

Street Opening Permit Application
Village of Walden
1 Municipal Square Walden, NY 12586
845-778-2177 phone; 845-778-2170 fax
www.villageofwalden.org

Instructions

Please read through this application completely BEFORE you fill it out and be sure to call the Village Offices with any questions you may have.

If you need to work in, on, or within 25 feet of a public sidewalk or curbed area you MUST get a Street Opening Permit. This is to also include any work to be done on private owner's property.

You CANNOT start any work until the application is submitted and reviewed, fees paid, proper bonds and insurances supplied, and application signed. You MUST contact the Inspector at 845-742-0619 prior to the commencement of any work.

Plans, drawings and specifications must be submitted where applicable indicating the points where you will be digging from and to; what size/type of pipes are being installed/replaced; and if a new tap is required. NOTE: new construction MUST have plans, drawings, and specifications.

All work MUST be done in accordance with the guidelines established by the Board of Trustees of the Village of Walden.

No street openings will be allowed to be conducted on Fridays.

All street openings be it Water, Sewer, Drainage, etc. must be inspected by the Village of Walden prior to backfill.

TIMING – Permits will **NOT** be issued the same day you apply for it. Please allow at least forty-eight (48) hours so the Village has had a chance to review the information. The permit, once approved, will be valid for 6 months.

If industrial wastes are involved there will be a surcharge for any material put into our sewer/drainage system which may affect our sewer plant. A chemical analysis in this event is required by the applicant.

SAFETY – Our Inspectors and the Police Department will be on the look-out for violations. If found, work will be ordered to be stopped immediately and you could be subject to fines and increased fees.

DIG SAFETY - It's the LAW!

Call UFPO at least TWO (2) Working Days before you dig 1-800-962-7962

All Contractors are required to follow standard OSHA regulations when working within the Village Right-of-Ways.

INSURANCE REQUIREMENTS –

Contractors: For all construction to be performed by a contractor a certificate of general liability insurance and workers compensation insurance (C105.2) shall be provided before the permit can be processed. Certificate Holder: Village of Walden One Municipal Square, Walden, NY 12586 G/L must be X-Add'l Insured.

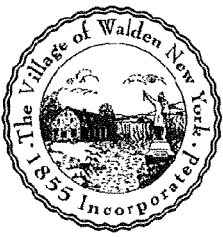
Homeowners: For all construction performed by the homeowner, a copy of the homeowners insurance must be provided and must submit form BP-1(12/08) before the permit can be processed.

To obtain form BP-1(12/08), please ask the building department. This form must be notarized and returned to the building department before the permit can be processed.

Note: Faxed and emailed copies of insurance certificates and policies are acceptable: waldenvc@hvc.rr.com or fax 845-778-2170.

As of June 1, 2009: Once your permit is processed you must come to the Village office and pick up the permit. If you receive a stop work order or if you start your project without obtaining a permit you will be charged 3 times the cost of the permit.

SEE ATTACHED FEE SCHEDULE FOR ALL DPW FEES



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Date submitted: _____

Applicant: _____

Address: _____

Contact Person: _____

Phone number & email: _____

Project Description (Nature & Extent): _____

Purpose: _____

Property Owners: _____

Address: _____

Phone number & email: _____

Applicants Certification:

I _____ (contractor) have read the provisions of Section 256-17 of the code of the Village of Walden, and 12 NYCRR, Part 53 Entitled "Construction, Excavation and Demolition Operations at or Near Underground Facilities" and agree as a condition of this permit that I will complete the project herein in accordance with all applicable laws, rules and regulations, and shall restore the site to the Village Street Specifications within five (5) days, to the satisfaction of the Village Manager or Public Works Superintendent, and work is to be guaranteed for one (1) year from completion.

