

Sewer Connection Procedure

There are several steps involved when connection to the common sewer system. The purpose of this document is to guide the connections process. It is encouraged to contact the Groton Sewer Commission to clarify any questions or issues when connecting to the common sewer. These procedures apply to the Groton Center Sewer District and to the Four Corners Sewer District.

1. Requesting a common sewer connection

Connection requests fall into two broad categories: in-district or out-of-district.

In-District

If a property is already included in a sewer district, the applicant is encouraged to contact the Groton Sewer Commission for a review of the request, capacity requirements and connection fees. The applicant will be apprised of sewer district specific information.

Out-of-district

If a property is not already in a sewer district (i.e., out-of-district), the applicant must contact the Groton Sewer Commission. Out-of-district properties are not eligible to connect to the common sewer unless town meeting votes to extend the district to include the property. The Groton Sewer Commission will hold a public hearing on the connection request and need to extend the district, and provide an overview of the process to the applicant of the next steps. The Applicant is responsible for presentations to any boards and to the Town Meeting in regard to the Article to extend the district. If the property is ultimately voted into the district, the connection process can proceed.

2. Connection process

The connection process consists of three steps: permitting, construction and final inspection.

Permitting

- a. (Applicant) Apply for a building permit for this connection. Note that at the time of building permit application, the sewer connection fee is due.
- b. (Applicant/Installer) Submit a Sewer Connection Application to the Groton Sewer Commission. The application requires licensed drainlayer information. An application fee applies. At this time, specific information about the building use is required (examples: number of bedrooms, number of restaurant seats, office square footage)
- c. (Applicant/Installer) Obtain a Trench Permit
- d. (Applicant/Installer) Obtain a road opening permit.
- e. The Groton Sewer Department will notify its inspection/compliance agent of the project.

Installation/construction

- a. (Applicant/Installer) Once permitting is complete, notify the Groton Sewer Department when construction will begin.
 - b. (Groton Sewer Department) The GSD will communicate GSD agent information to the Applicant/Installer for further coordination.
 - c. (Applicant/Installer) Submit a proposed plan, including timing and proposed sewer line path. The Groton Sewer Department will notify its inspection/compliance agent of the project.
 - d. (Installer) Install sewer line in compliance with the Town of Pepperell Sewer Design and Construction Guidelines¹. The installer is required to coordinate activities and inspection requirements with the Groton Sewer Department agent.
 - e. If a grinder pump is required:
 - a. (Installer) Obtain plumbing permit for grinder pump installation
 - b. (Installer) Determine location for grinder pump. The Groton Sewer Commission's policy is to require grinder pumps be located external to the building unless extraordinary conditions apply. Contact the Groton Sewer Commission for discussion about the specific installation.
 - c. (Installer) Install grinder pump in compliance with the Town of Pepperell Sewer Design and Construction Guidelines and Groton Board of Health regulations in an outside location.
3. Final Inspection
- a. (Applicant/Installer) Obtain final inspection for the Groton Sewer Department agent. Inspection fees apply.
 - b. (Installer) If a grinder pump is installed, a pressure test of the lateral sewer line is required. The test must be witnessed by a Groton Sewer Department agent. Submit the results of the pressure test.
 - c. (Applicant/Installer) Submit final inspection report
 - d. (Installer) Submit "as built" plan or "tie card" defining location of sewer line.

When the installation is successfully completed and inspected, the Groton Sewer Department will certify use of the new sewer connection.

¹ The Town of Pepperell Sewer Design and Construction Guidelines are used in the Groton Center Sewer District and the Four Corners Sewer District.: <https://town.pepperell.ma.us/DocumentCenter/View/133/Sewer-Design-Construction-and-Use-2007-with-EXHIBITS?bidId=>