PERMIT APPLICATION FOR WORK WITHIN THE VILLAGE RIGHT OF WAY

VILLAGE OF WARSAW, NEW YORK

15 SOUTH MAIN STREET, WARSAW, NEW YORK 14569

PHONE (585) 786-2120 FAX (585) 786-5860

Date:

LOCATION OF WORK:

STREET:

CROSS STREET:

START DATE:

END DATE:

Property Owner:

Owner Address:

City/State/Zip:

Phone/Cell:

Email:

CONTRACTOR

NAME: 24 HOUR PHONE:

ADDRESS: EMAIL ADDRESS:

CONTRACTOR /OWNER SIGNATURE:

By signing above I acknowledge that I have read, understand and agree to abide by the policies, requirements and specifications noted in the Code of the Village of Warsaw and the attached "Conditions" sheet. The Superintendent or his designee has the right to revoke any permit and or bonding from permit holder if all policies and regulations are not followed.

DESCRIPTION OF WORK

(CHECK ALL THAT APPLY)

____SEWER REPAIR/REPLACE

____WATER SERVICE REPAIR/REPLACE

____SIDEWALK REPAIR/REPLACE

____OTHER

____NEW SEWER INSTALLATION

____NEW WATER SERVICE

____GAS REPAIR/REPLACE

____DRIVEWAY REPAIR/WORK

____DRAINAGE

DESCRIPTION:

EXCAVATION WILL BE IN THE: ____STREET ____TERRACE/TREELAWN ____SIDEWALK

(CHECK ALL THAT APPLY)

FOR OFFICE USE ONLY: Date Issued

Paid $_____ Check #_____ Cash_____ Receipt # _____ Approval _____

VILLAGE OF WARSAW

DEPARTMENT OF PUBLIC WORKS

GUIDE TO WORK IN THE RIGHT OF WAY

The Village of Warsaw Department of Public Works Guide to Work in the Right of Way has been prepared to assist with permit review, issuance, and inspection phases of the Right of Way permit process.

All requirements and policies outlined here-in supersede all previous requirements and policies. These requirements and policies are of standard nature and must be complied with at all times in connection with residential and commercial construction. They are established to assist homeowners, contractors, engineers, developers, and utility companies in the preparation of plans and specifications for work on and within the Village of Warsaw Right of Way.

All materials used within the Right of Way shall comply with the latest New York State Department of Transportation (NYSDOT) Standard Specifications, including any amendments, and the latest Village of Warsaw Specifications. Specific requirements for individual projects not covered in this guide will be dealt with on a case-by-case basis by contacting the Village of Warsaw Superintendent of Public Works.

Interpretation of these requirements and guidelines shall be the responsibility of the Village of Warsaw Superintendent of Public Works or his/her designee. These requirements and guidelines may change from time to time to reflect updates in Village of Warsaw policies.

VILLAGE OF WARSAW RIGHT OF WAY PERMIT REQUIREMENTS

Permit Required - No person, public service company, corporation or municipality other than the Village of Warsaw may make any excavation in any public street, terrace or sidewalk for any purpose without first obtaining a permit from the Village of Warsaw.

Application for Permit - An application for a permit must be filed with the Village Clerk. Tha application must state the nature, location, extent and purpose of the proposed excavation.

Deposit/Surety Bond - Applications by persons other than public service companies must be accompanied by a minimum cash deposit of $400 (or such greater amount as the Village Board may by resolution establish. Or, in the alternative, a Surety Bond to assure the applicant will leave the work area in the same condition as it was prior to excavation.

Permit Fees - Permit fees shall be established from time to time by resolution of the Village Board. Please call the Village Office (585-786-2120) for current fees.

Insurance Requirements - The applicant must file with the application, a general liability insurance policy or a certificate of insurance, naming the Village of Warsaw as an additional insured. The policy must insure the Village of Warsaw and the applicant and must cover all operations relative to the excavation and reconstruction. Said policy must have minimum limits of liability of at least $100,000 for bodily injury to each person and aggregate liability of at least $500,000 for each accident, and property damage liability of at least $25,000 for each accident and aggregate property damage of at least $100,000. The Village Board may, by resolution, from time to time establish greater minimum limits. Public service companies may submit a general undertaking in lieu of aforesaid liability insurance.

