

# STREET OPENING PERMIT POLICY

This policy establishes requirements for performing work in, on, or involving sidewalks, curbs, roads and right-of-ways within the Village of West Haverstraw.

## Activities Requiring a Street Opening Permit

No person shall excavate in any roadway or right-of-way in the Village of West Haverstraw for the purpose of installing or repairing sewer, water, drainage, gas, telephone, cable television or other utilities, or for any other reason, without first obtaining a Street Opening Permit from the Department of Public Works.

In addition, any excavation within the road right-of-way for the installation or replacement of driveway aprons, sidewalks or curbs, or any occupancy of the sidewalk or street area will require the issuance of a Street Opening Permit from the Department of Public Works.

## Permit Application Submission Requirements

Applications must be submitted at least five (5) working days prior to the opening, unless there is an emergency. Applications for Street Opening Permits must include the following information:

- A current valid DIG SAFE number;
- A satisfactory Certificate of Insurance naming the Village of West Haverstraw as an additional insured, showing public liability in an amount not less than \$1,000,000.00 for injury or death and \$2,000,000.00 excess coverage and for damage to property in an amount not less than \$100,000.00. Certificates of Insurance naming the Village of West Haverstraw as “Certificate Holder” only will not be accepted;
- A satisfactory Street Opening Bond in an amount twice that of the cost of the estimated work or improvement, and;
- A sketch of the location and nature of the work to be done

## Permit Issuance

Permits will be issued at the discretion of the Public Works Department between April 15 and November 1. Between November 1 and April 15, a permit may be issued at the discretion of the Department of Public Works under emergency conditions where no other alternative exists. The permit shall be available on the job site.

## Inspections

Inspections shall be conducted as directed at the time the Street Opening Permit is issued. It shall be the Permittee’s obligation to call the Department of Public Works for any required inspection. Except in the case of an emergency repair, inspections shall only be performed during regular Department of Public Works work hours.

## Permit Compliance

The applicant must comply with the Street Opening Permit requirements and roadway construction and repair standards and/or Driveway Design Requirements as established by the Department of Public Works.

## Permit Fees

A fee of \$175.00 will be charged for Street Opening Permits related to driveways, sidewalks, curbs, street occupancy and utility construction or reconstruction.

## **SPECIAL PROVISIONS**

1. All openings must be saw cut.
2. All material unsuitable for backfill and compaction must be removed from site.
3. Only granular backfill suitable for compaction shall be permitted.
4. All backfill shall be free from lumps or stones larger than 3" in diameter and any foreign material.
5. All backfillings shall be done in 8" lifts, and each lift shall be thoroughly compacted by mechanical means before the next lift is deposited into the trench or otherwise at the direction of the Department of Public Works.
6. The final 6" lift shall be a compacted base course of ¾" crushed stone.
7. A temporary bituminous patch shall be placed the same day as closure.
8. During the summer months a 4" dense binder and 2" of state top permanent hot mix patch (for bituminous streets) shall be in place and compacted within four working days of backfilling.
9. During the winter months a temporary blacktop patch consisting of 3" cold mix may be placed over the 6" compacted base course.
10. As soon as possible, but no later than May 15, the temporary patch shall be replaced by a permanent surface as described in Item 8.
11. The street repair shall be guaranteed by the Permittee against settling and cracking for one (1) year.
12. Street repairs found to be unsatisfactory by the Department of Public Works shall be promptly repaired by the Permittee, or shall be repaired by the Department and billed to the Permittee.
13. The cost incurred by the Village for repairs of streets will be assessed to the improved property if not paid by the Permittee.
14. Applicants having a history of non-compliance with the Village's regulations pertaining to street openings may be denied future permits.
15. Other than in the case of an emergency, if any work is started before a permit is obtained, the permit fees shall double, and the violation shall be further subject to all penalties provided by law.
16. All saw cuts must be cracked sealed.

## **LIABILITY AGREEMENT**

By accepting this Street Opening Permit, the Undersigned Contractor hereby agrees to defend, indemnify and hold harmless the VILLAGE, its employees, officers and agents from and against any and all claims, lawsuits, causes of action or other loss or expense whatsoever, including reasonable attorneys fees, that may be threatened or arise from or in connection with in the work to be performed and/or the materials to be installed under this Permit.

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Permittee Signature

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Date

# STREET OPENING & OBSTRUCTION PERMIT

*This application and permit are for the obstruction and/or excavation within the streets and right-of-ways owned or under the jurisdiction of the Village of West Haverstraw.*

## (PLEASE PRINT OR TYPE APPLICATION INFORMATION)

Date: \_\_\_\_\_ Permit # \_\_\_\_\_

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

Address: \_\_\_\_\_  
City State Zip

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

License #: \_\_\_\_\_

Excavator: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

License #: \_\_\_\_\_

Location Where Work Will Be Performed: \_\_\_\_\_

Estimated Size of Excavation: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

Hours of Work: Start: \_\_\_\_\_ End: \_\_\_\_\_

Existing Road Surface:  Gravel  Light Bit.  Asphalt  Concrete  Other: \_\_\_\_\_

DIG SAFE NUMBER: \_\_\_\_\_

The work to be performed involves (Check all that apply)

- Underground Work  
Specify \_\_\_\_\_
- New Installation or Relocation of an Existing Installation (please circle one)
- Repair or Replacement in the Same Location (please circle one)
- Removal  
Explain: \_\_\_\_\_
- Traffic Lane or Sidewalk Obstruction Not Involving Underground Work  
Explain: \_\_\_\_\_  
(Example: Billboard/signage work, walls, overhead utility work, construction on private property, etc.)
- Sidewalk Work

If underground, specify the type of equipment you will be installing or working on (Check all lines that apply, and circle all those within that line that apply)

- Water Main/Connection/Hydrant/Valve
- Sewer Main/Lateral/Catch Basin
- Gas Main/Connection/Regulator/Vault
- Electrical Conduit/Duct/Vault
- Telephone/Cable Television Conduit/Telecommunications # of Conduits \_\_\_\_\_
- Other (Explain) \_\_\_\_\_

If this is a new installation or relocation of an existing installation please attach plans and specifications for the construction.

On the attached sheet, please provide a sketch indicating your work location and what areas you will be obstructing. (This page may be used to show maintenance/control of traffic.)

Will you obstruct the street?  Yes  No If yes, which lanes \_\_\_\_\_

Will you obstruct the sidewalk?  Yes  No

What are your plans for maintaining pedestrian traffic? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your plans for maintaining automobile traffic? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By accepting this Street Opening Permit, the Undersigned Contractor hereby agrees to defend, indemnify and hold harmless the VILLAGE, its employees, officers and agents from and against any and all claims, lawsuits, causes of action or other loss or expense whatsoever, including reasonable attorneys fees, that may be threatened or arise from or in connection with in the work to be performed and/or the materials to be installed under this Permit.

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

**(OFFICIAL USE ONLY)**

Application Fee \$ _____	Receipt # _____	Application Received ____/____/____
Bond Fee \$ _____		
TOTAL \$ _____		
Permit Issued ____/____/____	Permit Granted by: _____	Commissioner of Public Works
<b>Public Works Report</b>		
Was type of backfill satisfactory? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were temporary surface repairs adequate? Yes <input type="checkbox"/> No	
Was compaction satisfactory? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was permanent surface adequate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were surfaces outside paved area completed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Final Approval Date ____/____/____	Signed: _____	Commissioner of Public Works

