



# Office of Superintendent of Highways

## Ken Lewis, Jr.

Superintendent of Highways / Commissioner of Public Works

Town of Shelter Island

34 N Menantic Road, P.O. Box 1000, Shelter Island, New York 11964-1000

P: 631-749-1090 F: 631-749-0931

KLewis@ShelterIslandTown.gov

Permit Number: \_\_\_\_\_

## APPLICATION FOR ROAD OPENING PERMIT

ALTERATION OR EXCAVATION OF HIGHWAYS AND ERECTION OF POLES

APPLICATION IS HEREBY made to the Superintendent of Highways of the Town of Shelter Island for the issuance of an Excavation Permit pursuant to Chapter 63 of the Code of the Town of Shelter Island, Suffolk County, New York, and other applicable laws ordinances or regulations for each individual contiguous excavation project herein described. The applicant agrees to comply with all applicable laws, ordinances, codes and regulations, the attached "General Conditions of Permit" and "Special Conditions", if any and to permit authorized inspectors to make necessary inspections of the job site.

1. \_\_\_\_\_

Name of Applicant	Phone Number	Fax Number	Address of Applicant
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2. \_\_\_\_\_

Name of Contractor	Phone Number	Fax Number	Address of Contractor
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3. \_\_\_\_\_

Name of Property Owner Requesting Service (if applicable)	Address of Owner
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4. \_\_\_\_\_

Work Description and Location (Street Number, Cross Street)

**\*\*\* If this permit is for a Well or Test Well, you will be required to obtain a License as well.**

(a) Is construction located within 75 feet of tidal wetlands? \* Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, Other Town permits may be required.

**NOTE: All information requested by this Application / Permit Form is required for a complete application**

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

\_\_\_\_\_  
Date

5. (a) Attached plot plan to reasonably and adequately describe the proposed work. Provide accurate schematic site plan showing the Location of all proposed excavations and relationship to adjoining premises, public streets or areas, and give a detailed description of all site and pavement restoration work.

(b) Attach all other necessary permits and licenses for this project.

(c) Work covered by this application may not commence before issuance of a Highway Excavation Permit.

6. Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

7. Work Schedule:	<u>Phase</u>	<u>Completion Date</u>	<u>Inspection Dates</u>	<u>Work Schedule</u>
	Excavation	_____	_____	Must be Provided for consideration as a Complete Application
	Facility Installation	_____	_____	
	Backfill & Completion	_____	_____	

8. Estimated Cost of Proposed Work: \$ \_\_\_\_\_

Remarks:

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9. Insurance Coverage: (Attach Copy)

(a) Insurance Company:

(b) Policy Number:

\_\_\_\_\_ (c) Is  
policy of certification on file with Highway Department Yes \_\_\_\_\_ No \_\_\_\_\_ (d)

Coverage required extended to the Town:

Any Loss including bodily injury, property or commercial injury caused by or attributed to the work performed:

**\$1,000,000** per Occurrence and **\$2,000,000** general aggregate.

10. Security:

(a) Surety Bond \_\_\_\_\_ or Certified Check \_\_\_\_\_

Provided in the total Amount of \$ \_\_\_\_\_

(b) Maintenance Bond provided: \_\_\_\_\_ 2 Years \_\_\_\_\_ 3 years.

11. Fees for Application and Permits:

Basic Application Fee for Residence **\$100.00** \$ \_\_\_\_\_

Commercial Application Fee **\$250.00** \$ \_\_\_\_\_

Application Fee for Major Projects (Gas, Electric, Cable, Water etc.) **\$250.00** \$ \_\_\_\_\_

(a) Per each opening in pavement less than 16 sq ft **\$100.00** \$ \_\_\_\_\_

(b) Per each opening in pavement greater than 16 sq ft **\$150.00** \$ \_\_\_\_\_

(c) Per opening in grass shoulder 4'Wx 4' L to 5' deep **\$50.00** \$ \_\_\_\_\_

(d) Excavations 18" in depth or less  
0-100 L.F. =\$10.00; Additional \_\_\_\_\_ L.F. @ \$0.10 \$ \_\_\_\_\_

(e) Open Trenching 18" to 5'  
0-100 L.F. =\$30.00; Additional \_\_\_\_\_ L.F. @ \$0.30 \$ \_\_\_\_\_

(f) Open Trenching 5' and Over  
0-100 L.F. =\$50.00; Additional \_\_\_\_\_ L.F. @ \$0.50 \$ \_\_\_\_\_

(g) Additional Conditions Required by Superintendent of Highways \$ \_\_\_\_\_

(g) Trenchless Shooting **\$00.00**

**TOTAL: \$** \_\_\_\_\_

Notice to Public utilities proof must be provided and shall be attached to this application prior to issuance or permit

**\* PLEASE FAX START NOTICE TO (631) 749-0931**

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## Please make checks payable to the Town of Shelter Island.

