  
Send mailed applications and payments to:  
Narragansett Bay Commission  
**Permits Section**  
One Service Road Providence, RI 02905
- 6) If you have questions or would like to schedule a pre-application meeting with NBC, submit a completed *PRE-APPLICATION PREPARATION FORM* form to [permits@narrabay.com](mailto:permits@narrabay.com).

**IF THIS PROJECT IS DEEMED AN EMERGENCY PROVIDE DETAILS ON PAGE 3**



# Narragansett Bay Commission

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### Sewer Connection Permit Application

<b>INTERNAL USE ONLY</b>	
Permit # _____	
<input type="checkbox"/> Direct	<input type="checkbox"/> Indirect

See Section 1.4 of Rules and Regulations: [Sewer Connection Permits - Narragansett Bay Commission](#)

## SECTION I: CONTACT INFORMATION

### 1. PROPERTY OWNER\* (SUBMIT PROOF OF OWNERSHIP)

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: (Bus.) \_\_\_\_\_ (Cell) \_\_\_\_\_

E- mail Address: \_\_\_\_\_

### 2. AUTHORIZED REPRESENTATIVE / AGENT \* SUBMIT OWNER'S REPRESENTATIVE AFFIDAVIT

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: (Bus.) \_\_\_\_\_ (Cell) \_\_\_\_\_

E- mail Address: \_\_\_\_\_

### 3. DRAIN LAYER / CONTRACTOR

Name: \_\_\_\_\_ RI License #: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: (Bus.) \_\_\_\_\_ (Cell) \_\_\_\_\_

E- mail Address: \_\_\_\_\_

### 4. DRAIN LAYER / CONTRACTOR BOND COMPANY

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone #: (Bus.) \_\_\_\_\_ (Cell) \_\_\_\_\_

E- mail Address: \_\_\_\_\_

Amount of Bond: \$ \_\_\_\_\_



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## SECTION II: GENERAL INFORMATION

### 5. PROJECT LOCATION

Property Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: RI Zip: \_\_\_\_\_

Plat: \_\_\_\_\_ Lot: \_\_\_\_\_

### 6. REASON(S) FOR SEWER CONNECTION APPLICATION

- New Construction
- Existing House with no public sewer connection
- Change of use/quality of flow
- Renovation/Addition (increasing flow >20%)
- Failed existing sewer system or connection
- Other: \_\_\_\_\_

### EMERGENCY

Provide details of the health and safety issues: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 7. Will the proposed project require a sewer extension of the public sewer main?

*(A sewer extension may be required if there is no public sewer directly in front of the property being developed)*

- YES
- NO

If YES, an Authorized Representative of the City/Town must sign below acknowledging ownership of the proposed sewer extension.

### CITY / TOWN AUTHORIZED REPRESENTATIVE AFFIDAVIT

By signing below, I am confirming that I am the authorized representative of the City/Town in which the development detailed in this application is located. I have reviewed and approved the development documents and confirm that this City/Town sewer extension proposed in this application conforms to industry standards design such as *TR-16 – Guides for Design of Wastewater Treatment Works* and *Ten State Standards – Recommended Standards for Water Works*. Also, this sewer extension complies with the RI DEM approved Facility Plan for the City/Town and the department has issued an Order of Approval to extend the community’s municipal sanitary sewer system, if applicable.

PRINT Agent Name: \_\_\_\_\_ City/Town \_\_\_\_\_

Signature of Authorized City/Town Agent \_\_\_\_\_ DATE \_\_\_\_\_

### 8. What is the approximate start and end dates of the construction?

START (Month/Year) \_\_\_\_\_ END (Month/Year) \_\_\_\_\_



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### SECTION III: EXISTING PROPERTY INFORMATION

9. Provide a general description of the **EXISTING** property and the pervious/impervious areas:

\_\_\_\_\_ # of Buildings       Vacant Land       Vacant Building(s)

Total Area: \_\_\_\_\_ **Acres**      **Square Feet**

Greenscape/Pervious: \_\_\_\_\_ % + Hardscape/Impervious \_\_\_\_\_ % = **100 % Total**

10. Describe **EXISTING** conditions and land uses on the property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Are there any **EXISTING** groundwater management systems for the property such as sump pump, foundation drains, or similar? *Groundwater discharges are strictly prohibited without prior DEM and NBC Pretreatment Approval*

YES       NO

If YES, provide documentation with approvals

12. Are there any **EXISTING** Buildings using shared private sewage transport facilities - multiple buildings sharing sewage transport systems prior to connecting to the public sewerage system?

YES       NO       UNKNOWN

If YES, provide Name and contact information for Association / Responsible Party servicing / maintaining these facilities:

\_\_\_\_\_  
 \_\_\_\_\_

13. Provide **EXISTING** Building Utility Information       NONE: Property is Undeveloped

**POTABLE WATER SUPPLY**

GROUNDWATER WELL       OTHER (Provide details) \_\_\_\_\_

MUNICIPALITY - provide name: \_\_\_\_\_

\_\_\_\_\_ Water Meter Size\*      \_\_\_\_\_ # of Water Meters

\* Proof of water meter size for each meter must be submitted at time of application submittal.

