

**VILLAGE OF MENANDS
280 BROADWAY
MENANDS, NY 12204
Phone: 518-434-2922**

Application for Permit to Excavate in a Village Right of Way (Street/Sidewalk)

PURPOSE: This permit application is required to request excavation work within the Village of Menands streets or rights of way. Exceptions to this permit requirement may only be granted in the case of an emergency where an appropriate village official (Clerk, DPW Foremen) have been notified of the emergency work to be performed by the entity (Utility or Contractor) completing the work. Where there is no emergency an excavation permit application must be submitted to the Clerk or DPW Foreman a minimum of 48 hours prior to commencement of the work.

Village Excavation Policy

- 1) All utility companies, contractors or subcontractors must verify that they have contacted the Underground Facilities Protection Organization (UFPO). The UFPO may be contacted at: <https://newyork-811.com/homeowners/what-you-need-to-know/>. The UFPO must first mark locations of nearby underground gas, electric and telecommunication lines at no charge. The UFPO number must be provided.**
- 2) The entity completing the work must provide proof of liability insurance naming the Village of Menands as additionally insured and proof of worker compensation insurance.**
- 3) Traffic management must conform to NYSDOT standards. The utility or contractor shall make every effort to maintain two-way traffic, when possible. Where a flag person is warranted but not provided by the contractor, the village shall provide a flag person to maintain traffic control. Where it is necessary for a police officer or other village employee to direct traffic the cost shall be calculated to be reimbursed by the contractor.**
- 4) All work must conform to applicable regulations and O.S.H.A. standards.**
- 5) The contractor is responsible for providing adequate signage, excavating the area, installing proper materials as approved by the DPW foreman, compacting back-fill (see #6), and replacing the bituminous road surface.**
- 6) Back-fill shall be composed of clean gravel, as approved by the DPW foremen. Back-fill shall be compacted in maximum 6" lifts.**
- 7) The contractor or utility performing the excavation work will adhere to erosion and sediment control as required under NYS Erosion and Sediment Control guidelines.**
- 8) Prior to repaving the excavated area, the contractor must contact the DPW foreman to inspect the finished grade prior to and after the installation of any backfill.**
- 9) During curing of the overlay, appropriate signage and barricades shall be provided and erected by the contractor or utility.**
- 10) Bituminous material overlay shall be installed and compacted not less than 24 hours and not more than 48 hours after the installation of backfill. The overlay material shall be Type 7. The sides of the excavation shall be saw cut. The edges shall be tack coated. The depth of the material shall be uniform and a minimum of 2".**

- 11) Any work that requires the participation of village personnel, including in an overtime situation, shall be reimbursed by the contractor. If a contractor fails to reimburse the village for expenses incurred, said contractor shall not be issued further permits until the outstanding balance has been paid. All unpaid balances shall incur interest and penalty charges in accordance with applicable municipal standards as designated by the Village Treasurer.
- 12) Utility companies shall also conform to the regulations and fee schedules contained herein.
- 13) No work may proceed on a weekend or a municipally recognized holiday unless specifically approved by the DPW foreman. If work is required and approved on a weekend or holiday the contractor shall reimburse the village for all wages and expenses incurred at the rate payable for those periods.
- 14) Work under this permit must be commenced within 10 working days of issuance of the permit and continued in an expeditious manner to completion. An extension of the commencement may be requested from DPW or Water Department Foreman.
- 15) The contractor or utility performing the work must warranty any pavement repairs for one year from the completion date. If the repair fails within the warranty period the contractor or utility must perform appropriate corrective action within a reasonable timeframe following proper notification.
- 16) No road cuts shall be made before April 15th or after October 31st.

The excavation permit application fee shall be \$150.00 per opening plus \$3 per square foot of open area. A deposit of \$500.00 shall be paid in advance, to be held in escrow. Services that may be provided by village employees shall be, the mark out, administration, traffic control (if needed or requested), and initial and final inspection. The application fee and deposit may be waived for work that must be done on an emergency basis as determined by the DPW Foreman or Village Clerk.

Attestation: On behalf of the applicant for a permit to proceed with excavation work in the Village of Menands in a village street, sidewalk or right-of-way, I attest that I have read the above Excavation Policy. I understand and agree to abide by the requirements set forth herein.

Signature of Representative: _____ **Date:** _____

VILLAGE OF MENANDS PERMIT TO DIG IN VILLAGE STREET / SIDEWALK – RIGHT OF WAY

The applicant agrees that all work performed thereunder will be made pursuant to law and in accordance with the attached conditions, regulations and insurance requirements prescribed by the Village of Menands.

It is understood and agreed to by the undersigned that any action by an employee of the Village of Menands to locate any water or sewer lateral or curb box imposes no liability of any nature upon the Village of Menands or any employee of the village. Property owners are responsible for all piping and apertures from the house to the water and sewer mains.

A street opening permit is granted on the express condition that all work shall, in all respects, conform to the terms of the Village of Menands policy provided herein. Any deviation may result in penalties being assessed.

APPLICANT INFORMATION

NAME OF ORGANIZATION (UTILITY / CONTRACTOR OR SUB): _____

NAME OF SUPERVISOR/FOREMAN/REPRESENTATIVE: _____

ADDRESS: _____

PHONE# (PRIMARY CONTACT): _____ EMAIL: _____

PRINTED NAME: _____ SIGNATURE: _____ DATE: _____

WORK AREA / DIG INFORMATION

The above named applicant hereby makes application for a permit to open a village street / sidewalk / right of way at the following location (Nearest address and/or cross street if necessary): _____

Purpose for digging operation: _____

Describe the estimated length of the opening: ____ ft. Estimated width of the opening: ____ ft.

Total Square Footage: _____

Expected start date: Expected completion date: ____ Estimated Fee: _____

FEE Schedule – The area fee is based upon the square footage of the area which is opened. \$3.00 per square foot of open area. This is in addition to the excavation fee of \$150.00

Has the applicant obtained a UFPO# for this job? (Check one) ☐ YES ☐ NO

If YES – Please provide the UFPO# assigned for the job: _____

Has the Department of Public Works Foreman/Supervisor been notified? ☐ YES ☐ NO

Note: Please attach any drawing or draft plans which detail this project, if available.

<u>OFFICE USE ONLY</u>

Provide the amounts for each of the following provided. (Please Indicate if the deposit has been waived).

Refundable Deposit Paid _____

Clerks Initials: _____

Excavation Permit Paid _____

Clerks Initials: _____

Permit Area Fee Paid _____

Clerks Initials: _____

Insurance Certificate Approved: ☐ YES ☐ NO

Application Approved: ☐ YES ☐ NO

Escrow Deposit Released ☐ YES ☐ NO

I, _____, As Foreman of the Village of Menands
Department of Public Works, have reviewed this application and find that the

Applicant has met all the requirements set forth for approval of this permit to open pavement.

and dig in the public right of way. _____
Signed Date