Printed Name: _____

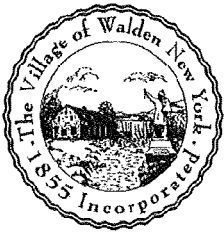
Signed: _____ Date: _____

Owners Consent:

I _____ (property owner) warrant ownership of the premises referenced above to be benefited by the work hereunder, not completed to the satisfaction of the Village and without expense to the Village, that the Village may complete the work and the actual cost of such work plus an administrative fee of 30% of the cost of the work (\$100 minimum) shall be a lien against the property to be collected in the same manner as general taxes.

Printed Name: _____

Signed: _____ Date: _____



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Enclosed Herewith:

- Street Opening Permit Fee \$150.00
Collected by: _____ Date: _____ Receipt # _____
- Surety Bond \$20,000.00 (Minimum)
- Cash Bond \$1,500.00 (Minimum)
- Insurance Certificate submitted, naming the Village as additionally insured
\$300,000.00 – Personal Injury (Minimum)
\$100,000.00 – Property Damage (Minimum)
- Workers Compensation Certificate submitted
- Homeowners Insurance form BP-1(12/08) submitted (if applicable)
- Plans, Drawings, Specifications submitted

Note: Both Cash Bonds and Surety Bonds will be held for a six (6) month period. This application will be reviewed and approved by the Superintendent of the public works or Village Manager prior to permit being issued.

- Water Lines:**
Digging from _____ to _____
Size of pipes to be installed _____
Using Existing Tap? _____ - if tap is no good, will need to replace

- Sewer Lines:**
Digging from _____ to _____
Size, length, and type of pipes to be installed _____

- Drainage Lines:**
Digging from _____ to _____
Size, length, and type of pipes to be installed _____

Approved By: Village Manager: _____

Superintendent of Public Works: _____ Date: _____

Inspections:	Date:	Initials:
Water Connection	_____	_____
Sewer Connection	_____	_____
Sub-base Restoration	_____	_____
Paving or Concrete	_____	_____
Misc - Describe _____		

Village of Walden, NY
Tuesday, November 1, 2016

Chapter 256. Streets and Sidewalks

Article IV. Street Openings

§ 256-17. Procedure for making excavations.

No person shall open up, dig, excavate or tunnel under any street, sidewalk, gutter, curb, crosswalk or pavement within the Village of Walden, New York, without first obtaining a written permit for same from the Superintendent of Public Works. The permit shall be granted upon satisfaction of the terms and conditions as herein set forth:

- A. Except as hereinafter provided, not less than 24 hours prior to the proposed time for such digging or excavation written application shall be made to the Village Clerk for a permit therefor. Such application shall state:
 - (1) The name of the applicant.
 - (2) The occupation of the applicant and the reason for the work.
 - (3) The exact location of the work and the expected extent of the work.
- B. Each application shall be accompanied by a cash deposit adequate to cover the cost of restoring street and/or sidewalk to a condition which meets the approval of the Superintendent of Public Works or, in the alternative, a surety company bond, to be approved by the Village Attorney, giving adequate assurance that satisfactory repavement will be made.
- C. Each application for a permit shall further be accompanied by a certificate of insurance, in form approved by the Village Attorney and issued by an insurance company authorized to do business in the State of New York, running to the Village, guaranteeing that the applicant has provided public liability coverage of not less than \$100,000/\$300,000 and property damage insurance of \$50,000/\$100,000 to save the Village harmless from all claims, actions and proceedings brought by any person for injury to person or property resulting from or occasioned by any fault or default of the person to whom the permit is issued or by anyone acting thereunder on his behalf.
- D. Any person, firm or corporation whose business is of such a nature as would require obtaining frequent permits for digging or excavation shall not be required to file a separate bond for each application but may provide a general bond annually, to be approved by the Village Attorney, in the penal sum of not less than \$5,000.
- E. All excavating shall be completed within a reasonable time. Upon completion, the Village shall restore the street and/or sidewalk to complete repair, the cost thereof to be paid by the applicant, the amount due being taken from the sum placed on deposit as hereinabove provided. In the alternative, upon the written consent of the Superintendent of Public Works, the applicant may restore the pavement to complete repair under supervision of the Superintendent of Public Works. Until such complete repair has been made, all liability for the condition of the street remains upon the applicant. All trenches shall be backfilled by hand and tamped in layers not exceeding 12 inches in depth in the traveled way and by puddling outside the traveled way where, in the opinion of the Superintendent of Public Works, soil conditions permit.
- F. The person to whom the permit is issued shall maintain sufficient guards, barricades, lights or watchmen to protect persons and property against injury and damage by reason of such openings.^[1]

