MONITORING WELL CHECKLIST

☐ 1. Prepare plans

☐ 2. Consult with PIC Legal Counsel

☐ 3. Provide full submission package to the PIC
   _ Plans
   _ Petition
   _ COBUCS number
   _ Manager’s Certificate or Certificate of Authority
   _ Boston Groundwater Trust letter

☐ 4. Permits and Construction
MONITORING WELL PROCEDURE

The following steps should be taken, generally in the noted sequential order, to petition the Public Improvement Commission to install Groundwater Monitoring Wells within the public right-of-way. Once the articles listed in Step 3 have been submitted and reviewed to the satisfaction of the Chief Engineer, the necessary construction permits may be granted.

1. Prepare plans to conform to the following criteria:
   - Landscape orientation
   - Stamped and signed by a MA-registered civil engineer
   - Locate the well location(s) within the sidewalk

2. Consult with PIC’s Legal Counsel to cooperatively begin drafting the License, Maintenance, and Indemnification (LMI) agreement (see App. 1 for contact info).

3. Provide full submission to the PIC for review. This submission shall include three sets of the prepared plans along with an Engineering Report. The report shall include the following:
   - Petition signed by the interested party
   - COBUCS number as provided by Public Works Department, Highway Division
   - Manager’s Certificate (for a licensed LLC) or Certificate of Authority (for all other business structures) verifying that the individual(s) signing the petition have the authority to make the decisions associated with the subject PIC action
   - Letter drafted by the applicant and signed by the Boston Groundwater Trust

4. Once PIC Staff is satisfied with the submission, the necessary permits may be granted and construction may commence.
Appendix 1 – Contact Information

**PIC Legal Counsel**

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**Boston Groundwater Trust**

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**Public Works Department, Highway Division**

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