



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



NEW YORK STATE LAW
YOU MUST CALL 811
BEFORE YOU DIG

Right-of-Way Work Permit

Applicant Name: _____ Telephone: _____

Applicant Address: _____ Email: _____

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

Name and Contact number of Contractor: _____

Start Date of work	End Date of work	RestorationStart	End Date
<input type="checkbox"/> SCWA	Water Main	Service	Trench
<input type="checkbox"/> National Grid	Main	Service	Trench
<input type="checkbox"/> Verizon	Service	Trench	Missile
<input type="checkbox"/> Cablevision	Service	Trench	Missile
<input type="checkbox"/> Bell Hole	Quantity	Bell Hole	Other:
<input type="checkbox"/> Trench	Length		
<input type="checkbox"/> Driveway Apron(s)	Material used:		
<input type="checkbox"/> Curb	Material used:	Total Length	
<input type="checkbox"/> Sidewalk	Material used:	Total Length	
<input type="checkbox"/> Drainage	Number of Structures:		

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.

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 Works**

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

FAILURE TO HAVE PERMIT ON SITE WILL RESULT IN SUSPENDING 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 _____ Permit Expires 6 months from approved date.

Comments: **Not Responsible for Belgium block damage from snowplows. All Driveways must be sealed where the driveway meets the road.**

Date Inspected: _____ Inspected by _____

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.

Right-of-Way Work Permit Requirements

Any construction-related work proposed with 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, curbs 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 the Town of Brookhaven standard details.
 - c. The sawcut of all trenches. 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. Track all vertical edges prior to placement of topcoat 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;
- \$1 million liability insurance policy shall be submitted, with the Village of Port Jefferson named as an additional insured.

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, light 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:

\$200 – Permit fee

Bond - \$2,000 Markout by Village Electrician \$100 per hour

Vault/Bell hole - \$100 per opening

Utility pole \$200 – replacement \$125

Test Monitoring - \$200

Trench/Missile/Drill - \$200 – (1-100LF) - \$1.00/FT thereafter

Linear Frontage Improvements (i.e. curb & sidewalk, etc)

\$100 (1-100LF) - \$1.00/FT thereafter

Drainage Structure \$100 each

Driveway apron \$200

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

Road opening permit regulations:

- State law requires the use of 811 mark-outs and notifications minimum 2 days but no more than 10 days prior to start of job.
- All signed PJDPW permits must be available at the worksite for review by an authorized DPW representative at all times NO EXCEPTIONS.
- A minimum of 24 hours notification to the DPW of the beginning of all work being performed in the Village of Port Jefferson. Notification by email to sgallagher@portjeff.com or phone at 631-473-4733.
- Jobsite must be maintained at all times and left in a safe condition at the end of every workday, i.e. backfilled properly, safety cones, warning lights; with trenches, bell holes, or any opening kept level and safe.
- Any damage to village owned property, streetlights, or wiring must be reported to the PJDPW the day of occurrence.
- Utility companies are required to provide a point of contact with a telephone number for complaints.
- Minimum 24 hours notification to PJDPW prior to any restoration work to any existing permitted job to sgallagher@portjeff.com or 631-473-4733.
- PJDPW must be notified that the work has been completed for inspection.
- A permit is not valid unless signed by the Superintendent of Public Works.
- **Failure to adhere to the regulations will result in termination of the job immediately. Permit will be revoked and reapplied for along with additional permit fees and bonds. All previous permit fees are nonrefundable.**