- [1] *Editor's Note: Former Subsection G, regarding the permit fee, which immediately followed this subsection, was repealed 5-9-1989 by L.L. No. 2-1989, which local law repealed all existing permit and license fees contained in the Code of the Village of Walden. See now Ch. A310, Fees.*

§ 256-18. Emergency openings.

In an emergency calling for the immediate opening of a street or sidewalk to prevent injury or damage to person or property, application shall be made for an emergency permit to the Village Clerk during office hours or to the Police Department at any other time, either in person or by telephone, and authority shall be granted to proceed with the necessary work. As soon as the condition of emergency no longer exists, the applicant shall comply with all the preceding sections of this article, and failure to do so shall be considered a violation hereunder.

RESTORATION OF PAVING AND SURFACING

Except as otherwise specified restore all necessary roads, drives and parking lots according to these Standard Specifications.

Bituminous concrete pavement, cement concrete pavement, gravel surface courses, sub-base courses, and controlled density fill shall be placed in accordance with these specifications.

Representative samples of all materials which require approval of the Engineer shall be submitted five (5) days prior to the date of anticipated use.

Apply water and/or calcium chloride to prevent dust from being a nuisance to the public and workers.

Traffic shall be maintained and protected in the following manner:

1. If in the judgement of the DPW, flag persons are necessary, they shall be employed by the applicant and be on duty at all times during the progress of the work.
2. No construction material or equipment shall be left on the shoulder or pavement after working hours, nor shall any construction equipment or materials be placed in any manner or location that will obstruct road traffic or railroad warning signs.
3. Soft shoulder signs of adequate size, not less than 30 inches square, shall be erected and maintained on all trenches within the shoulder area until backfill has thoroughly settled. These signs shall be located at the beginning of each section of work, at intersections and at a distance not greater than 1000 feet apart.

During winter conditions, the traveled way shall be maintained free of obstruction which would interfere with snow removal and ice control.

5. The applicant shall keep the travel lanes free of debris or any material related to the authorized work. Spillage of material from any vehicle of the permittee's hauling operations along or across any public traveled way shall be removed immediately from such traveled way both within and outside of the work limits, shall be kept free of such spillage by the permittee.

