

City of Gardner

Department of Public Works (Highway & Drainage)	978-632-7661
Engineering Department	978-630-4010
Survey Department	978-630-4010
Earth Tech (Water & Sewer Inspectors)	978-630-8791
Planning Department	978-630-4014
Building Department	978-630-4007
Water & Sewer Billing Department	978-630-4015

Check List:

- 1) Read and understand City Specifications.
- 2) Connection Plan Designed by Massachusetts Registered Civil Engineer.
- 3) Apply for Connection permit and pay applicable fees.
- 4) Allow three (3) days for review of permit and plans.
- 5) Call the Department of Public Works for comments or status of permit.
- 6) Once Connection permit is approved a Road Opening Permit must be taken out if working on City property. All fees must be paid prior to connection to utility.
- 7) Contractor who will be doing project must have a cash security with the City of Gardner. Check in the amount of \$5,000 made out to City of Gardner delivered to the Director at time of applying for connection permit. Allow 4 business days for check clearance.
- 8) A bond may be required along with cash security if, in the opinion of the Director, project is large or high risk. If bond is necessary the bond would be made out for Two (2) years.
- 9) Certificate of insurance required in the amount of \$1,000,000 to the
Director, Department of Public Works
416 West Broadway
Gardner, MA 01440
- 10) Dig Safe Number required for Road Opening Permit.
- 11) 48 hour notice must be given to City of Gardner Engineering office to mark out existing City utilities.
- 12) 24 Hour notice must be given to Survey Department to secure measurements of buried utilities. All necessary measurements must be taken by Survey Department or utilities will be re-excavated at the expense of the contractor.
- 13) 24 Hour notice must be given to Inspector. Work must be inspected prior to backfilling. Work not inspected will be re-excavated at the expense of the contractor.
- 14) All water mains must be Chlorinated and Tested prior to introducing flow.
- 15) All sewer mains must be pressure tested and video taped prior to introducing flow. Videos must be turned into City of Gardner's Engineering Department.
- 16) As-Builts of Water, Sewer, and Drainage mains must be turned into City of Gardner's Engineering Department.
- 17) Trenches in Pavement must be saw-cut prior to excavation. All trenches will be blacktop within twenty-four (24) Hours of excavation. If trench found to be deficient, contractor will be notified by the Department of Public Works. Contractor will have 10 calendar days from the time of notification to make repairs. If repairs are not made in this time period, trench will be repaired and paid with cash security funds. Cash Security must be at full capacity prior to issuance of a Road Opening Permit.