**SEWER**

ON-SITE WASTEWATER TREATMENT SYSTEM       OTHER (Provide details) \_\_\_\_\_

PUBLIC SEWER SYSTEM      \_\_\_\_\_ # of Sewer Connections      \_\_\_\_\_ Size of Sewer Pipe Diameter(s)

NBC OFFICE USE ONLY	
Estimated Average Daily Flow Increase:	_____ gpd
Estimated Peak Daily Flow Increase:	_____ gpd



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See Section 1.4 of Rules and Regulations: [Sewer Connection Permits - Narragansett Bay Commission](#)

#### SECTION IV: PROPOSED PROPERTY INFORMATION

14. Provide a general description of the **PROPOSED** property and the pervious/impervious areas:

\_\_\_\_\_ # of Buildings

Total Area: \_\_\_\_\_ Acres \_\_\_\_\_ Square Feet

Greenscape/Pervious: \_\_\_\_\_ % + Hardscape/Impervious \_\_\_\_\_ % = **100 % Total**

15. Will the property be subdivided?  YES  NO

16. Are there any **PROPOSED** groundwater management systems for the property such as sump pump, foundation drains, or similar? **Groundwater discharges are strictly prohibited without prior DEM and NBC Pretreatment Approvals.**

YES  NO

If YES, provide details and approval documents

17. Provide details of Existing vs Proposed conditions:

	EXISTING	PROPOSED
Number of Buildings		
Number of Dwelling Units (apts/condos)		
Number of Bedrooms		
Number of sewer connections		

18. Provide **PROPOSED** building utility information

#### POTABLE WATER SUPPLY

GROUNDWATER WELL  OTHER (Provide details) \_\_\_\_\_

MUNICIPALITY - provide name: \_\_\_\_\_

\_\_\_\_\_ Water Meter Size\* \_\_\_\_\_ # of Water Meters

\* Proof of water meter size for each meter must be submitted at time of application submittal.

#### SEWER

PUBLIC SEWER SYSTEM \_\_\_\_\_ # of Sewer Connections \_\_\_\_\_ Size of Sewer Pipe Diameter(s)

PUMPED FLOW: See Section 1.4.20 of Rules & Regulations

Provide Design Details: \_\_\_\_\_

GRAVITY FLOW



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See Section 1.4 of Rules and Regulations: [Sewer Connection Permits - Narragansett Bay Commission](#)

**SECTION V: STORMWATER MANAGEMENT\***

All permits are subject to a non-refundable \$740.00 application fee.

See Section 1.4.4 of NBC Rules and Regulations: [Sewer Connection Permits - Narragansett Bay Commission](#)

ALL stormwater connections to a sanitary sewer system are **PROHIBITED** in the following Cities/Towns:

- |            |                 |                  |            |
|------------|-----------------|------------------|------------|
| Cranston   | Johnston        | Lincoln          | Smithfield |
| Cumberland | East Providence | North Providence |            |

All stormwater connections proposed in Central Falls, Pawtucket, or Providence must demonstrate measures taken to eliminate stormwater contribution to the combined sewer system to the maximum extent possible.

19. Check ALL existing and proposed conditions for all storm water on the property.

CHECK ALL THAT APPLY

	EXISTING	PROPOSED
Stormwater discharges overland to public street		
Stormwater discharges to on-site catch basins		
Stormwater discharges to dedicated stormwater transport system		
Stormwater discharges to on-site buried infiltration system		
Stormwater discharges to combined sewer system		
Stormwater discharges to on-site impervious space		
Stormwater discharges to wetlands / waterway		
Other: Provide details below		

Details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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## SECTION VI: SIGNATURES

By signing below, I affirm that I am the property owner / authorized agent / drain layer / contractor for the above detailed property and have provided accurate information to the best of my ability. 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, as amended, and shall in every respect conform to the terms of this application. Any changes to the application or attached documents must be reported to the Narragansett Bay Commission. By signing this Application, the undersigned agrees to be fully responsible for the removal of and/or costs associated with corrections of any obstruction, harm, or other limitation(s) to the NBC's facilities or functionality caused by the activities of Property Owner / Authorized Agent/ Drain Layer / Contractor or its agents or contractors discovered during or after the construction process.

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Printed Name of Property Owner

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Signature of Property Owner

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DATE

---

Printed Name of Authorized Representative / Agent

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Signature of Authorized Representative / Agent

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DATE

---

Printed Name of Drain Layer or Contractor

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Signature of Drain Layer or Contractor

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DATE

**Permit and Invoice will be sent to the Property Owner at the address listed on Page 2**



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### **PAYMENT / FEES**\* Permits will issue an invoice # required for submitting electronic payments

**1. Payments can be made by:**

- |                                 |                   |                      |                         |
|---------------------------------|-------------------|----------------------|-------------------------|
| <b>VISA</b>                     | <b>MASTERCARD</b> | <b>DISCOVER</b>      | <b>AMERICAN EXPRESS</b> |
| <b>Electronic Bank Transfer</b> | <b>PayPal</b>     | <b>PayPal Credit</b> |                         |
| <b>Venmo</b>                    | <b>Apple Pay</b>  | <b>Google Pay</b>    |                         |

**Check or Money Order Payments can be mailed or hand delivered to:**

Narragansett Bay Commission **PERMITS**  
 One Service Road  
 Providence, RI 02905

**\*Include Permit Number and Property Address on the check**

**2. No permit will be issued **PRIOR** to receipt of **ALL** payments.**

#### **REQUIRED PERMIT APPLICATION FEES**

1. Sewer Connection Permit Application Fee: Required for all applications. Non-refundable. Charged per connection for all direct and indirect connections to NBC system.
  - a. Indirect Connection = \$130.00
  - b. Direct Connection = \$300.00
2. Stormwater Permit Application Fee: Charged to ALL projects making a connection to NBC system either directly or indirectly. Non-refundable \$740.00

#### **OTHER POTENTIAL ADDITIONAL FEES**

1. Capacity Charge: Charged to all new or increase in flow >20% direct or indirect connections to the NBC System.
  - a. Fee is based on water meter size.
2. Sewer Tie-In Expense: Applicable to all sewer connections located west of 2100 Hartford Avenue, Johnston as pursuant to 835-RICR-20-00-1.4.16. Contact [permits@narrabay.com](mailto:permits@narrabay.com) for details