

Below is a description of the functions of the Engineering Office and the number of permits they issued for 2012 and 2013.

## **ENGINEERING DIVISION**

There are 4 Major Functions of the Engineering Office:

1. Provide Technical Assistance to other Departments of the City, principally the Planning and Conservation offices and Boards/Commissions and Highway, Water and Wastewater Departments.
  - Plan, specification and estimate reviews for subdivisions, site plans, special permits, roadway and sidewalk improvements, wetlands and watershed, sanitary sewer, and storm drain, relative to engineering design and City standards and requirements.
  - Field Investigations of all plans under review, and for drainage and other problems.
  - Act as additional project inspector on all state projects, to ensure that work is being done in accordance with City standards and to ensure that there is no significant cost overrun (City responsible).
2. Provide assistance to the general public in matters relating to those public records of which the City Engineer is the custodian.
  - Perform property, right of way, and utility research.
  - Prepare plot plans for building permits.
  - Copy various plans.
  - Answer general questions.
3. Issue permits to construct, extend or connect to the municipal sanitary sewer or storm drain system per approved plans.
  - Perform inspections of all Permitted work
4. Serve as the City's GIS Department. In charge of adding and editing the numerous GIS layers for the City, including the use of GPS equipment to determine exact locations of many of the items currently included in the GIS maps.

Inherent in the above are the following:

1. Creation, storage and maintenance of maps, plans, specifications and other records related to construction of all public works projects.
2. Storage and maintenance of various plans, including definitive, site and special permit plans, recorded land surveys, roadway improvement, sanitary sewer, storm drain, bridges, reservoirs.
3. Digitize/update all street maps, engineering/assessor's parcel maps, and zoning maps
4. Update databases for permitting, drain layers, rights of way, addresses and work action requests.
5. Perform survey and drafting relative to various City projects, including parking lots, sports facilities and rights of way.
6. Review and prepare City Ordinances.

	<b>2012</b>	<b>2013 (thru Dec 10<sup>th</sup>)</b>
<b>Right of Way Permits</b>	304	304
<b>Trench Permits</b>	321	295
<b>Sewer and Drain Permits</b>	127	94