

City of Revere

Engineering Department

Nicholas J. Rystrom, P.E. -- City Engineer
319 Charger Street, Revere, MA 02151 | (781) 286 - 8152



Patrick M. Keefe Jr.
Mayor

Licensed Drain Layer

New Applications

&

Renewal Packet

**January 1st, 2025 -
December 31st, 2025**



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INSTRUCTIONS & REQUIREMENTS FOR CONSIDERATION TO BE INCLUDED IN THE CITY OF REVERE LICENSED DRAIN LAYERS LIST

- Provide a letter on company letterhead requesting to become a Licensed Drain Layer.
- Provide three letters of recommendation* (letters from other Cities/Towns, (within the last 2 years))
- Provide a \$10,000.00 street and sidewalk bond made out to The City of Revere. An original bond with a raised seal is required.
- Provide a Certificate of Insurance that covers workers' compensation and general liability in the amount of \$100,000 per person (min.) and \$300,000 per claim (min.) *or* provide evidence of self-insurance. Insurance must cover the full license period.
- Provide a list of employees with hoisting equipment licenses and a copy of each employee's hoisting equipment license, front and back. This is required of every employee holding such a license.
- Drain layers must post a free-standing "A" frame sign on each side of the street opening location. The signs must have the company's name and phone number on both sides. Provide a photo of the company's free-standing "A" frame sign.
- Drain layers shall place a plastic utility marker in each completed trench. Utility markers shall be green and must display the company name and year. Provide a photo or sample of the actual plastic marker.

Application fees shall be paid to the City Collector. Checks payable to the City of Revere:

- a. \$275.00 if the company located in the City of Revere
- b. \$375.00 if the company is located outside the City of Revere

**Not required if a renewal.*

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Please follow the following directions to submit your drain layer packet successfully:

- Submit all documentation listed on the Instructions and Requirement Page
- Please have the owner or proprietor sign and initial all the pages where initials and signatures are required

Email all documents to: drainlayer@revere.org

Mail in the Non-refundable application fee to:

Engineering Department
Attn: Drainlayer Applications
319 Charger Street
Revere, MA. 02151



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City of Revere Guidelines for Utility Connections

All excavated material must be removed. Excavate may not be used as backfill. All backfill shall be suitably clean, processed gravel, free of any deleterious material. Determination of suitability shall be made by the City of Revere. Backfill shall be compacted in eight-inch 8" (max.) lifts.

Water utilities shall be bed in clean sand. Sewer/Drain utilities shall be bed in 3/4" (max) crushed stone.

Controlled Density Fill (CDF) must be utilized on all major arteries and roadways as determined by the City of Revere

Townhouse style homes must have separate water and sewer services.

5' (min.) separation for all utilities is required. 10' (min.) separation from any sanitary sewer service is required. Successive connections shall be 2' (min) apart along the main line pipe.

Water service connections, up to and including 2", may be done by way of a live tap. All services proposed to be larger than 2" shall be made with a rigid TEE cut into the main line. Tap & sleeves are not permitted.

Depth to water utilities shall be 5' (min.) to the crown of the pipe

Any/all lead services encountered must be removed completely, from the building to the main line pipe..

Water meters must be located within 5' of the water service penetration of the foundation.

Water service lines shall be 1" (min.) K copper.

Sewer service lines shall be 4" (min) PVC and must be 6" PVC where possible.

Sewer service connections to main line pipe may be made using an Inserta-TEE (or approved equal), given the diameter of the proposed service is not more than 1/2 the diameter of the main line pipe. Should the diameter of the proposed service be larger than 1/2 the diameter of the main line pipe, the connection must be made by cutting a rigid WYE fitting into the main line pipe. If the main line pipe has been rehabilitated (CIPP lined), the proposed connection shall be made TO THE LINER and not the host pipe.

In the event that an existing service line is to be re-used or repaired, the drain layer shall be responsible for the condition of the entire service line, to the main line pipe. If the pipe condition is questionable, full replacement is required.

All water service valves (curb stops) for new construction shall be located within the sidewalk. All water valve boxes must be clear and accessible at all times.

All paved City ways that have been paved or re-paved within the past 5 years shall receive full width re-paving or repaired using infrared technology.

All drain layers shall post a free-standing, A-frame sign at each end of the locus site. The sign shall contain the company's name and phone number on each side.

All drain layers shall place a plastic utility marker in the pavement of each trench completed. Utility markers are to be green in color and must contain the company name and year of paving on the marker.

