

**Town of Conway**  
**Water & Sewer Departments**

128 West Main Street, Conway, NH 03818

Phone: 447-5470; Fax: 447-3271

*This Institution is an Equal Opportunity Provider*

**WATER AND/OR WASTWATER SERVICE CHANGE OF USE APPLICATION**

*Property Owner Information:*

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

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

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

Phone Number: \_\_\_\_\_

*Property Information:*

Account Number: \_\_\_\_\_

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

Map/Parcel Numbers: \_\_\_\_\_ / \_\_\_\_\_

*Type of Project:* (please check one)

New Construction \_\_\_\_\_ Existing Structure \_\_\_\_\_

*Type of Structure:* (please check one)

Residential \_\_\_\_\_ Commercial \_\_\_\_\_

*Water Construction Material/Information:*

Pipe size: 3/4" \_\_\_\_\_ 1" \_\_\_\_\_ 2" \_\_\_\_\_ 4" \_\_\_\_\_ 6" \_\_\_\_\_ Other \_\_\_\_\_ (please explain in description)

Plastic/CTS \_\_\_\_\_ Copper \_\_\_\_\_ Ductile Iron Pipe \_\_\_\_\_ Other \_\_\_\_\_ (please explain in description)

*Sewer Construction Material/Information:* (please refer to attached spec. sheet)

Pipe size: 2" \_\_\_\_\_ 4" \_\_\_\_\_ 6" \_\_\_\_\_ Other \_\_\_\_\_ (please explain in description)

Plastic/PVC \_\_\_\_\_ SCH 40 \_\_\_\_\_ SDR 35 \_\_\_\_\_ Other \_\_\_\_\_ (please explain in description)

Lift Pumps/Grinding Station(s) \_\_\_\_\_ Other \_\_\_\_\_ (please explain in description)

Brief Description of Project: \_\_\_\_\_

Have you applied for a building permit with the town? YES\_\_ NO\_\_ If yes date of application \_\_\_\_\_

Will you be digging in the Town Right-of-way? YES \_\_ NO \_\_ **If yes, you must complete the Construction/Excavation Permit Application and send a separate check for the bond made out to Town of Conway.**

Number of living units/business offices after completion of project \_\_\_\_\_

Current number of bathrooms \_\_\_\_\_

Number of bathrooms after completion of project \_\_\_\_\_

Have you read the Town of Conway Water and Sewer Rules & Regulations (available on Town website – water/sewer page) . Yes\_\_\_\_\_ No\_\_\_\_\_

*By signing this document, you acknowledge that you have read and will abide by the Town of Conway Water and Sewer Rules & Regulations.*

**If a new connection is required**, prior to backfill, all construction must be inspected by a Town of Conway certified inspector.

Inspector signature: \_\_\_\_\_

Owner/Contractor agrees to abide by general construction and plumbing standards recognized by the Town of Conway, but is not limited to, NHDES Backflow/Cross Connection Protection, BOCA Plumbing Construction Standards, including Pressure Reducing Regulations, and the Town of Conway Water and Sewer Rules and Regulations.

**Additional Connection:** There is a connection fee per the current Rate Sheer for water and sewer (if applicable) that must be paid prior to commencement of any service.

By signing below, the property owner acknowledges that he/she is responsible for any charges incurred at this property regarding water and sewer and that they have read and understand the Water and Sewer Rules & Regulations.

\_\_\_\_\_  
Printed Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Approved by Superintendent

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

.....  
*Office Use only*

Payment of Connection Fee collected \_\_\_\_\_

Service commencement date \_\_\_\_\_

**RESIDENTIAL**

<b>Fixture Type</b>	<b># of Fixtures</b>
Bathtubs	
Bathroom Sinks	
3/8" conn.	
1/2" conn.	
Shower heads	
Toilets	
Flush valve	
wall flush valve	
Urinals	
Pedal flush valve	
Tank type	
Kitchen sinks	
1/2" conn.	
3/4" conn.	
Dishwasher	
1/2" conn.	
3/4" conn.	
Washing machine	
1/2" conn.	
3/4" conn	
1" conn	
Utility/Laundry sink	
1/2" conn.	
3/4" conn.	
Exterior spigot	
1/2" conn.	
3/4" conn.	

