

GWPA Start-to-Finish Guide

This guide is intended to help you understand the process, application requirements, and general steps to follow when planning or proposing work that is connected with, related to, or may affect the Sudbury Water District’s public drinking water system. It is provided as a helpful resource and for informational purposes only. It does not replace applicable federal, state, or local laws, regulations, or technical standards. All work must comply with the Sudbury Water District System Rules and Regulations, which will apply in the event of any conflict or inconsistency.

STEP 1. Verify Access to the Public Drinking Water System is Readily Available to the Parcel

Not all areas of Sudbury are served by the District’s public drinking water system. Only parcels located within the District’s existing distribution system, with direct access to a public water main are eligible to connect to the public drinking water system, without additional requirements.

Alternatives to Public Drinking Water include:

- Private potable well for drinking water, subject to permitting and approval by the Sudbury Board of Health;
- Petition an Article for consideration at the District’s Annual Meeting to extend the distribution system to the parcel. Approval requires a two-thirds (2/3) affirmative vote of the District.
- The Owner(s) of Record (at their sole expense) may request permission to extend the water main to the parcel, including but not limited to design, engineering, permitting, construction, inspection, and all associated fees, in accordance with District requirements.

In-Ground Irrigation Systems

In accordance with Town of Sudbury General Bylaw Article XXVII In-ground irrigation systems (for residential use) installed after calendar year 2000 are permitted, only when the source of water supply is a private well, subject to regulations governed by the Sudbury Board of Health.

STEP 2. GWPA Package Preparation and Required Submittals

- Complete and sign the GWPA (do not leave any field blank);
- Assemble all required submittals based on project type (see below table);
- Submit the GWPA and all required submittals together, in one single package, at the time of payment.
- Applications with missing or incomplete submittals will be rejected.

Submittals Per Project	GWPA	DEPOSIT	UTILITY PLAN	BPDDDS	PIPING SCHEMATIC	MFG PRODUCT SPEC SHEETS
New Infrastructure						
Domestic Service Connection	✓	✓	✓			
Fire Sprinkler Service Connection	✓	✓	✓	✓	✓	✓
Existing Infrastructure						
Owner-Side Domestic Service Pipe Repair or Replacement	✓	✓				
Owner-Side Fire Sprinkler Service Pipe Repair or Replacement	✓	✓				
Owner-Side Domestic Service Pipe Relocation	✓	✓	✓			
Owner-Side Fire Sprinkler Service Pipe Relocation	✓	✓	✓			
Disconnection (cutting and capping) Domestic Service	✓	✓				
Disconnection (cutting and capping) Fire Sprinkler Service	✓	✓				
Hydrant Repair or Replacement	✓	✓				

The District reserves the right to require additional documentation based on project complexity.

STEP 3. Utility Plan Requirements (if applicable)

Utility plans shall be (full scale) prepared, certified and stamped by a Professional Engineer registered in the Commonwealth of Massachusetts, and must include, at minimum:

- PE name and contact information;
- Building footprint(s);
- Existing and abandoned infrastructure;
- Proposed installations;
- Tie in measurements to fixed reference points;
- Pipe depth at bends, gates, and connections; and
- Pipe size, type, and material (pipes, valves, hydrants, appurtenances).

STEP 4. File with the Correct Entity

The Sudbury Water District is an independent municipal entity functioning as an autonomous public body. The District is not affiliated with, subject to, or governed by the Town of Sudbury or any of its municipal departments, boards, or agencies. Therefore, any and all applications, payments, licenses, certificate, bonds and all other submittals shall be filed with and issued exclusively in the name of:

Sudbury Water District.

Submissions filed or issued in the name of any entity other than the Sudbury Water District (including the Town of Sudbury or their Department of Public Works), will be rejected.

Mailing Address

Sudbury Water District
P.O. Box 111
Sudbury, MA 01776

Physical Address

Sudbury Water District - Administration Building
199 Raymond Road
Sudbury, MA 01776

Hours

Monday-Wednesday-Thursday 8 am - 4 pm
Tuesday 8 am - 6 pm | Friday 8 am - 1 pm

phone 978-443-6602 | email customerservice@sudburywater.com

STEP 5. Verify Financial Standing

Verify that all District billing accounts associated with the owner of record, applicant, contractor or other legal entity are current and in good standing.

- Applications associated with delinquent or past-due accounts will not be accepted or reviewed.

STEP 6. Obtain Written Authorization Before Starting Work

No work may begin until the District has issued written authorization in the form of a duly approved and executed GWPA signed by the District Foreman or other authorized District representative.

Unauthorized work is a direct violation of the District's System Rules and Regulations and may result in:

- Immediate work stoppage;
- Suspension or revocation of water contractors license;
- Fines or penalties;
- Corrective action; and
- Legal enforcement and cost recovery.

