

**Mansfield Board of Selectmen
Application to Locate or Extend
A Utility in the
Town Right-of-Way**

Adopted November 20, 2002

1.0 Application Process.

- 1.1 All utility installations, utility extensions or new pole locations in Mansfield require approval by the Director of Public Works or the Board of Selectmen as appropriate. Utilities include electric, gas, telecommunications, water, sewer and drain. Telecommunications include telephone, internet, cable TV, fire or intrusion alarms or data.
 - 1.1.1 All applications for electric, gas and telecommunications will require approval by the Board of Selectmen. Water, sewer and drain applications will be submitted to the Board of Selectmen only as deemed appropriate by the Director of Public Works in accordance with Board of Selectmen policies.
- 1.2 All petitions/applications for approval must be filed with the Town Clerk and must include, at a minimum, the following information.
 - 1.2.1 Name, address and telephone number of applicant along with name of contact person.
 - 1.2.2 Type of proposed project (utility extension, new utility, new pole location, pole replacement, etc.).
 - 1.2.3 Copy of Planning Board Approval if applicable.
 - 1.2.4 Application fee if applicable.
 - 1.2.5 Requisite number of copies of application and plans and specifications (see sections 2.4, 3.2 and 4.1).

2.0 Utility Site Plan Approval.

- 2.1 In all instances, except as noted in section 3.0, 4.0, and 5.0 where a new utility is proposed to be installed or an existing utility is proposed to be extended, a Utility Site Plan Approval is required. The Utility Site Plan Approval is required for electric, gas, telecommunications, water, sewer and drainage.
 - 2.1.1 It is noted that sewer extensions requested under the existing rules and regulations for extensions of public sewers, must first be determined to be feasible, and the method of financing determined in accordance with that policy, prior to application for Utility Site Plan Approval.
- 2.2 In instances where Utility Site Plan Approval is required, a utility plan shall be submitted to the Town Clerk. The plans submitted shall show proposed project and all existing utilities, including underground utilities and shall show road features including curb cuts.

Plans shall be prepared at a minimum scale of 1 in. = 40 ft., shall include a locus plan at an appropriate scale and shall be stamped by a registered professional engineer. The plans are to reference the North American Vertical Datum of 1988 (NAVD 88) and contain a minimum of two benchmarks.

- 2.3 The application must provide a description of the utility use being installed in Mansfield. For example, does it service local customers or is it serving other purposes? Please describe what those needs are and the types of services that will be supported and serviced by the proposed installation in Mansfield. What additional permits are required to complete the proposed work (Mass Highway crossing permits, Department of Environmental Protection Permits, local permits, etc) and the status of those permits.
- 2.4 Eleven (11) copies of the utility installation/extension application and plans shall be submitted to the Town Clerk, who shall give the applicant a dated receipt. Within three (3) days of receipt of said application, the Town Clerk shall transmit the original and all copies to the Director of Public Works for distribution and review.
- 2.5 The Director of Public Works shall arrange for said Utility Site Plan to be reviewed by, but not limited to, the Department of Public Works, Highway and Water Divisions and the following Departments; Electric, Engineering, Fire, Police, Planning and Conservation. A Utility Site Plan review meeting will be scheduled with applicant and all departments to review and discuss the proposed utility extension. For minor projects, the Director of Public Works may waive the Utility Site Plan Review Meeting. Written comments from the departments will be considered by the Director of Public Works and approved or forwarded to the Board of Selectmen for their review and a public hearing as appropriate.
- 2.6 The Director of Public Works shall base his approval or recommendation to the Board of Selectmen on the technical quality of the utility plans and the advisability of approval after considering the following matters:
 - 2.6.1 Comments and recommendations from other departments.
 - 2.6.2 Locations of proposed utility relative to existing utilities and its impact on existing utilities.
 - 2.6.3 Protection of existing site features.
 - 2.6.4 Impact of the construction on existing roadway including convenience and safety of vehicular and pedestrian movement with the construction area.
 - 2.6.5 Proper methods and procedures specified for construction.