*COMMERCIAL PROPERTIES WITH  
DISTINCT NEEDS SHOULD  
SPEAK WITH THE SUPERINTENDENT*

# Town of Conway, NH

## Construction/Excavation Permit Application

Adopted by the Board of Selectmen, November 26, 1996

Revised July 14, 2009, Revised May 3, 2011, Revised May 10, 2017, Revised June 27, 2019, Revised February 27, 2020, Latest Revision November 20, 2024

**Applicability:** In accordance with NH RSA Chapter 236 and the legislative authority cited in §130-1, §130-66.C.8.(j), and §130-66.C.8.(k) of the Town of Conway Subdivision Regulations, this document is meant to guarantee the quality of work performed by contractors, developers, utilities or others doing work on town properties or town roads. This work includes, but is not limited to such activities as curbing cuts, installing driveways or drainage, providing sewer or water hookups, installing phone, power or cable television, building roads, trenching or paving.

**Purpose/intent:** This administrative policy and permit was developed to assure the quality of the work and the adherence to the adopted standards and specifications.

**Fees:** An application fee of one hundred dollars (\$100) shall be included with the application submission.

**Surety:** All work shall require either a continuing surety bond or a deposit on hand. In either case the amount of funding shall be equal to the cost of the work or five thousand dollars (\$5,000) whichever is greater. The surety will be returned upon completion of the project provided that the work and materials conform to the standards and specifications as determined by the Town or its agent. Any disputes over methods, materials or failure to perform work in the presence of an inspector will require a portion of the surety to be retained for one year from completion of the work as warranty. This warranty amount will be either 2% of the surety or \$5,000, whichever is greater. The applicant agrees to allow the Town to use the surety/warranty to finish/repair the work should the applicant fail to do so. The applicant agrees to assume any additional costs that the Town may incur to maintain finish or repair the work as necessary. The applicant also agrees to assume the cost of testing and inspection(s) fees.

**Enforcement and penalties:** Failure to obtain a permit prior to construction or

failure to comply with the conditions and specifications of a permit shall be subject to the penalties, fines and enforcement procedures authorized by NH RSA 236:14, NH RSA 676:17, NH RSA 676:17-a. and/or NH RSA 676:17-b.

**Notification:** The Town will require 48 hours notice in order to schedule inspection personnel and mark infrastructure. It is the applicant's responsibility to contact Dig Safe, Inc., and have the area marked prior to the start of construction. It shall be the responsibility of the applicant/ contractors to schedule the inspector after an interruption of work. Exceptions may be made for emergency repairs.

**Inspections:** The cost of inspection, including materials testing, shall be paid by the applicant. Testing will be as deemed necessary by the Town or its agent.

**Plans, Standards & Specifications:** All work shall conform to the approved plans and standards. The Town's Road Standards are Article X, Chapter 130 of the Conway Codes. The New Hampshire Standard Specifications for Road and Bridge Construction shall govern when the Town Road Standards are silent. In addition, the following procedures shall be used:

When the pavement is to be excavated, it shall be neatly and uniformly cut with square edges by machine. Should the pavement edge become undermined due to collapse of the trench walls, and then the pavement shall be re-cut two feet back from the undisturbed soil. To prevent differential frost heaving all suitable materials below sub-grade must be saved and used for backfill. The backfill must be thoroughly compacted in accordance with the specifications in lifts not exceeding 12". The base material shall be 1 1/2" crushed gravel conforming to NHDOT 304.3 at 6" to 12" deep. Prior to the placement of the final patch, the pavement shall be saw cut with a two-foot overlap on undisturbed ground. The pavement patches shall be governed by the surrounding pavement as determined by the Town Engineer.

