

**TOWN OF WINCHESTER  
APPLICATION FOR SEWER AVAILABILITY  
and  
APPLICATION FOR SEWER CONNECTION**

Permit # \_\_\_\_\_

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

All applications to connect to the Winchester sewer system must be made in writing to the Winchester Wastewater/Sewer Department and the Board of Selectmen by the owner of the premises or an authorized agent. All expenses incurred for the installation, connection, repair and maintenance of a sewer lateral shall be borne by the applicant. All applicants shall abide by the Rules and Regulations of the Town of Winchester Wastewater/Sewer Department, the State of New Hampshire and all other pertinent ordinances or regulations. An authorized agent must inspect all sewer installations prior to being backfilled. This application/permit expires one year from date of approval.

Location of property to be connected: \_\_\_\_\_

Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Property owner's name and address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Property owner's agent's name: \_\_\_\_\_

Agent's telephone number: \_\_\_\_\_

Description of use: \_\_\_\_\_

\_\_\_\_\_

- A. Attach a diagram or plan showing existing and proposed locations of all underground utilities. IE: sewer mains and laterals, water mains and services, electric, phone, storm drains and all others.
- B. Exact distance from structure being served to the nearest Town owned sewer main in feet. \_\_\_\_\_
- C. Is Town water available? Yes \_\_\_\_\_ No \_\_\_\_\_. Will Town water be used at this location? Yes \_\_\_\_\_ No \_\_\_\_\_
- D. Is a sewer lateral present at this location and to be connected to? Yes \_\_\_\_\_ No \_\_\_\_\_. If not, a lateral will have to be installed at the owner's expense.

Estimated expected sewer usage:

1. Number of units to be constructed. \_\_\_\_\_
2. Number of bedrooms for each residential unit, or if this number varies, list separately the number of units with their corresponding number of bedrooms. \_\_\_\_\_
3. If other than residential use is planned (commercial, industrial, retail, etc), attach detailed information upon which the estimated sewer usage is based. Include a complete listing of all water uses and wastes being produced or expected to be produced at this location. If waste is to be from an industrial or commercial process, list the characteristics of each waste type and maximum rates of discharge.
4. Estimated average daily sewer usage \_\_\_\_\_ GPD.
5. For any plan or project estimating an average daily sewer discharge of 5000 GPD or more, shall be conditioned upon the owner obtaining approval from the State of New Hampshire Department of Environmental Services through a discharge permit. If the wastewater treatment plant has reached 80% of it's hydraulic design capacity, then all plans must be submitted to the State for approval.

General Procedures and Considerations for Review:

In reviewing whether or not to approve an application for a sewer connection, the following procedures and considerations may be used by the Winchester Selectboard.

1. Consider the Town's present sewer usage and what, if any, reasonable increase in usage may occur by present users.
  2. Consider projected and actual plant capacities.
  3. Consider expected and previously committed usage by applicants or projects not yet constructed.
  4. Consider reserving capacity for use of land likely to be bought on and located within the Town's sewer system.
  5. Consider reasonable reserved capacity for the potential industrial, commercial, school or other municipal use within the Town's sewer system.
  6. Consider impact of present application upon plant capacity and the Selectboard's concerns in properly maintaining and operating the plant for the public convenience, health or welfare.
  7. Consider all other factors impacting upon the reasonable operation and maintenance of the Town's treatment plant and related facilities.
  8. Any application, once approved, shall automatically expire one year from the original approval date. Extensions may be granted by the Selectboard.
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I have read and understand the procedures in filing for an application for a sewer connection.

Date: \_\_\_\_\_ Owner/Agent's signature \_\_\_\_\_

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This is to certify that there **IS AVAILABLE** or **NOT AVAILABLE** capacity for an estimated \_\_\_\_\_ GPD at the Winchester Wastewater Treatment plant based on the information submitted by this applicant.

Application: **APPROVED** **DENIED**

\_\_\_\_\_  
Wastewater Supervisor

\_\_\_\_\_  
Date

Selectboard:

**APPROVE** **DISAPPROVE** Wastewater Supervisor's recommendation

\_\_\_\_\_  
Date

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

# **WATER/SEWER SERVICE, WATER/SEWER MAIN CHECKLIST**

**The following must be done before any water/sewer service or  
water/sewer main construction can begin!**

- \_\_\_\_\_ 1. Submit permit application and site plans to the Water and Sewer Department for review and approval. The Water and Sewer Department will forward the application to the Board of Selectmen for final approval. Once the Board of Selectmen approves permit, all fees shall be paid to the Winchester Water and Sewer Department.**
- \_\_\_\_\_ 2. Meet with Water and Sewer Department personnel to discuss material specifications, set construction date and to review plans and proper installation procedures. This may be done in conjunction with item #1.**
- \_\_\_\_\_ 3. Obtain road-opening permits from appropriate agency. For Town owned roads applications/permits are obtained from the Winchester Highway Department; State roads will be from NH D.O.T.**
- \_\_\_\_\_ 4. Call Dig Safe to obtain a permit. Dig Safe's phone number is 1-888-344-7233. On the day that construction is to commence, your Dig Safe permit number must be presented to the Winchester Water and Sewer Department.**
- \_\_\_\_\_ 5. Notify the Water and Sewer Department a minimum of one week prior to the start of construction.**

**Water/Sewer mains and water/Sewer services will not be backfilled until inspected by the Winchester Water and Sewer Department. It is highly recommended to make arrangements for inspections and backfilling prior to the beginning of construction. Failure to obtain an inspection may result in delays in charging the mains or services. Water/Sewer services will be tested for leaks prior to backfilling. Water/Sewer mains will be tested according to current regulations. All projects where a water main, or a water service over 2" in diameter, is installed an as built blueprint shall be submitted to the Winchester Water and Sewer Department within 30 days of the charging of water lines.**

**The Winchester Water and Sewer Department, located at 1 Richmond Rd., office hours are Tuesday to Thursday, 7am to 5pm and Fridays, 7am to 1:30pm. The Winchester Water and Sewer Department Superintendent's office is located at 64 Duso Rd. and is open Monday to Friday 7am to 3:30pm. To schedule an appointment call 603.239.4132. In cases of emergency the Superintendent can be reached at 603.903.3912.**