The drain layer is responsible for providing written ties to ALL utility valves and/or fittings installed, including connections at main line pipes. This information must be provided to the Engineering Dept. office immediately following completion.

The drain layer (contractor) is responsible for providing a safe working environment for its workers, inspectors, and the public and shall comply with all City, state, and federal regulations, including OSHA safety regulations.

X _____
Initial to Acknowledge



Proposed site plans are required for all construction (new AND redeveloped) projects prior to City Engineer approval and permit issuance. This is a proposed site plan and should be treated as an existing condition, detailed survey plan, overlaid with all proposed development and modifications. The requirements of said site plan are as follows:

- 1.) Comply with the *Zoning Ordinances of the City of Revere, Section 17.17.050 "Materials for Review"* and the *City of Revere Rules & Regulations Governing the Subdivision of Land, Section 4 "Definitive Plan"*
- 2.) Show to considerable detail all that is proposed to be constructed.
- 3.) All plans shall be prepared with drafting software (AutoCAD or other), **NO SKETCHES**
- 4.) All plans shall be prepared at 40 scale (engineering, 1" = 40') or other, approved by the City Engineer and on sheets NO BIGGER than 24" x 36"
- 5.) Provide locations of all underground utility services
- 6.) Provide locations of all relevant utility structures (CBs, MHs, etc.), including rim and invert elevations
- 7.) Provide size and material for all underground utilities, including both main lines and service lines.
- 8.) Show proposed utility service penetration locations with dimensions along the foundation.
- 9.) Show foundation dimensions and closest offset to each property line.
- 10.) Provide top of foundation elevation.
- 11.) Provide reference to vertical datum.
- 12.) Provide existing and proposed site topography and distinguish between the two.
- 13.) Provide reference to horizontal datum - coordinates of two lot corners or tie to two local permanent monuments.
- 14.) Provide parcel ID, street address, and any previous lot designations.
- 15.) Provide relevant information for direct abutters (now/formerly, parcel ID, etc.) as well as any relevant adjacent structures.
- 16.) Show bearings and distances of all site property lines and related rights of way, accurate to 1/100 of a second and 1/100 of a foot.
- 17.) Show all driveways, decks, porches, pavement, grassed areas, landscaping, trees in excess of 4" dia., retaining walls, etc.
- 18.) Show light poles, signs, utility poles, pavement markings, parking meters, etc.
- 19.) Provide a zoning bulk table showing required and proposed zoning information (zoning district, offsets, required open space, etc.)
- 20.) Show any/all existing and proposed easements.
- 21.) List any/all variances, special permits, or waivers on the plan(s) as well as evidence that any of such has been obtained.
- 22.) Provide all other measurements accurately to 1/10 of a foot.
- 23.) Provide a north arrow (specify true or magnetic)

- 24.) Plan shall be wet stamped, signed and dated by a registered PLS and PE
- 25.) Perform a deep hole excavation at the approximate center of the proposed foundation and provide the results of a soil evaluation performed by a State licensed soil evaluator. Evaluation should include but not be limited to soil type(s), soil layer thickness, ground water elevation, etc. The elevation of the proposed building foundation shall be adjusted accordingly.
- 26.) Provide proposed sediment and erosion control measures (i.e., barrier, inlet protection, construction entrance, etc.)

The guidelines listed above are provided as base requirements only. The City Engineer reserves the right to require or omit any data or information, based on individual circumstances.



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Application Withdrawal

In the event that an applicant wishes to withdraw a permit application, the attached "Request to Withdraw Street Opening Permit" form must be completed in its entirety and provided to the City of Revere. Only after proving said form and paying any relevant fees with the permit be withdrawn.



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REQUEST TO WITHDRAW STREET OPENING PERMIT(S)

I am the permit holder, or entity who hired the permit holder, and hereby authorize the city of Revere to withdraw Street Opening Permit(s) # _____ for the property located at _____ street address _____, Revere, MA 02151.

Initial here if: Work did not commence. A site inspection is required to verify field conditions before the permit/s can be withdrawn.

Reason(s) for termination

Has work started under this permit/s? Yes _____ NO _____

Please fill out either the Permit Holder OR Property Owner Section below:

Permit Holder- Name-PRINT

Property Owner-Name-PRINT

Street Address

Street Address

City/Town State Zip Code

City/Town State Zip Code

Email: _____

Email: _____

Phone: _____

Phone: _____

Signature

Signature

THE COMMONWEALTH OF MASSACHUSETTS

On this _____ day of _____, 20____ before me, the undersigned notary public, _____ personally appeared, proved to me through satisfactory evidence, which were _____, to be the person whose name is signed on this document and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public My Commission Expires

City of *Revere* - Resurfaced Streets - Past 5 Years - These Streets are to have Infrared Paving

Disclaimer: List is subject to change. Street projects may be added during the year. It is the drainlayers responsibility to confirm if paved prior to construction.

