

VILLAGE OF MENANDS
280 BROADWAY
MENANDS, NEW YORK 12204
Phone: (518) 434-2922

FOR DPW USE ONLY		5/22
Permit No.	_____	
Effective Date	____/____/____	
Expiration date	____/____/____	
ECP or SWPPP?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

NON-UTILITY WORK PERMIT APPLICATION

Application is hereby made for a work permit:

Name _____
 Address _____
 City _____ State _____ Zip _____

Contact person (if different from left): _____
 Daytime Phone: _____ Fax: _____
 Email: _____

RETURN PERMIT TO: (IF DIFFERENT FROM ABOVE)
 Name _____
 Address _____
 City _____ State _____ Zip _____

BILLING ADDRESS IF DIFFERENT FROM MAILING ADDRESS:
 Name _____
 Address _____
 City _____ State _____ Zip _____

- Requested duration from _____ 20____ through _____ 20____, to apply to the operation(s) checked below.
- Protective Liability Insurance Policy No. _____; expires on _____ 20____
- Workers' Compensation Insurance Policy No. _____; expires on _____ 20____

TYPE OF OPERATION	No. of Units	Base Fee	Total Fee Amount	Guarantee Deposit or Bond Amount
1. Single Job - Permit issued for each job				
<input type="checkbox"/> a. Driveway, roadway or access <input type="checkbox"/> Residential <input type="checkbox"/> Agricultural field access <input type="checkbox"/> Commercial – Minor * <input type="checkbox"/> Commercial – Major * <input type="checkbox"/> Subdivision Street * <input type="checkbox"/> Temporary access road or street * Includes SWPPP review, if applicable		\$ 25 550 1400 900 200		
<input type="checkbox"/> b. Improvement <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Install sidewalk, curb, paved shoulder, etc.		15 50 200		
<input type="checkbox"/> c. Landscaping and Tree Work <input type="checkbox"/> Grade, improve land contour, clear land of brush, etc. <input type="checkbox"/> Residential <input type="checkbox"/> Commercial (not required for pruning with utility annual permit) <input type="checkbox"/> Applying chemicals (Herbicides and pesticides also require prior approval by the Village Clerk/DPW Foreman)		100 15 25 25		
<input type="checkbox"/> d. Miscellaneous Construction <input type="checkbox"/> Beautifying R.O.W. (for civic groups only) <input type="checkbox"/> Temporary signs, banners, Christmas decorations <input type="checkbox"/> Traffic control signals <input type="checkbox"/> Warning and entrance signs <input type="checkbox"/> Work Zone / Temporary Traffic Control <input type="checkbox"/> Other: _____ <input type="checkbox"/> Requiring substantial review		N/C 25 500 25 50 25 100		
<input type="checkbox"/> e. Drainage and stormwater controls <input type="checkbox"/> Cross culvert / closed drainage: <input type="checkbox"/> No disturbance to village facility <input type="checkbox"/> Open cut through pavement, sidewalk, drainage or other facility <input type="checkbox"/> Open drainage: <input type="checkbox"/> New drainage structure (junction box, utility hole, drop inlet, etc) <input type="checkbox"/> Alteration or connection to village drainage system or structure		50 + 0.32/ft 100 + 0.50/ft + 100/day insp. fee 32 + 0.32/ft 50 ea. 50 ea.		
<input type="checkbox"/> f. SWPPP Review, if not included in Section 1a		50		
<input type="checkbox"/> 2. Compulsory permit for work required by DPW <input type="checkbox"/> a. Building demolition or moving requested by DPW <input type="checkbox"/> Demolition <input type="checkbox"/> Moving <input type="checkbox"/> b. Improvement to meet Village standards		N/C N/C		
<input type="checkbox"/> 3. Use and occupancy of village property <input type="checkbox"/> a. Temporary (<1 yr.) <input type="checkbox"/> b. Permanent		50 + 5/SF 100 + 10/SF		
Total			\$ _____	\$ _____

MAKE CHECKS PAYABLE TO: VILLAGE OF MENANDS

Check No. _____ Bond No. _____

WORK DESCRIPTION: _____

LOCATION: Work to be performed on along across _____ (ATTACH PLANS AND/OR LOCATION MAP)
 Between _____ and _____ in the Village of Menands _____

Street address: _____

SEQR REQUIREMENTS: Exempt Ministerial Type II EIS / DEIS Lead Agency _____

If project is identified to be other than ministerial, exempt or TYPE II, refer to SEQR REQUIREMENTS FOR HIGHWAY WORK PERMITS. Acceptance of the requested permit subjects the permittee to the restrictions, regulations and obligations stated on this application and on the permit.

WORK ZONE TRAFFIC CONTROL: (Check appropriate box) Work will not affect roadway or sidewalks

Traffic control will be provided using MUTCD Typical Application(s) 6H-____ Temporary Traffic Control Plan attached

Applicant Signature _____ Date _____ 20____

Second Applicant Signature _____ Date _____ 20____

Approval Recommended _____ 20____ By **DPW FOREMAN** _____

Approved _____ 20____ By **VILLAGE CLERK** _____

Permit is issued contingent upon all US, state and local permits and requirements being satisfied.

