

**UTILITY COMPANY / PETITIONER APPLICATION FOR PETITIONS
POLE INSTALLATIONS AND RELOCATIONS /STREET OPENING REQUESTS AND GRANT OF LOCATION FOR CONDUIT PLACEMENT**

- This procedure solely applies to those utility petitions requiring Town Council approval- emergency petitions will be handled on an exception basis. Street opening requests submitted to the Department of Public Works are exempt from Town Council procedure.
- Per Weymouth Code of Ordinances: Work cannot occur between November 15th and April 15th.
- There is a five-year moratorium on roads paved within five years.
- Approval is not necessary if pole is to be moved less than five (5) feet.
- Contact Weymouth Treasurer's office to complete an "abutters list request form" (fee of \$15 applies) in order to obtain all documentation necessary to file petition.
- The Treasurer's office refers request to GIS Department for completion.
- Within 3-5 days, the Council office contacts originator to pick up the completed information from GIS.
- Petitioner files all paperwork with the Town Council office. This must include:
 - ✓ Original Petition stating location of work and type of work to be conducted.
 - ✓ Certified Abutters Form that includes owner name and address, parcel number, lot and block
 - ✓ Abutters labels that are actual mailing labels for all abutters listed
 - ✓ Abutters maps **in color**-- with all the detail covering the parameter of direct abutters for the proposed work. **The map must illustrate where driveways are located on residential homes.**
- Upon receipt of the above, the petition is forwarded to the Department of Public Works and District Councilor for any comments. The abutters are notified 7 days in advance of the public hearing. The utility company will be notified of the public hearing and invited to attend to present the petition.
- **Any documentation that is missing or incomplete will be rejected and will result in further delay of the petition process.**

PROCEDURE FOR GAS MAIN PETITIONS

The procedure for gas mains is the same as utility petitions. Please follow the instructions outlined in Application for Petitions. **Town Council approval is required under the following conditions:**

- Installation of new gas mains
- Extension of existing gas mains

Town Council approval is not required under the following conditions:

- Emergency repairs – determination of an emergency condition would be made by the gas supplier (NGrid). The level of gas leak will be listed on the street opening permit.
- Replacement of existing gas mains, as long as the proposed pipe location does not vary by more than one (1) foot horizontally from the existing main.
- Increase of existing gas main size, as long as the proposed pipe location does not vary by more than one (1) foot horizontally from the existing gas main.

Permits to the utility company will be granted by the Department of Public Works. They will condition the permit and notify the applicant if Town Council approval is required. Lack of notification of Town Council approval does not relieve the applicant from acquiring approval. The applicant will then apply to the Town Council for approval and no work will commence until approval is granted.

FIBER OPTIC UNDERGROUND INSTALLATIONS

These petitions are handled in the same manner as utility petitions, per M.G.L. Chapter 166, Section 22.

- Please note that the Council goes into recess from the end of June until the beginning of September.