<u>CALENDAR YEAR 2024</u>		
<u>STREET</u>	<u>FROM</u>	<u>TO</u>
POMONA STREET	REVERE STREET	AMERICAN LEGION HWY
RAND STREET		FULL LENGTH
HOWARD STREET		FULL LENGTH
MCLEAVY STREET		FULL LENGTH
OXFORD STREET		FULL LENGTH
GOODWIN AVENUE		FULL LENGTH
WINTHROP AVENUE	STATE ROAD	WINTHROP PARKWAY
<u>CALENDAR YEAR 2023</u>		
<u>STREET</u>	<u>FROM</u>	<u>TO</u>
NORTH SHORE ROAD	BUTLER CIRCLE	WONTHROP PARKWAY
BLAKE STREET		FULL LENGTH
ALGER ROAD		FULL LENGTH
AVALON STREET		FULL LENGTH
DIX STREET	NORTH SHORE ROAD	GARFIELD AVENUE
REVERE STREET	NORTH SHORE ROAD	OCEAN AVENUE
HILLSIDE AVENUE		FULL LENGTH
SUMMER STREET		FULL LENGTH
BAY ROAD		FULL LENGTH
LAWRENCE ROAD		FULL LENGTH
LEONARD ROAD		FULL LENGTH
SEARS STREET		FULL LENGTH
CLINTON ROAD		FULL LENGTH
LORING AVENUE		FULL LENGTH
JACKSON STREET		FULL LENGTH
GLADYS STREET		FULL LENGTH
VERA STREET		FULL LENGTH
YORK STREET	Noth Shore Road	Ellerton Street
ELLERTON		FULL LENGTH
ARGYLE STREET		FULL LENGTH
BEVERLY STREET		FULL LENGTH
FENNO STREET	Border Street	Prospect Avenue
SPRING AVENUE		FULL LENGTH
ARNOLD STREET	Hysil Avenue	South Irving Street
SOUTH IRVING STREET		FULL LENGTH
THORNDIKE STREET		FULL LENGTH
<u>CALENDAR YEAR 2022</u>		
<u>STREET</u>	<u>FROM</u>	<u>TO</u>
BREEDENS LANE	BREEDENS LANE	SALEM STREET

BREEDENS LANE	LIBERTY AVENUE	HYWOOD STREET
CUSHMAN TERRACE		FULL LENGTH
AVON STREET		FULL LENGTH
GENNESSE STREET		FULL LENGTH
FURNESS STREET		FULL LENGTH
ESSEX STREET		FULL LENGTH
CAMBRIDGE STREET		FULL LENGTH
SOUTH CAMBRIDGE STREET		FULL LENGTH
VANE STREET	YEAMANS STREET	HY-SIL AVE
TUDOR STREET		FULL LENGTH
SUFFOLK AVENUE		FULL LENGTH
RIDGE ROAD		FULL LENGTH
FRANKLIN PLACE		FULL LENGTH
WALNUT AVENUE	FRANKLIN AVENUE	BEACH STREET
WALNUT AVENUE		JAMES STREET
JAMES STREET	ARLINGTON AVENUE	WALNUT AVENUE
TAFT STREET	BROADWAY	HADDON STREET
HADDON STREET	TAFT STREET	VINAL STREET
WILSON STREET	TAFT STREET	REVERE BEACH PARKWAY
OCEAN AVE	WEST STREET	ELIOT CIRCLE
PEARL AVENUE	WINTHROP AVENUE	ORCHARD STREET
ORCHARD STREET	WINTHROP AVENUE	CRESCENT AVENUE
<u>CALENDAR YEAR 2021</u>		
<u>STREET</u>	<u>FROM</u>	<u>TO</u>
SHIRLEY AVENUE	VFW PARKWAY	NORTH SHORE ROAD
EASTERN AVENUE		FULL LENGTH
PUTNAM STREET		FULL LENGTH
CUMMINGS AVENUE		FULL LENGTH
B STREET (FULL LENGTH)		FULL LENGTH
C STREET (FULL LENGTH)		FULL LENGTH
<u>CALENDAR YEAR 2020</u>		
<u>STREET</u>	<u>FROM</u>	<u>TO</u>
PROCTOR AVENUE		FULL LENGTH
EASTERN AVENUE		FULL LENGTH
LINCOLN STREET	BURBANK	BLANEY
SPRAGUE STREET		FULL LENGTH
EUSTIS STREET		FULL LENGTH
JOHN MOONEY ROAD	EUSTIS	BEACH STREET
EVERETT STREET (FULL LENGTH)		FULL LENGTH
RUMNEY ROAD	PATRIOTS PARKWAY	GRAVES ROAD
<u>CALENDAR YEAR 2019</u>		