RESPONSIBILITIES OF PERMITTEE

1. PROTECTIVE LIABILITY INSURANCE COVERAGE

Permittee must have protective liability insurance coverage in accordance with **Village of Menands (“the Village”)** requirements. Expiration of, or lack of, liability insurance automatically terminates the permit. Insurance coverage may be provided by furnishing the village with a Certificate of Protective Liability Insurance for Permits on village streets.

2. COMPENSATION INSURANCE AND DISABILITY COVERAGE

The applicant is required to have compensation insurance and disability coverage as noted in the provisions of the Worker's Compensation Law and Acts amendatory thereof for the entire period of the permit, or the permit is invalid.

3. NOTIFICATIONS

Notify the **Village Clerk** one week prior to commencing work, except emergency work by public service utilities which should be reported the next workday.

Work must start within thirty (30) days from date of permit.

Notify area gas distributors 72 hours prior to any blasting.

Notify utility companies with facilities in work areas (permission must be obtained before doing work affecting utilities' facilities) before starting work in accordance with Industrial Code 53.

Notify **Village Department of Public Works** at conclusion of work and return original copy of permit to **the Village Clerk**.

Annual Maintenance Permit Notifications:

Notify by telephone the **Village Clerk's** office, one week in advance, each time regular maintenance work is to be performed. In emergencies, notification by telephone should be made the next workday.

4. SITE CARE AND RESTORATION

A performance bond, undertaking, or certified check in an amount designated by the **Village Clerk** may be required by the **Village** before a permit is issued, to guarantee restoration of the site to its original condition. If the **Village** is obliged to restore the site to its original condition, the costs to the **Village** will be deducted from the amount of the permittee's guarantee deposit at the conclusion of the work.

No unnecessary obstruction is to be left in the right-of-way or in such a position as to block traffic signs or between work hours.

No work shall be done to obstruct drainage or divert creeks, water courses or sluices onto the right-of-way.

All false work must be removed, all excavations must be restored, and disturbed soil shall be seeded to the satisfaction of the **DPW Foreman**.

5. COSTS INCURRED BY ISSUANCE OF THIS PERMIT

All cost beyond the limits of the protective liability insurance, surety deposits, etc., are the responsibility of the permittee. The **Village** shall be held free of any costs incurred by the issuance of this permit, direct or indirect.

6. SUBMITTING WORK PLANS

The applicant will submit work plans and/or a map as required by the **Village**. This shall include such details as distance(s) of driveway(s) with relation to nearest property corner, positions of utility poles and guy wires, and a schedule of utility installations and feet of excavation within the village right-of-way. A description of the proposed method of construction will be included.

Plan work with future adjustments in mind, as any relocation, replacement or removal of the installation authorized by this permit and made necessary by future highway maintenance, reconstruction, or new construction, will be the responsibility of the permittee.

Driveway plans should be prepared in accordance with the **Policy and Standards for Entrances to State Highways as necessary**.

The permittee must coordinate his work, including traffic control, with any other nearby construction.

7. WORK ZONE TRAFFIC CONTROL

A plan detailing how the permittee intends to maintain and protect traffic, including pedestrians, shall be submitted with work plans. Traffic control shall comply with the **Manual on Uniform Traffic Control Devices (MUTCD)** and **New York State Supplement**.

Traffic shall be maintained on the highway in a safe manner during working and non-working hours until construction is completed. The permittee is responsible for traffic protection and maintenance, including adequate use of signs, barriers, and flag persons during working and non-working hours until construction is completed.

For simple projects, cite the appropriate figure number from Chapter 6H of the MUTCD. Chapter 6H can be found at <http://mutcd.fhwa.dot.gov/htm/2009r1r2/part6/part6h.htm>.

The permittee is responsible for traffic protection and maintenance including adequate use of signs and barriers during work and evening hours. Anyone working within the R.O.W. will wear a Class II or III high visibility garment and hard hat.

8. COST OF INSPECTION AND SUPERVISION

If permitted work will require extensive inspection, the permittee will be required to sign a **SUPERVISION AND INSPECTION PAYMENT AGREEMENT FOR WORK PERMITS** prior to issuance of the Work Permit, agreeing to the payment of inspection and supervision charges for Village employees. Supervision and inspection charges will be based on number of workdays.

NOTE: Workday is determined on basis of minimum of four (4) hours inspection.

9. SCOPE

Areas Covered: Permits issued are for **Village of Menands** properties and rights of way over which the **Village Department of Public Works** has jurisdiction. (Note: Local governments may issue permits for their own jurisdiction.)

Legal: The privilege granted by the permit does not authorize any infringement of federal, state or local laws or regulations, is limited to the extent of the authority of this **Village** in the premises and is transferable and assignable only with the written consent of the **Village Clerk**.

Village Clerk's Reservation: The **Village Clerk** reserves the right to modify fees and to revoke or annul the permit at any time, at his discretion without a hearing or the necessity of showing cause.

Locations: Work locations must be approved by the **Village Clerk** in consultation with the **DPW Foreman**.

10. COMPLETION OF PROJECT:

Upon completion of the work within the **Village street or** right-of-way authorized by the work permit, the permit holder and his or its successors in interest, shall be responsible for the maintenance and repair of such work or portion of such work as set forth within the Terms and Conditions of the Work Permit and Highway Law Section 136.