STEP 7. Contractor Licensing Verification

All work must be performed by individuals holding both:

- An active Massachusetts Hoisting Engineer License and
- An active Sudbury Water District Water Contractor License

How to acquire a Sudbury Water District Water Contractor license

An individual holding an active Massachusetts Hoisting Engineer license may apply to the District to become a licensed water contractor. Download a Water Contractor License Application online or apply in-person at the District's Administration office during regular business hours. Submit all documents together, at the time of payment, in **one single package**:

- Signed and Completed Water Contractor License Application
- \$50.00 Application Fee
- Active MA Hoisting Engineer License (Standard or OPSI Verification) 1- Copy
- Certificate of Liability Insurance 1- Copy
- \$5,000.00 Surety License/Permit Bond (new) or Continuation Certificate (renewal) 1-Copy
- Three (3) Professional References (new applicants only, must be directly related to water utility work)
- **Applications with missing or incomplete submittals will be rejected.**

STEP 8. Inspections, Oversight and Scheduling

Provide a minimum 48-hour advance notice for:

- Taps (not permitted on Fridays)
- Trench Inspections
- Meter Assembly installations
- Backflow Prevention Device Assembly installations and initial required testing
- *All trenching and piping must remain exposed (no backfilling) until inspected and approved by the District*
- *Inspections do not relieve compliance obligation*

STEP 9. Service Pipe Material and Trench Requirements

Domestic Service Pipe ≤100-Foot Setback:

- 1-inch SDR-11 (3408) polyethylene CTS tubing, 200 PSI rating
- Tracer wire or magnetic tape installed 18 inches below grade

Domestic Service Pipe ≥100-Foot Setback:

- Meter Vault (Pit)
- Minimum 1½-inch SDR-11 (3408) polyethylene CTS tubing, 200 PSI rating
- Tracer wire or magnetic tape installed 18 inches below grade

Fire Sprinkler Service Pipe

- Separate tap and curb stop from domestic service;
- Shall be potable-water-rated piping only;
- Shall be designed and installed per NFPA 13 / 13R / 13D; and
- Shall comply with 248 CMR 10.00 and 527 CMR 1.00

All Trench Specifications

- Maximum trench depth 5 feet (unless otherwise approved)
- Proper bedding, rock-free material, and compaction provided

STEP 10. Meter Installation and Service Activation

Meter assembly will be installed, and service will be activated only after:

- All inspections are completed and District approved;
- Curb stop cover has been cleared of soils, is fully operational, free of bends or damage, and marked with a construction stake; and
- The building structure is meter-ready meaning:
 - All plumbing work has been completed, at the closest practicable point of entry to the domestic or fire sprinkler service pipe into the building structure, allowing for the meter assembly installation;

- The area surrounding the meter assembly provides a minimum clearance of twenty-four (24) inches in front of, and twelve (12) inches on all sides of the assembly, and is free of obstructions, allowing unimpeded access for meter reading, inspection, maintenance, and replacement; and
- Backflow prevention device assemblies (if required) have been installed and have successfully passed initial testing.

Meter Assemblies \geq 1-inch:

- Shall be installed by a plumber licensed by the Commonwealth of Massachusetts; and
- Shall pass required District inspections and approvals, prior to activating water service.

STEP 11. Town Coordination (if applicable)

All work within public ways or Town rights of way requires prior authorization by the Town of Sudbury's Department of Public Works.

Separate Permitting

The Sudbury Water District is an independent municipal entity functioning as an autonomous public body. The District is not affiliated with, subject to, or governed by the Town of Sudbury or any of its municipal departments, boards, or agencies.

Approval or issuance of any permit by the District:

- Does not constitute approval of any Town permit, license, or authorization.
- Does not relieve the applicant of the obligation to obtain all required Town permits, comply with applicable moratoria, or satisfy all other Town administered ordinances, bylaws, rules, regulations, or requirements.

Applicants are solely responsible for securing all required Town approvals prior to commencing work.

STEP 12. Accessory Dwelling Unit (ADU) Service Connection Requirements

Subject to District approval, an ADU may be connected to the District's public drinking water system by one of the following approved service configurations, subject to compliance with all applicable GWPA requirements, District regulations, and technical standards:

- Option 1. Existing Shared Service Connection; or
- Option 2. Separate and Dedicated Service Connection

Legacy Service Infrastructure

Domestic service pipe installed before January 1, 1990, is required to be replaced in its entirety, from the public water main connection to the building served.

Minimum Domestic Service Pipe Size

<100-Foot Setback:

- Minimum 1-inch SDR-11 (3408) polyethylene CTS tubing, 200 PSI rating
- Tracer wire or magnetic tape installed 18 inches below grade

>100-Foot Setback:

- Minimum 1½-inch SDR-11 (3408) polyethylene CTS tubing, 200 PSI rating
- Tracer wire or magnetic tape installed 18 inches below grade
- Meter Vault (Pit) Requirement

Option 1. Existing Shared Domestic Service Connection

The ADU shall connect to the primary structure's plumbing downstream of the meter.

Option 2. Separate and Dedicated Domestic Service Connection

The ADU shall connect downstream of the primary dwelling's existing curb stop on the owner-side within the owner's private property and shall include:

- Tee fitting installed after the primary dwelling existing curb stop;
- Dedicated domestic service line (pipe) into the ADU; and a
- Dedicated meter assembly (for individual metering and billing)

In accordance with the District's System Rules and Regulations all billing accounts shall be billed directly to the Owner(s) or Record (Legal Title Holder) or their duly authorized agent.

Final Reminder

Failure to submit complete materials, maintain good financial standing, or obtain prior written authorization will result in rejection, delay in project approval, or enforcement action. Always consult the Sudbury Water District System Rules and Regulations for full requirements.