



**CITY OF MANCHESTER**

Department of Public Works  
475 Valley Street  
Manchester, NH 03103  
603-624-6444

Kevin A. Sheppard, P.E.  
Public Works Director

Timothy J. Clougherty  
Deputy Director

**ANNUAL MONITORING WELL PERMIT**

This permit authorizes the location of one monitoring well for the course of one year. An Excavation Permit is required to install the new well. Please review and initial the Terms, Conditions and Insurance Requirements on Page 2.

NEW PERMIT

Must be Accompanied by and Excavation Permit - \$50

RENEWAL - \$25

FOR OFFICE USE ONLY	
EXPIRATION DATE	_____
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>

Name of Applicant: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone : \_\_\_\_\_ Email: \_\_\_\_\_

Monitoring Well Location	<input type="checkbox"/> Street	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Grass Panel	<input type="checkbox"/> Other: _____
Nearest Address to Location: _____				

**FOR NEW PERMITS:** Provide a colored GIS map showing the accurate location of each proposed monitoring well(s) in relation to all traffic signal conduits, sanitary sewer, storm, and water lines; calling out their distance form these utilities.

By signing you acknowledge that you have read and initialed the Terms, Conditions and Insurance Requirements and will adhere to all aspects of this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved  
Kevin A. Sheppard, P.E.  
Director of Public Works

\_\_\_\_\_  
Date

## **Terms, Conditions and Insurance Requirements**

**TERMS:** This permit expires 12 months after issuance and is to be renewed annually along with the associated fees and insurance requirements. All provisions and requirements included in the initial permit will remain valid and in force on renewed permits unless expressly stated otherwise on this form.

**CONDITIONS:** Applicant agrees to abide by all requirements found in the Monitoring Well Guideline document, and City of Manchester Standard Specifications for Roadway, Drain, and Sewer latest edition

**INSURANCE:** Applicant agrees to maintain comprehensive general liability insurance written on occurrence form, including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage and contractual liability coverage insuring the agreements contained herein. The minimum limits of liability carried on such insurance shall be \$1,000,000 each occurrence and, where applicable, in the aggregate combined single limit for bodily injury and property damage liability; \$1,000,000 annual aggregate personal injury liability. The City of Manchester shall be listed as additionally insured on the insurance certificate. The City must be provided a copy of the insurance certificate to maintain on file and any and all deductibles shall be assumed by the Applicant. In the event of cancellation or material change, written notice shall be given to the City of Manchester, Office of Risk Management, One City Hall Plaza, Manchester, New Hampshire 03101 and the Manchester Department of Public Works, 475 Valley Street, Manchester, New Hampshire 03103 at least thirty (30) days in advance of such cancellation or change.

**ACKNOWLEDGMENT:** Applicant hereby agrees to protect, defend, indemnify, and hold the City of Manchester and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by the City arising in favor of any party including claims, liens, debts, personal injuries including injuries sustained by employees of the City, death or damages to property (including property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of this contractor agreement. Applicant agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits at the sole expense of the Applicant. Applicant also agrees to bare all other cost and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against Applicant or the City or to enlarge in any way the Applicant's liability, but is intended solely to provide for indemnification of the City from liability for damages or injuries to third persons or property arising from Applicant's performance hereunder.

\_\_\_\_\_ Initial

Date: \_\_\_\_\_



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# **Monitoring Well Guidelines**

## ***Permit Fees and Bonding***

1. New permit fee of \$50.00 is required covering the permit processing, review, and inspection for all monitoring well installations in the public right-of-way or on City of Manchester property.
2. Renewal fee of \$25.00 is required annually for each monitoring well in the public right-of-way or on City of Manchester property.
3. A bond in the amount of \$1,000.00 for the first monitoring well and \$500.00 for each additional monitoring well.
  - a. Bond can only be canceled once the permit holder provides the City of Manchester with properly executed NHDES Abandoned Well Registration Report.

## ***Monitoring Well Permit Conditions***

1. All work must be done in accordance with City of Manchester Standard Specifications for Roadway, Drain, and Sewer latest edition. All permit holders are responsible for subcontractors to adhere to these regulations.
2. Applicant shall have proper traffic controls in place as specified in the Manual on Uniform Traffic Control Devices (MUTCD) while performing installation or removal of monitoring wells while in the right-of-way. The applicant must ensure the area is safe and passable to vehicular and pedestrian traffic while installation or removal of monitoring wells is being done.
  - a. Any installation or removal of monitoring wells requiring the complete closer of a roadway shall only be done with an approved detour plan and encumbrance permit as per the City of Manchester Standard Specifications for Roadway, Drain, and Sewer.
3. Applicant or their subcontractor(s) shall acquire an excavation permit prior to the installation or removal of any monitoring well(s) in the right-of-way or on City of Manchester property. No work shall be permitted without 24 hour notice to the inspection section.

4. During installation work shall proceed in a continuous manner until completed. The right-of-way shall be restored to as nearly as possible to its original condition. As to limit the impacts on public travel and or access to no more than reasonably necessary.
5. The applicant is to assume all liability, and expense for environmental response for remediation that may be necessary due to improper installation, maintenance, or removal/abandonment.
6. The applicant shall provide the City of Manchester a copy of all sampling data from monitoring wells placed within the City of Manchester right-of-way upon request.

### ***Monitoring Well Construction Requirements***

1. Monitoring wells shall be constructed to meet all New Hampshire Department of Environmental Services (NHDES) requirements and regulations.
2. Applicant must maintain and repair, as necessary the monitoring well(s) in accordance with NHDES rules and regulations. The well castings, seals, and caps must be periodically inspected by the applicant to ensure structural integrity of the monitoring well(s).
3. The applicant is responsible for repair of pavement within the area of influence of the monitoring well(s) that becomes depressed or broken at any time. The applicant will remain responsible until such time the monitoring well(s) are removed and final restoration is completed.
4. Each monitoring well shall be decommissioned in accordance with We 100-1000 and all other applicable rules and regulations of NHDES.
5. During removal of monitoring well(s) in the event that the casting cannot be fully removed. The applicant or subcontractor must remove the casting to a minimum of 18 inches below the surface grade.
6. NHDES Abandoned Well Registration Report shall be submitted to the DPW upon completion of well removal(s).
7. Upon removal of monitoring well(s) any area disturbed by the work shall be restored to the condition that existed prior to the applicants work. All restoration must conform to the specifications found in the City of Manchester Standard Specifications for Roadway, Drain, and Sewer