



**135 Keyes Road  
Concord, MA 01742**

**DATE: March 11, 2026**

**MEMORANDUM**

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**TO:** Christine Zale, Senior Planner  
**FROM:** Darin LaFalam, Water & Sewer Superintendent  
**PREPARED BY:** Giovanni Caceres, Public Works Engineer - Water Systems  
**SUBJECT:** 166 Commonwealth Avenue - Special Permit & Site Plan Review

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The Water & Sewer Division (Division) has reviewed the “**Civil Plan for 166 Commonwealth Avenue in Concord, Massachusetts**”, dated January 15, 2026 and received by the Division on 2/6/26. Based on the level of detail provided, the Division offers the following comments.

**1. Application & Plan Comments:**

- a. The Applicant is reminded that a Form S Review will need to be filed with the Board of Health prior to receiving our approval of any water and sewer work. If the new proposed flows are over 1,000 GPD, you will need to file an appeal to request approval of the flows to the Public Works Commission (PWC) in one of their scheduled meetings as flows higher than 1,000 GPD are administratively denied by the Division and can only be approved by the PWC.
- b. The Applicant should be aware of possible water and sewer service lines crossing the subject property that were previously used to serve 152 Commonwealth Avenue. These service lines may still be connected to Town’s infrastructure and will need to be properly disconnected prior to site excavation activities for the proposed project. This work should be shown on the proposed water & sewer services plan.
- c. The Applicant shall submit a full engineering design plan for the proposed water and sewer services work according to the Division’s design policies and latest Rules and Regs for review and approval prior to any site work or commencement of the proposed project.

In addition, the Division offers the following standard conditions of approval:

**2. Prior to commencement of any site work:**

- a. The Applicant shall meet with the Division to review the proposed scope of water and sewer utility work and sufficiently demonstrate that:

- i. Water and sewer infrastructure can be designed and constructed in accordance with the Division's current design and construction standards.
- ii. Water demands can be minimized via demand management tools that may be codified in a "**Water Use Impact Report**" (conservation plan) and "**Water Customer Data Sheet**".
- iii. Lawn irrigation system(s), if proposed, can be installed in accordance with the Town of Concord Rules and Regulations Governing Water Use and Connection. A lawn irrigation system is subject to an additional connection fee and shall be registered with the Division and be operated in accordance with the Town of Concord Water Use Restriction Bylaw.

### 3. Prior to issuance of a Building Permit:

- a. The Applicant shall submit to the Division for review and approval, an application for the proposed water and sewer services installation. The application shall include the following:
  - i. Identification of a Division licensed "drain layer" who will be responsible for water service installation activities.
  - ii. Two full size copies of the approved water & sewer utility plan.
  - iii. An approved "**Water Use Impact Report**" (conservation plan" and "**Water Customer Data Sheet**" which will determine sizing of the water meter and water system connection fee.
  - iv. If change-in-use results in water demand increase of greater than 30 gallons per minute, the applicant shall provide a water use impact report and conservation plan, with attention placed on the integration of demand management and conservation options.
  - v. If new water and sewer services are installed, the existing services shall be cut and capped as per the Division's standards.

### 4. Prior to issuance of any Certificate of Occupancy:

- a. The Applicant shall submit to the Division a full-size record drawing (Arch D), created in accordance with Division standards, for review prior to finalizing the drawing. Once the draft is approved, the Applicant shall submit to the Division a full-size (Arch D formatted) electronic drawing copies in the form of CAD and \*.PDF files.
- b. The Applicant shall furnish to the Division "**Water Demand Minimization Affidavit(s)**" to demonstrate work was performed in accordance with the approved demand mitigation measures.