



Department of Public Works – Engineering Division

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Frederick Russell, PE, Director
Kelley Conway PE, Town Engineer

MEMORANDUM

To: Planning Board

From: DPW - Engineering Division

Date: May 1, 2026

Re: 69-75 Allen Road ANR – Parcels 62-2-1 & 62-2-2

The Engineering Division has reviewed the plans entitled “Plan of Land in Billerica, Massachusetts – Site Address #69 Allen Road, Billerica, Massachusetts, Parcel 62-2-1” prepared for Sean T. Collins, prepared by Hancock Associates, dated March 20, 2026. Comments are as follows:

1. This lot has frontage on Allen Road. Allen Road is an accepted way.
2. Allen Road is under a no cut moratorium until November 20, 2029.
3. A Street Opening Permit will be required for any work in the right-of-way. Any longitudinal trench within the roadway will require a full width overlay as a Street Opening Permit requirement.
4. The existing gravel driveway at the frontage of Lot A (Allen Road access) has a history of washing out onto Allen Road. This must be addressed with future house construction.
5. Upon approval of utility plans, DPW fees will be due prior to Foundation Permit approval. Contact Steve Robertson for questions regarding DPW fees.
6. Water and sewer are available on Allen Road.
7. A utility plan showing utility services from the main to foundation(s) must be submitted to DPW for review and approval prior to Foundation Permit approval.
 - a. Utility services shall not cross lot lines unless an easement is provided.
 - b. All water and sewer utility construction and materials shall be as specified by the Water and Wastewater Divisions.

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- c. Upon approval of the utility plan, Water Connection Permit and Sewer Connection Permits must be applied for online by an Approved Bonded Contractor.
8. See DPW Administration Office for a list of Approved Contractors.
9. Contact the Engineering Division to obtain a house number for the lot. The house number must be visible from the street.
10. Construction of anything with an impervious surface must include measures to mitigate Stormwater runoff. Stormwater plans with calculations of all new impervious areas will need to be submitted.
 - a. Land disturbance of one acre or more will require a stormwater permit.
 - b. Stormwater mitigation measures are required for construction of over 500 square feet of impervious area, or land disturbance over 20,000 square feet.