- 2.7 The Director of Public Works shall approve or send recommendations to the Board of Selectmen, as appropriate, within thirty (30) days after receipt of the site plan from the Town Clerk.
- 2.8 Any changes or deviations from approved plans must be submitted in writing to the DPW Director and may also require new approval from the Board of Selectmen.
- 2.9 Upon approval of Application to Locate a Utility in the Town Right-of-Way, a road opening permit must be obtained by the contractor prior to commencement.
- 2.10 Upon completion of the project, an as-built drawing prepared by the appropriate professional shall be submitted to the Public Works and Engineering Departments. The as-built drawing shall reference the North American Vertical Datum of 1988 (NAVD 88) and contain a minimum of two benchmarks.

3.0 Extensions of utilities on existing poles.

- 3.1 Extensions of Utilities on existing poles are not required to file for a Utility Site Plan Approval **but will require a utility extension approval from the Board of Selectmen.**
 - 3.2 Plans for extensions of utilities on existing poles do not need to show underground utilities.
 - 3.3 Three (3) copies of the application and plans must be submitted to the Town Clerk, who shall give the applicant a dated receipt. Within three (3) days of receipt of said application, the Town Clerk shall transmit the original and all copies to the Board of Selectmen Executive Secretary.
 - 3.4 The Board of Selectmen Executive Secretary will send one (1) copy to be reviewed by the Electric Light Department.
 - 3.5 Electric Light Department shall send written recommendations to the Board of Selectmen within (14) days after receipt of site plan.
- ### **4.0 Utility extensions approved by the Mansfield Planning Board as part of their subdivision or site plan approval process.**

4.1 Utility extensions approved by the Mansfield Planning Board as part of their subdivision or site plan approval process will not be required to file for a separate Utility Site Plan Approval **but will require utility extension approval from the Board of Selectmen.**

4.2 Two (2) copies of application and plans must be submitted to the Town Clerk. Town Clerk shall give the applicant a dated receipt and, within three (3) business days, forward both copies of the application to the Board of Selectmen.

5.0 Residential sewer and water connections.

5.1 Residential sewer service connections into the sewer main approved by the Mansfield Engineering Department under the sewer permit regulations, will not be required to file for a separate utility site plan approval, but will require a road opening permit.

5.2 Residential water service connections approved by the Water Operations Manager in accordance with existing policies will not be required to file for a separate utility site plan approval, but will require a road opening permit.

6.0 Relocation of existing poles and new poles for existing utilities.

6.1 Must follow Utility Site Plan Approval process per section 2.0 if new pole location is more than three (3) feet from existing pole location.

6.2 Must obtain a Road Opening Permit for all pole locations on road right of way including those three (3) feet or less from an existing pole location.

7.0 Replacement of existing drainage or sewer structures.

7.1 Must follow Utility Site Plan approval process per Section 2.0, if new structure is more than three (3) feet from an existing structure location.

7.2 Must obtain Road Opening Permit for all replacement of existing structures on road right-of-way, including those three (3) feet or less from an existing structure location.

8.0 Utility Plan Review Fees:

8.1 Fee must be paid upon submission of utility site plan to the Town Clerk. Check for fee shall be in accordance with fee schedule.

8.2 Fee Schedule

8.2.1 Utility poles - \$25.00 per pole.

8.2.2 Miscellaneous applications for underground work - \$50.00 minimum for up to 50 linear feet of affected right-of-way and \$1.00 per foot for everything over 50 feet.

8.2.3 Miscellaneous application for overhead work - \$50.00 minimum for up to 500 feet plus \$0.10 per foot for everything over 500 feet.

8.2.4 Municipal work installed by the Highway Division will be exempt from the application fee.

8.2.5 Municipal Electric work will be exempt from the review fee for overhead work only.

9.0 Penalties:

9.1 Failure to file an application and pay appropriate fee will result in a fine of double the application fee with a minimum fine of \$100.



***Application to Locate or Extend
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Name: _____

Address: _____

Telephone: _____

Contact Person: _____

Property Location: _____

Type of Project:	Fee:
Utility Pole Installation – Number of poles _____ (\$25.00 per pole)	_____
Underground Work – Linear feet _____ (\$50.00 minimum plus \$1.00 per foot over 50 feet)	_____
Overhead Work – Linear feet _____ (\$50.00 minimum plus \$0.10 per foot over 500 feet)	_____
	Total: _____

Signature of Applicant: _____ Date: _____

Please review the Mansfield Board of Selectmen Policy “Application to Locate or Extend A Utility in the Town Right-of-Way” prior to filling out application.