In other areas, the existing surface shall be restored by placing similar material to a depth equal to that of the existing material prior to excavation. Any existing grass shall be loamed, graded and re-vegetated. Any asphalt or concrete sidewalks shall have a surface of equal depth, kind and quality placed.

Additionally, the work shall conform to instructions issued by the Town engineer or authorized representative.

**Construction Season/Weather:** Work will generally not be permitted during

winter months. All work must be complete prior to the pavement plant shutdown in the fall and shall not commence until the plants are operational in the spring. In addition, work may be suspended at other times due to such weather conditions as freezing temperatures, ground frost, snow, sleet, freezing rain, rain, fog or other acts of God. Exceptions may be made for emergency repairs.

**Traffic/Access:** Traffic must be maintained at all times. Traffic shall be protected by suitable barricades and standard warning signs in accordance with the MUTCD. Flaggers will be used whenever two-way traffic cannot be maintained. All signs shall be kept in good repair at all times. Suitable unrestricted ingress and egress to abutting properties must be maintained at all times.

**Liability:** The applicant and its contractor agree to assume all liability associated with the construction. This liability is extended, but not limited to motorists, pedestrians, utility companies or abutters. The applicant or contractor agrees to maintain a minimum of one million dollars of liability insurance. Proof of liability insurance must be submitted to the Town prior to the start of construction. The applicant and the contractor further agree to hold harmless the Town of Conway from any and all claims arising from this construction.

**With Completed Application Please Submit:**

- Anticipated Work Schedule
- Insurance
- Work Zone Signage & Traffic Control Plan
- Construction/Excavation Plans
- Applicable Fees

**Additional Requirements for Construction Permits:**

1. Town Inspector shall be in attendance throughout the construction.
2. All work shall be in accordance with the schedule, plans, and specification or as approved by the Town Engineer.
3. Work Zone signage and traffic control shall be maintained throughout the construction.
4. No excavation shall be left unprotected.
5. Failure to adhere to items 1-4 shall result in revocation of the construction permit.
6. Additional Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### FOR TOWN OFFICE USE ONLY

Permit # \_\_\_\_\_ is issued on \_\_, 20\_\_ Approved by

\_\_\_\_\_

This permit will expire on \_\_\_\_\_ 20\_\_

Any work remaining unfinished after the above expiration date shall be completed by the Town of Conway at the Applicant/Contractor's expense.

Property location: \_\_\_\_\_ Tax Map & Lot \_\_\_\_\_

For the following project: \_\_\_\_\_

Residential Access       Commercial Access       Other (specify): \_\_\_\_\_

Excavation Type:       Open Cut       Other: \_\_\_\_\_

Excavation Size: \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Depth

Total Sq. Ft. of Pavement Affected: \_\_\_\_\_ Total Sq. Ft. of Infrastructure Affected: \_\_\_\_\_

Purpose of Excavation:  Water  Sewer  Drainage  Gas  Electric  Telephone  Other: \_\_\_\_\_

Type of Work:  New Construction  Alteration  Repair/Replace

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**Agreement:** I/we agree with the conditions and provisions set forth in this permit and by signing this application I/we authorize the Town of Conway and its representatives to enter on the property to perform whatever inspections, testing and measurements necessary to administer compliance with the permit:

**Applicant:** \_\_\_\_\_

Property Owner/Authorized Agent \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ (Company Name) hereby agree to the above conditions and provisions set forth in this permit and that the work for this project will be performed in accordance with OSHA standards.

Date: \_\_\_\_\_

\_\_\_\_\_  
Contractor's Signature



# FOR TOWN OFFICE USE ONLY

## PLAN VIEW (NTS)

Shows existing and proposed roads and drainage structures

## PROFILE (NTS)

### **CULVERT**

Length _____	Diameter _____
Flow calculations for culvert size required? Yes _____	No _____
NA _____	Other _____

### *FINAL INSPECTION*

Site Inspection - post construction conducted by _____	Date _____	
Installation approved _____	Disapproved _____	Release deposit: _____
Y _____	N _____	
Signed _____	Title _____	