



INCORPORATED VILLAGE OF PORT JEFFERSON

Department of Public Works

88 North Country Road, Port Jefferson, NY 11777

Ph (631) 473-4733

Fax (631) 473-2049

www.portjeff.com

Right-of-Way Work Permit

District: _____ Section: _____ Block: _____ Lot: _____
Start Date of Work _____ End Date of Work _____

___ SCWA	___ Water Main	___ Service	___ Trench	___ Missile	___ Bell Hole	___ Other- Description
___ National Grid	___ Main	___ Service	___ Trench	___ Missile	___ Bell Hole	___ Other- Description
___ Verizon	___ Service	___ Trench	___ Missile	___ Bell Hole	___ Other- Description	
___ Cablevision	___ Service	___ Trench	___ Missile	___ Bell Hole	___ Other- Description	
___ Bell Hole	Quantity _____					
___ Trench	Length _____					
___ Driveway Apron(s)	Material used- _____					
___ Curb	Material used- _____		Total Length _____			
___ Sidewalk	Material used- _____		Total Length _____			
___ Drainage	# of structures _____					

Application is hereby made for permission to open the highway in front of the premises of _____ in the Village of Port Jefferson, NY

The applicant hereby acknowledges that he/she has reviewed the Work Permit Requirements (on the opposite side of this form) and related details, and agrees to properly protect the excavation and place warning lights thereon at night, if required by the Superintendent of Public Works. The opening shall be properly backfilled and tamped to prevent settling. The original surface shall be replaced with the standard section as agreed to by the Superintendent of Public Works, and shall be completed in the condition it was prior to the opening, to the satisfaction of the Superintendent of Public Works.

All work shall be in conformance with Town of Brookhaven Construction Standards.

Applicant/Contractor shall contact the Superintendent of Public Works at (631)473-4733 at least 24 hours prior to start of work.

Applicant Name: _____ Telephone: _____

Applicant Address: _____ E-Mail/Fax: _____

Applicant Signature: _____

Contractor name/address contact # Performing work

The contractor is cautioned to the possible presence of underground utilities in the project area. Under Rules set forth in 16 NYCRR Part 753 (Code Rule 753), the contractor must obtain a full mark-out of underground utility lines by calling 811 at least 2 business days in advance but no more than 10 business days prior to the start of any work.

**** Permit NOT Valid unless signed by the Superintendent, Department of Public Work**

COPY OF PERMIT MUST BE ON SITE AT ALL TIMES AND MADE AVAILABLE ON REQUEST-

FAILURE TO HAVE PERMIT ON SITE WILL RESULT IN STOPPING OF JOB

PENALTIES OF OFFENSES WILL BE IN ACCORDANCE OF SECTION 215-11 OF THE VILLAGE CODE

BELOW LINE -FOR OFFICE USE ONLY

___ Approved ___ Disapproved- Reason- _____

Permit Fee \$ _____ Bond Amount \$ _____ Hold Harmless Required ___ Yes ___ No

Superintendent _____ Date _____

Comments _____

Date Inspected _____ Inspected By- _____

Comments- _____

Right-of-Way Work Permit Requirements

Any construction-related work proposed within any Village of Port Jefferson right-of-way in connection with residential or commercial/industrial permits, requires a Right-of-Way Work Permit which shall be submitted to the Department of Public Works.

Examples of work which requires a Right-of-Way Work Permit are the installation of curb and/or sidewalk, driveway aprons, curb

cuts, utility tie-ins, drainage, asphalt pavement repair, force mains, etc. Please note the following general requirements:

- **The Right-of-Way Work Permit shall be submitted with a survey with a detailed sketch of the proposed work;**
 - Plans are to be approved by the Superintendent of Public Works
- **Plans shall include a Maintenance and Protection of Traffic Plan;**
- **Plans shall show all paving and restoration specifications, and shall demonstrate the following:**
 - a. All streets to be impacted must be shown.
 - b. Proposed utilities should be shown in accordance with Town of Brookhaven standard details.
 - c. The sawcut of all trenches. All trenches shall be straight with a 24" minimum trench restoration width for curb and driveway installations, while other trenches are to have a minimum 12" cut back on each side of trench to allow for proper compaction. All trenches parallel to existing curb shall leave a minimum of 36" of asphalt adjacent to curb, otherwise trench limit shall extend to the curb line.
 - d. Pavement restoration shall meet the following requirements:
 - 1. Residential Street: 6" RCA, 3" NYS Type 3 Binder, VA" Type 6F top course;
 - 2. Industrial Road: 6" RCA, 4" NYS Type 3 Binder, 2" Type 6F top course.
 - 3. Tack all vertical edges prior to placement of top coat and A/C all horizontal joints after paving.
 - e. Compaction testing may be required at the discretion of the Superintendent of Public Works
 - f. For excavations impacting the travel lane, temporary asphalt shall be placed and maintained during the settlement period of 2 months (i.e. drainage structures);
- No walls of any type shall be allowed within the public right-of-way;
- Proposed driveways must be a minimum of four feet (4') from the adjacent side property line, and shall not exceed 35% of the front yard area;
- For industrial/commercial applications, and when a contractor is the applicant on residential applications, a \$1 million liability insurance policy shall be submitted, with the Village of Port Jefferson named as an additional insured. This requirement shall not apply to residential applicants for residential work.

This Permit is issued in accordance with and subject to compliance with all Code of Port Jefferson, New York, Excavation on Streets,

Chapter 16. Subject to and compliance with all State, County and Town ordinances. All signs, barricades, lights and other traffic control devices shall be installed and maintained by the contractor in accordance with the provisions of the State Manual of Uniform Traffic Control Devices. The contractor shall be responsible for maintaining this road for the duration of this permit to include, but not be limited to snow, sleet and ice removal. Broken curbs will be replaced from joint to joint unless clear (machine) cut at ten feet intervals. If any traffic equipment is encountered, the contractor shall notify the Dept Of Public Works (631) 473-4733. Compliance with Industrial Code Rule 53 required. Road not to be completely closed off: at least one lane and one intersection must be kept open for traffic at all times. Streets that are wheel cut or done by some other process in preparation for excavation shall be maintained by the contractor relative to pothole buildup. Construction Details shall be submitted with the proposed plan, and shall meet at a minimum, the standard Town of Brookhaven details and specifications as appropriate, including but not limited to the following items:

ROW Permit Application Fee Structure

Base Fee

\$100- resident	Bond- \$1000
\$500- utility/commercial	Bond- \$5000
Vault/Bell hole-\$100 per opening	
Utility pole \$200-Replacement \$125	
Test Monitoring-\$200	
Trench/Missile/Drill-\$200-(1-100 LF) - \$1.00/FT Thereafter	
Linear Frontage Improvements (i.e. curb & sidewalk, etc.)	
\$100 (1-100 LF)- \$1.00/FT Thereafter	
Drainage Structure \$100 each	
Driveway Apron	
\$100 each Residential	
\$200 each Commercial	

The application fee shall be in the form of a check or money order made payable to "Village of Port Jefferson"

Belgium block curbs, brick paver driveways/curbs, overlaid or podged curbs, stamped concrete all require hold harmless agreements. The Village of Port Jefferson will not be responsible for damaged curbs listed above.

§ 215-11 Penalties for offenses.

[Added 3-13-1974]

A.

Failure to obtain a permit required by this article or creating any condition which is the result of action requiring a permit under this article, without first obtaining such permit, shall constitute a violation of this article. Each day that any such condition exists, without the proper permit being first obtained, shall constitute a separate and distinct violation of this article.

B.

Violations of this article shall be punishable by a penalty of not more than \$250 or imprisonment for not more than 15 days, or both.

[Amended 6-11-1992 by L.L. No. 4-1992]