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
FITZHENRY SQUARE	NAHANT AVENUE	CENTENNIAL AVENUE
CENTENNIAL AVENUE	CAMPBELL AVENUE	WAVERLY AVEUNE
GARFIELD AVENUE	BLAKE STREET	SHIRLEY AVENUE
KIMBALL AVENUE	VFW PARKWAY	NORTH SHORE ROAD
KINGMAN AVENUE	MALDEN STREET	FENLEY STREET
NORTH AVENUE	MALDEN STREET	FENLEY STREET
CONANT STREET	MALDEN STREET	FENLEY STREET
MCKINLEY STREET	REVERE STREET	END OF THE ROAD
MOUNTAIN AVENUE	BROADWAY	ADAMS STREET
PITCAIRN STREET	PATRIOTS PARKWAY	BROADWAY
WASHINGTON STREET	MCKINLEY STREET	ROOSEVELT STREET
CALUMET STREET	SAGAMORE ROAD	TO DEAD END
PROSPECT AVENUE	BROADWAY	SUFFOLK AVE
T. CARROLL WAY	PROSPECT AVENUE	RESERVOIR AVENUE
TUCKERMAN STREET	MALDEN STREET	CUSHMAN AVENUE
TRUE STREET	SCHOOL STREET	DEAD END
TREVALLEY ROAD	PAYSON STREET	THURLOW AVENUE
HALL STREET	EATON STREET	MILL STREET
HARRINGTON STREET	BEACH STREET	LOWE STREET PLACE
LINCOLN STREET	AMASA	BURBANK
VIVIEN STREET	MOUNTAIN AVENUE	LINCOLN STREET
DANA STREET	N. SHORE ROAD	DEAD END (JUST E. OF GARFIELD)
DIX STREET	GARFIELD AVENUE	DEAD END
THORNTON STREET	SHIRLEY AVENUE	FRANKLIN AVENUE
WINTHROP AVE.	BROADWAY	BEACH STREET
PEMBERTON STREET	MALDEN STREET	SQUIRE ROAD
MARSHALL STREET	STEVENS STREET	SQUIRE ROAD
AUGUSTUS STREET	MALDEN STREET	SQUIRE ROAD
GROVER STREET	KEAYNE STREET	AUGUSTUS STREET

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As of 10/21/21, any permit entered in Citizen Serve without a related civil drawing of the work to be performed will be DENIED. We have recently received an influx of calls about the status of SOPs only to find that no civil design plans were uploaded. As a drain layer for the city, you signed an affidavit to adhere to ALL requirements of the city. One such requirement states that a civil design plan must be submitted for review prior to the approval of said SOP.

Please note, continued disregard for this requirement may result in the denial of a future license renewal application.

AGAIN, ANY PERMIT ENTERED INTO CITIZEN SERVE WITHOUT A COMPLETE CIVIL DESIGN PLAN WILL BE DENIED.

REMINDERS:

1. **ALL Permit Inquiries, Status Updates, Questions, etc., Must Be Directed to the Administrator of the Engineering office ONLY.**

Any calls made directly to the Superintendent of Public Works or the City Engineer regarding permit approvals will not be addressed nor responded to. You must contact the Administrator of the Engineering Department with any questions or inquiries. If needed, forward of such inquiries to the heads of departments will be at the Administrator's discretion.

2. **Street opening inspection requests are made to the 311 centers ONLY. Please call 781-286-8311 to request an inspection prior to backfilling. Calls to Water Sewer Drain Superintendent, Foreman, and/or crew for an inspection will be forwarded to 311.**



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**ACKNOWLEDGEMENT OF RECEIPT OF CITY OF REVERE GUIDELINES FOR WATER
AND SEWER CONNECTIONS & RULES AND REGULATIONS
FOR WINTER EXCAVATION ACTIVITY**

It is the drain layer’s responsibility to read and understand the information, rules, and procedures provided. By signing below, the drainlayer acknowledges the following:

I/We hereby acknowledge that I/we have received, read, and fully understand the requirements of City licensed drain layers. Further, I/we agree to abide by the policies and procedures described in the guidelines provided as defined in the drainlayer application requirements. I/we understand that I will be held accountable for all work performed in accordance with the said requirements.

