



## Town of Orleans

### Sewer Connection Process

1. Property owner hires a MA licensed civil or environmental engineer (Engineer).
2. Engineer develops draft plans for a sewer connection from the structure(s) to be served to the sewer service lateral at the property line of the subject parcel. Engineer to request a “tie card” from the Town Representative.
3. Engineer files an Administrative Review application, when the proposed construction will take place in an area subject to the jurisdiction of the Orleans Conservation Commission, with the Conservation Department.
4. Engineer submits draft digital connection plans and record septic plan (pdf preferred) to the Town Representative for review and comments.
5. The Town Representative submits plan review comments to the Engineer.
6. Engineer addresses plan review comments.
7. Once the Town Representative approves the sewer connection plans, the Property Owner/Business Owner hires a Drain Layer (Contractor) that has been licensed by the Town of Orleans.
8. For all Food Service Establishments, Property Owner/Business Owner attends a FOG Meeting with the Sewer Department and files for a Fats, Oils, and Grease (FOG) Permit.
9. The Contractor applies for a Plumbing Permit:
  - a. For all Food Service Establishments; or
  - b. Any property with a change to internal plumbing; and/or
  - c. When the connection requires the Contractor to cut into the existing building drain within 10’ of the developed length from the inside face of the foundation wall.
10. Contractor files one (1) connection application package with the Sewer Program Coordinator including the following:
  - a. A Disposal Works Construction Permit (DWCP) to abandon the existing sewerage disposal system(s) on the property;

- b. A trench permit application for the work, including the related fee;
  - c. A copy of the approved plumbing permit and FOG permit, if required;
  - d. All required fees per the Sewer Use Rules and Regulations (SURR);
  - e. All complete application forms; and
  - f. Eight (8) sets of plans.
11. Sewer Program Coordinator reviews the package and if complete, issues approval for construction of the sewer connection.
  12. Sewer Program Coordinator distributes approved plans to the Contractor (to provide to the Engineer and Property Owner), Sewer Department, Water Department, and the Town Representative.
  13. Contractor notifies the Sewer Department via email with a cc to the Sewer Program Coordinator of the start of construction, at least 48 hours in advance of the start of work.
  14. The Sewer Department inspects and approves the sewer connection installation and the abandonment of the existing sewerage disposal system(s). Contractor must provide 24-hour notice for an inspection.
  15. Contractor provides tie card for installed infrastructure to the Sewer Department at the time of final inspection.
  16. The Sewer Department submits completed inspection form to Sewer Program Coordinator.
  17. Engineer submits as-built plans, installation certification and electronic files to the Sewer Program Coordinator in accordance with the SURR requirements.
  18. Contractor obtains Certificate of Compliance (COC) and/or Sewer Connection Verification letter from Sewer Program Coordinator.

If you have any questions regarding this process, please reach out to Sewer Program Coordinator or the Sewer Department for guidance.

**Sewer Department:**

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**Sewer Program Coordinator:**

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**Town Representative:**

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