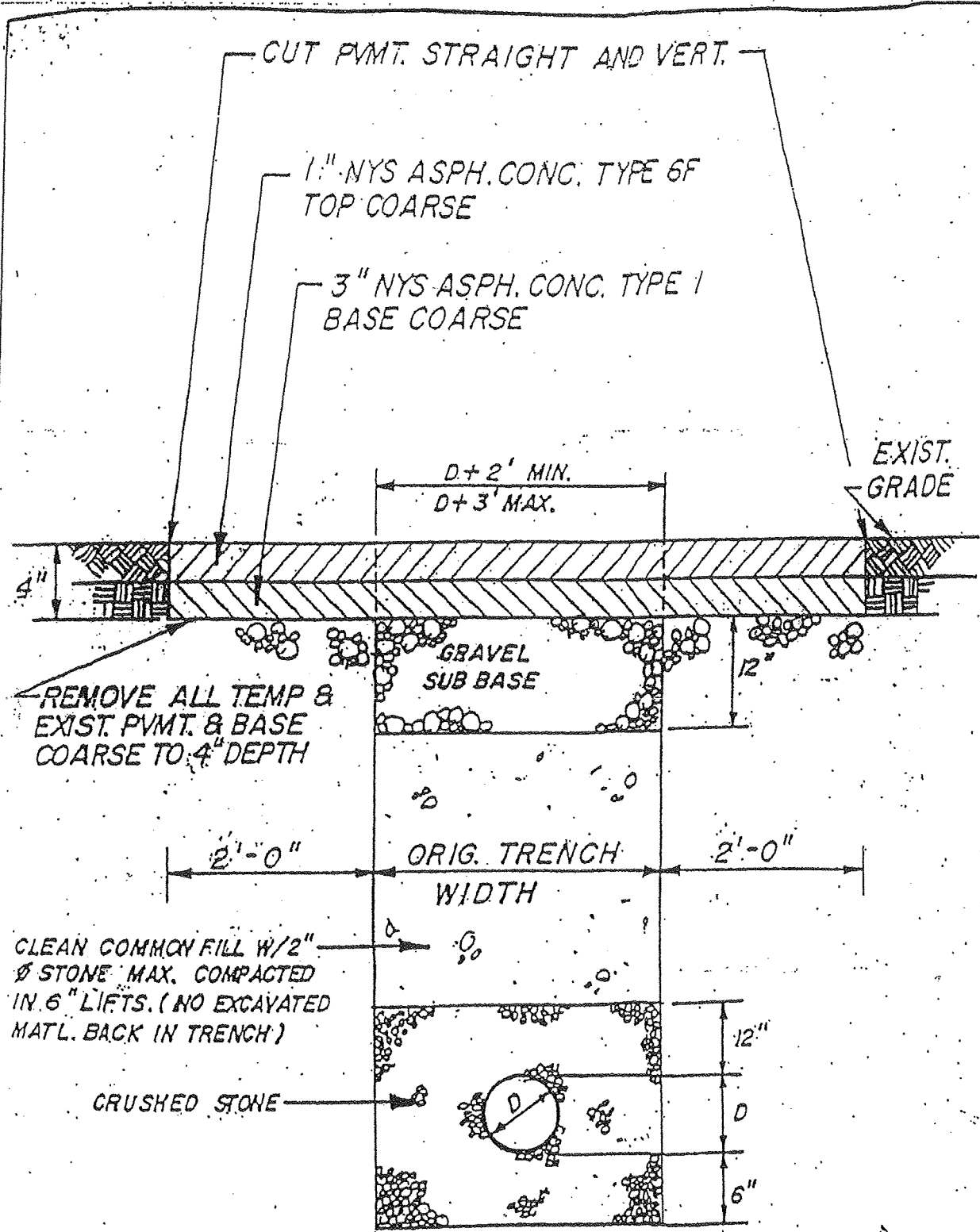
Bituminous concrete classifications shall meet the requirements of this Standard Specification. Bituminous pavement shall consist of 1" of Type 6F top course and 3" Type 1 base course, thoroughly compacted by a minimum 1 ton roller to 95% compaction.

All trenches shall be backfilled as described in these Standard Specifications and as shown on Figure NO. 20A.

Road repairs should be made only after sufficient time to allow for trench settlement and with the permission of the DPW Superintendent or the engineer. Pavement which has been removed, broken, or which has crumbled due to excavation or causes thereof, or due to rock removal, will be cut in a straight horizontal and true vertical line and cut 2' wider than the original excavation on both sides of the trench with a pavement cutter. All material will be removed to allow for the application of asphalt concrete. In the event that the original pavement had a thickness greater than the thickness of the 1" top and 3" base courses, the application will be comparable.

No permits will be issued between November 1st and March 31st of the following year. All work under existing permits not completed by November 1st shall be left in a condition as specified by the DPW or Engineer until the succeeding year when work may be resumed.

The applicant shall maintain pavement for a period of one year and shall promptly refill and repave areas which have settled or are otherwise unsatisfactory for traffic.



PERMANENT STREET REPAIR DETAIL
NTS