Print Name _____ Date: _____

Signature _____



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Checklist for Water & Sewer Tie cards

- Individual tie cards are required for each utility (domestic water service, fire service & sewer)
- Shall include size, material, and length of each service from the main into the building.
- The building shall be drawn to match the as-built condition of the building and identify the building's address (proper shape)
- Shall include the install date, install by and date the ties were taken.
- Shall include ties (distance) from at least 2 different points (corners of the building, poles, manhole structures, etc.) to the water shut off valves, sewer clean outs, bends in the sewer and to the connection at the City's main for both water and sewer.
- Shall identify the location of the shut off valve and any sewer clean outs or bends (sidewalk, street, etc.)
- Shall include the size of the main and material if known.
- All Service Tie Cards are to be uploaded into the street opening permit.

*****Disclaimers:**

1. Every effort has been made to create a comprehensive list of requirements; however, the Engineering Department may require additional information or services not included in this checklist.
2. This document is subject to change at the City's discretion.



City of Revere, Massachusetts

SERVICE ADDRESS _

WATER Service Card

Install Date: _____

Install By: _____

Ties taken by: _____

Water Service:

Size: _____ Material: _____

Property Line

Curb Line

Water Main

_____ Street in which the main is located



City of Revere, Massachusetts

SERVICE ADDRESS _____

SEWER Service Card

Install Date: _____

Install By: _____

Ties taken by: _____

Sewer Service:

Size: _____ Material: _____

Sewer Main:

Size: _____ Material: _____

Property Line

Curb Line

_____ Street in which the main is located



City of Revere, Massachusetts

SERVICE ADDRESS _

Sewer Main



_____ **Street in which the main is located**



City of Revere, Massachusetts

SERVICE ADDRESS _____

WATER Service Card

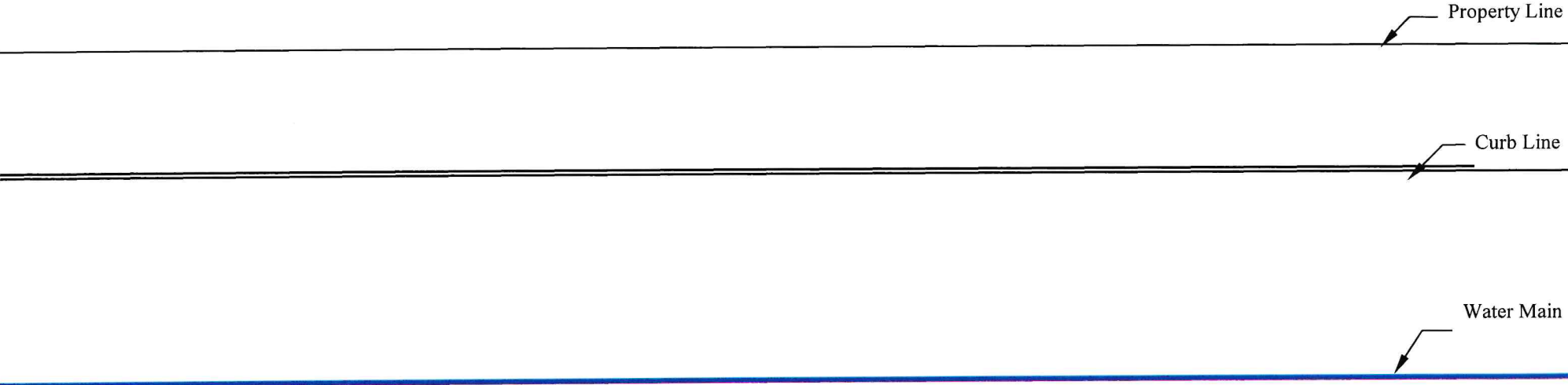
Install Date: _____

Install By: _____

Ties taken by: _____

Water Service:

Size: _____ Material: _____



_____ Street in which the main is located



City of Revere, Massachusetts

SERVICE ADDRESS _____

SEWER Service Card

Install Date: _____

Install By: _____

Ties taken by: _____

Sewer Service:

Size: _____ Material: _____

Sewer Main:

Size: _____ Material: _____

Property Line

Curb Line

_____ Street in which the main is located



ON-SITE CONSTRUCTION A-FRAME EXAMPLE





UTILITY MARKER EXAMPLE

MUST BE THE COLOR GREEN, HAVE COMPANY NAME AND
YEAR 2025 ON THE MARKER

