



Town of Guilderland, New York Highway Department

Superintendent: Todd S. Gifford

P.O. Box 162
Guilderland Center, New York 12085

Phone: (518) 861-5108

Fax: (518) 861-5840

APPLICATION FOR PERMIT TO OPEN STREET OR PAVEMENT

This Application is for authorization to perform construction work within Town of Guilderland public roadways. In addition to obtaining authorization to work, the Applicant is required to contact the Underground Facilities Protection Organization (UFPO) be contacted (1-800-962-7962). This organization marks out locations of nearby underground gas, electric and telephone lines at no charge.

<u>THIS HANDOUT PACKAGE CONTAINS THE FOLLOWING INFORMATION</u>	<u>PAGE</u>
APPLICATION FOR PERMIT TO OPEN STREET OR PAVEMENT	2
SUBMITTAL OF APPLICATION	3
CONDITIONS AND REGULATIONS	3
INSURANCE REQUIREMENTS	4



Town of Guilderland, New York Highway Department

Superintendent: Todd S. Gifford

P.O. Box 162
Guilderland Center, New York 12085

Phone: (518) 861-5108
Fax: (518) 861-5840

APPLICATION FOR PERMIT TO OPEN STREET OR PAVEMENT

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

Applicant Information	
Name:	_____
Address:	_____
City, State, Zip:	_____
Phone: (____) ____ - ____	_____
Signature of Applicant:	_____

Permit ID:	_____
Application Date:	____/____/20____

24 Hour Contact Person	
Name:	_____
Phone: (____) ____ - ____	_____

Location	
The above named applicant hereby makes application for a permit to open street or pavement at the following location:	
House Number: _____	Approximate Length of Opening: _____ Feet
Street Name: _____	Approximate Width of Opening: _____ Feet
Parcel ID (SBL): _____	
For the purpose of: _____	

Requested Start Date of Opening: _____	Estimated Cost of Work to be Performed: \$ _____
Requested End Date of Opening: _____	

(To be completed by Town Staff)

Approved Start Date of Opening: _____
Approved End Date of Opening: _____
Opening to be made between the Start Date and End Date approved above (Saturdays, Sundays and Holidays excepted), pursuant to the conditions and regulations set forth.
Additional Conditions: _____

\$ 15.00 Permit Fee Received by: _____	Date: _____
\$ 500.00 Deposit Received by: _____	Date: _____
Insurance Certificate Received by: _____	Date: _____
(Please attach a copy of the insurance certificate to this permit)	

Permission Granted by: _____	Date: _____
Title: _____	

Deposit Check Number: _____	Deposit Check Released / Sent
Deposit Check Released By: _____	Date Released: _____

SUBMITTAL OF APPLICATION

The Applicant should submit the following items to the Town Clerk's Office for this application:

1. The Completed Application (top half)
2. A \$15.00 check made payable to the "Town of Guilderland Town Clerk" for the permit fee.
3. A security deposit check in the amount of \$500.00 made payable to "Town of Guilderland"
4. An Insurance Certificate naming the Town of Guilderland as additional insured, in the amounts specified in these instructions.

The Town Clerk's Office is located at

Town Hall, U.S. Route 20
Guilderland, New York 12084
Phone: (518) 356-1980
Business Hours: M-F 9:00AM - 4:30PM

Questions regarding this street opening permit should be directed to Todd S. Gifford - Highway Superintendent.

CONDITIONS AND REGULATIONS

1. This permit, if granted, does not go into effect until the following conditions are met:
 - A) The \$ 15.00 permit fee is received by the Town Clerk,
 - B) A deposit of \$ 500.00 is received by the Town Clerk,
 - C) An insurance Certificate, naming the Town of Guilderland as additional insured, is received by the Town Clerk and approved by the Director of Public Works,
 - D) This permit is approved and signed by the Superintendent of Highways.
2. This permit, if granted, will be valid for a period of ten (10) working days from the date of the issuance. An extension of the permit may be granted if necessary. This permit shall not be assigned or transferred without the written consent of the Town Superintendent of Highways, and the work authorized by this permit shall be performed under the supervision and to his satisfaction.
3. The Town Superintendent of Highways, or his representative, shall be given at least twenty-four (24) hours notice by said permittee of the date he intends to begin the work authorized by this permit. The permittee will be required to remove all clay or other materials which, in the opinion of the Superintendent of Highways, or his representative, are unsuitable for backfilling, and refill all openings with a mixture of sand and gravel and replace all pavements removed or disturbed by the prosecution of the work, and restore the same to such a state and condition as before the opening was made, and to the satisfaction of the Superintendent of Highways.
4. Said permittee is responsible for the dewatering of the area to be excavated when deemed necessary by the Superintendent of Highways. Any dewatering of the area shall be completed prior to the start of excavation using the method prescribed by the Superintendent of Highways.
5. Said permittee is responsible for maintaining and patching cut area in road upon the request of the Superintendent of Highways, or his representative. No road cuts to be made before April 15th and after November 1st. All permanent repairs to blacktop must be made within twenty-four (24) hours from the day of the pavement opening.
6. Permittee shall provide the name and telephone number of a contact person available for emergency calls in the event a hazardous condition arises, due to the street opening. If contact can not be made and the Highway personnel and equipment are used to correct the hazardous condition, the permittee shall be charged accordingly.
7. All work done under this permit is to be made when the weather and road conditions are favorable, and at all times in such manner as to give strict attention to safety and rights of the public. The permittee shall place barricades and lights on all openings and bridges when necessary or directed by the Town Superintendent of Highways, and shall take all precautions to prevent accidents to persons or damage to property.

INSURANCE REQUIREMENTS

1. Said permittee shall be responsible for all damages resulting in bodily injury including death and/or property damage due to activities of the permittee, its contractors, subcontractors or either or both, agents or employees in connection with any act or omission hereunder; and does hereby expressly agree to indemnify and save harmless the Town of Guilderland and the Town Superintendent of Highways of said Town and his representatives and employees from claims, suites, actions, damages and costs of every name and description arising out of or resulting from any act or omission hereunder.
2. The Town Superintendent of Highways, before the permittee shall proceed with any work under this permit, will obtain on behalf of permittee a policy of protective liability insurance to and covering the liability of the Town of Guilderland and/or Todd Gifford as Superintendent of Highways of the Town of Guilderland, New York, with respect to all operations under this permit, by the permittee or by anyone acting by, through or for the permittee, including omissions and supervisory acts of the said Town Superintendent of Highways. The limits of coverage in such protective liability insurance policy shall not be less than \$300,000.00 for all damages arising out of bodily injury including death for each person in any one accident, and not less than \$500,000.00 for all damages arising out of bodily injury including death at any time resulting therefrom, sustained by two or more persons in any one accident, and not less than \$50,000.00 for all damages arising out of injury to or destruction of property in any one accident, and subject to that limit for not less than \$100,000.00 for all damages arising out of the injury to or destruction of property during the policy period. The permittee has to file with the Town Clerk a Certificate of Insurance as listed or shown in the above paragraph.
3. The enumeration in this permit of the kind and amount of insurance shall not abridge, diminish or affect the permittee's legal responsibility for the consequence of accidents arising out of or resulting from the operation of the permittee under this permit.
4. Upon request of the Town Superintendent, the permittee will furnish him with proof that permittee has secured compensation for the benefit of and will keep insurance during the performance of the above described work such employees as are required to be insured by the provisions of the Workman's Compensation Law. If permittee has work performed by an independent contractor, such contractor shall furnish proof that such contractor has secured such compensation.