Notice Requirements - The applicant is responsible for notifying the Superintendent of Public Works 24 hours prior to excavating in the right of way or closing a street or sidewalk. Applicant also responsible for notifying all property owners, residents and business owners affected by their presence minimum 1 week prior to mobilizing.

Safety Requirements - Any person performing work in the right of way must erect suitable barriers or guards for the purpose of protecting persons using the streets or sidewalks. Sufficient lighting, flashers, barrels, cones and delineation is required during the hours of darkness. Persons must also comply with all directions given by the Superintendent of Public Works or his designee with respect to such barriers, guards, lighting, flashers, barrels, cones, delineation and protective measures.

Revocation of Permit - The Superintendent of Public Works may revoke any permit issued hereunder for any or all of the following reasons:

- Failure to maintain an insurance certificate showing the required coverage for the entire duration of the work.
- Failure to pay fees.
- Failure to provide the required notice to Village residents, business owners or all affected by the work.
- Failure to adhere to the of the Village of Warsaw WORK IN THE RIGHT OF WAY CONDITIONS sheet.
- Failure to comply with the Superintendent of Public Works direction to suspend or reschedule work.
- Any other sufficient reason.

Village Specifications - All work shall be performed in accordance with the most current Village of Warsaw Specifications and the Village of Warsaw Work in the Right of Way Conditions sheet.

Liabilities for Costs - In the event that any permit holder fails to perform any required items hereunder, the Superintendent of Public Works may cause the same to be performed, and the cost of the same shall be charged to the permit holder and he/she shall be liable therefor.

VILLAGE OF WARSAW CONDITIONS FOR WORK WITHIN RIGHT OF WAY

1. Applications by persons other than public service companies must be accompanied by a minimum cash deposit of $400, or in the alternative, a surety bond, to be approved by the village attorney, to assure restoration is completed to the satisfaction of the Superintendent of Public Works.

2. The applicant must file with the application a general liability insurance policy or a certificate of insurance naming the Village of Warsaw as an additional insured. The policy must insure the Village of Warsaw and the applicant and must cover all operations relative to the excavation and construction. Said policy must have minimum limits of liability of at least $100,000 for bodily injury to each person and aggregate liability of at least $500,000 for each accident, and property damage liability of at least $25,000 for each incident and aggregate property damage of at least $100,000. In lieu of aforesaid liability insurance, public service companies may submit a general undertaking in such form as may be approved by the village board.

3. All excavations will be backfilled daily, no trenches left open overnight except for an emergency situation.

4. All excavations in a paved street will be backfilled and capped with cold patch daily.

5. All excavations in a paved street will require 2" crusher run for backfill material. No excavated material is to be used for backfill. Clean stone and sand padding is allowed where applicable.

6. Trench restoration in a paved street must be compacted in maximum 6" lifts and existing asphalt cut back minimum 12" on either side of undisturbed surface. Tack coat is to be used on all vertical joints/seams.

7. All asphalt cold joints will be sealed with an approved sealer.

8. Applicant will be responsible for maintenance of all excavation restoration for a period of 1 year. This includes asphalt restoration, sidewalk restoration and lawn restoration.

9. The applicant is responsible to notify all residents/businesses effected 1 week prior to starting work.

10. All work to be consistent with existing grade.

SIDEWALKS:

1. All sidewalk repairs, replacements and new installations will be formed and poured concrete.

2. Minimum sub-base material to be 6" of 2" crusher run compacted to 95% for new installation, repairs and replacements.

3. Minimum 4" thick with minimum 6" thick in driveways.

4. Batch mixed 4000 lb. mix with fibers is required, hand mixed is allowed only in emergencies and only if approved by the Superintendent of Public Works.

5. Paving over/overlaying or replacing existing concrete sidewalk with asphalt is not allowed!

6. All sidewalk work, including but not limited to, new installation, replacement and repairs, will comply with current ADA requirements.

7. All sidewalks installations, repairs and replacements to be consistent with existing grade.