\* Any job started prior to permit being issued will be subject to a \$200.00 fine and permit fees

This applicant agrees to comply with all the terms and conditions outlined and set forth in the Highway Specifications & General Conditions annexed hereto and made a part hereof.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SUPERINTENDENT OF HIGHWAYS  
TOWN OF SHELTER ISLAND, NEW YORK

\_\_\_\_\_  
Ken Lewis, Jr.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Check Number & Amount

Note: Permit expires (1) year from date of issuance  
No work to start without 24 hour notice to Superintendent of Highways  
  
Permit must be available at all times for inspection, on site, during construction

## GENERAL

### CONDITIONS OF PERMIT

#### APPLICATION/PERMIT FOR HIGHWAY EXCAVATION AND REPAIR

##### Part I

- 1. Permittee's Contractors to Comply with Permit Requirements:** The permittee is responsible for informing its independent contractors, employees, agents and assigns of their responsibility to comply with this permit, including all special/site specific and general conditions imposed by the Highway Superintendent while acting as the permittee's agent with respect to the permitted activities, and such persons shall be required to comply with all permit requirements.
- 2. No Right to Trespass or Interfere with Private Property Rights:** This permit does not convey to the permittee any right to trespass upon the lands of adjacent property owners in order to perform the permitted work nor does it authorize the impairment of any rights, title, or interest in real or personal property held or vested in a person not a party to the permit. Access to adjacent properties shall be maintained.
- 3. Protection of the Highway and Future Highway Maintenance:** If future operations or highway maintenance projects by the Town of Shelter Island require an alteration in the position of the utility, structure or work herein authorized, or if, in the opinion of the Highway Superintendent the work performed under this permit shall cause unreasonable obstruction to required highway maintenance or endanger the health, safety and/or welfare of vehicular or pedestrian traffic, this permit shall be revoked and the utility, structure, fill, excavation, or other modification of the highway hereby authorized shall not be completed. Additionally, the permit may be revoked if the Highway Superintendent finds that the issuance of the permit was illegal or unauthorized or that the applicant failed to comply with any of the terms and conditions of the permit or Chapter 63 of the Town Code. Pedestrian and vehicle traffic **MUST** be protected and maintained. There shall be no unprotected or unlighted drop offs or obstacles at any time. Open holes shall be fenced or guarded. The permittee is required to pay all costs involved by the Town, including man-hours, and equipment used necessary to correct any unsafe condition this office finds necessary to correct, on a charge-back basis.

4. **Revocation of the Permit by the Highway Superintendent:** If the Highway Superintendent deems it necessary to revoke this permit and the project hereby authorized has not been completed, the applicant shall, without expense to the Town and to such extent and in such time and manner as the Superintendent may require, remove all or any portion of the uncompleted utility, structure or fill and restore the site to its former condition.
5. **Notice of Commencement:** At least 24 hours prior to commencement of the project, the permittee and/or contractor shall notify the Town Highway Department in writing that they are fully aware of and understand all terms and project conditions of this permit. Upon completion of work, the contractor shall provide photographs of the completed work to the Town Highway Department and request a final inspection. **FAX START DATE TO (631) 749-0931**
6. **Storage of Equipment & Materials:** Storage of construction equipment and/or materials shall be confined within the project work area and/or adjacent area where permission/legal access has been obtained in a manner that does not interfere with normal highway traffic.
7. **Utility Mark-Outs:** The Applicant/Contractor shall be responsible for verification of all existing utility mark-outs and shall take all precautions to protect same. Damage to existing utilities shall be the responsibility of the contractor and shall be repaired at the contractor's expense.
8. **Road Closures:** All scheduled road closures must first receive written permission from the Shelter Island Town Board prior to closing a road. Temporary lane closures may be permitted with the approval of the Highway Superintendent. This item will include but not be limited to the installation of appropriate signage and flag men to stop and start traffic to allow for single lane traffic. Road closures due to unforeseen emergencies require immediate notification of the Highway Department and shall be limited to immediate and/or expedited restoration of the work zone.

# GENERAL CONDITIONS OF PERMIT

## APPLICATION/PERMIT FOR HIGHWAY EXCAVATION AND REPAIR

### Part I (Continued)

9. **No Construction Debris in Road Shoulder Area:** All Construction Debris shall be removed from the job site on a daily basis. All stockpiled soil as well as all other project materials that will be staged within the Right-of Way must be delineated with reflective signage or other means to meet the minimum requirements of the NYS DOT Construction Standards.
10. **Install, Maintain Erosion Controls:** Required Erosion Control Measures (i.e. silt fencing) is to be placed on the downslope edge of any disturbed area. This sediment barrier is to be put in place before any disturbance of the ground occurs and is to be maintained in good functional condition until thick vegetative cover is established.
11. **Clean Fill Only:** All Project back-fill shall consist of clean sand, gravel or soil (NOT asphalt, slag, flyash, broken concrete or demolition debris). All unsuitable soils excavated at the site (i.e. Clay, Bog, etc.) are to be removed from the site and not used to backfill any excavation within Town Highway.
12. **All Areas of Soil Disturbance:** All areas of soil disturbance resulting from the approved project shall be stabilized to the satisfaction of the Highway Superintendent immediately following project completion. If the project site remains inactive for more than 48 hours or planting is impractical due to the season, then the area shall be stabilized with straw, hay mulch and/or jute matting until weather conditions favor germination.
13. **Backfill & Compaction of all Excavations:** Back Fill shall consist of clean fill or soils which exhibit a well-defined moisture density relationship as determined to be in accordance with ASTM D 698. Fill shall be placed in maximum lifts of twelve (12") inches thick and shall be mechanically compacted to a ninety-five (95%) percent maximum dry density. Suitable hydraulic compaction by water jetting at three-foot intervals will also be permitted subject to a project specific approval by the Highway Superintendent.
14. **Restoration of the Road Shoulder Area:** All man-made improvements located within existing road shoulder areas must be protected to the greatest extent practical. Items would include but not limited to driveway & private road aprons, mail boxes, sprinkler systems, trees and ornamental plantings. Excavations through driveways and private road pavements must be reconstructed to meet all requirements of Shelter Island Town Highway Specifications. All pre-existing road shoulder improvements that have been disturbed during construction must be replaced or repaired by the contractor as well as top soil and grass seed must be applied to all disturbed areas to the satisfaction of the Highway Superintendent.
15. **Schematic Plans with all Technical information and Scope of Works:** To reasonably and adequately describe the proposed work, accurate schematic plans must be provided to show or indicate all proposed construction activity required under this permit. All pavement surfaces scheduled for excavation must be saw cut to the full depth of asphalt and/or concrete pavements. Accurate size of bell holes or width of trenching must be indicated by dimension or labeling. This schematic site plan must provide details on all restoration required to meet the requirements of these General Conditions and requirements found in the Shelter Island Town Highway Specifications. You must also provide cross section views.
16. **Pavement Reconstruction:** All pavement sections must be reconstructed in the following manner;  
(Note: When concrete pavements are present, Please review restoration requirements with the Highway Superintendent)
  - a.) Complete all back-fill & soil compaction work as needed to provide a suitable sub-base;
  - b.) Over-Cut existing asphalt bell hole or trench by twelve (12") inches on all sides;
  - c.) Install a compacted lift of 4' thick Stone Blend base (RCA Blend must meet NYS DOT Specifications)
  - d.) Install a two and one half (2.5") inch compacted lift or Asphalt Base Course
  - e.) Install a one and one half (1.5") inch of Asphalt (Type 6 F) Wearing Course. (Provided AC at all joints)All work listed herein must meet the minimum requirements of the Shelter Island Town Highway Specifications.
17. **Trenching of Pavement Surfaces Exceeding One Hundred (100') Feet in Length:** All trenching of pavement surface exceeding 100' in length must first be reconstructed to meet the requirements of items #16 and #13 as noted above. Once all pavement reconstruction is completed to the satisfaction of the Highway Superintendent, the entire road section and/or width of road over the entire length of trench shall be repaved with two (2") inch lift of asphalt (Type 6) Wearing Course (Typical, should to shoulder).

## ADDITIONAL HIGHWAY SPECIFICATIONS

- 1) Highway pavement is NOT to be undermined.
- 2) Sidewalk where determined, shall be replaced to full panels of minimum size of 4'x4' or as marked where found.
- 3) Drainage along highway is NOT to be obstructed.
- 4) No trees shall be cut or trimmed, either above or below the ground, without permission being received from this office. The applicant agrees herewith to pay for or replace any trees damaged with permission and as directed by this office.
- 5) Topsoil and grass seed must be applied to all shoulder areas.
- 6) All street excavation permits shall allow one excavation in the paved area and, except as authorized, no others are permitted.
- 7) This permit is not valid during the months of January and February as stipulated on the permit unless specifically noted.
- 8) The pavement edges of the trench at the time of final paving shall be cut to a straight edge. The edge shall be cut twelve (12) inches back from existing edge of the trench cut.

**PLEASE FAX START NOTICE TO (631) 749-0931**