

APPLICATION for Right-of-Way and Utility Construction Permit



Town of Camillus Highway Department
Paul J. Legnetto, Superintendent
4600 West Genesee Street
Syracuse, NY 13219
315-672-5556

Name of Business: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Business Phone #: _____ Fax #: _____

Field Contact Name: _____ Field Contact Phone: _____

Specific Location of Proposed Work: _____

Purpose of the Proposed Work: _____

Proposed Sub-Contractors: _____

Dates of Construction: _____ Actual Work Days Required for Construction: _____

Proposed Hours of Work: _____ Weekend Work Proposed? No Yes

Please Check Any Of The Following Conditions Which Apply To This Proposed Work:

Open Trench

Length: _____ Lf Width: _____ Lf Depth: _____ Ft

Directional Bore

Length: _____ Lf Depth: _____ Ft Diameter: _____ In Casing Type: _____

Number of Bore Pits in Pavement: _____ Number of Bore Pits in Landscape: _____

Access Structures # in Pavement: _____ # in Landscape: _____

Aboveground Structures # of Cabinets: _____ Dimensions of Each: _____

Pavement Cuts # of Cuts: _____ Dimensions of Each: _____

Concrete Cuts # of Cuts: _____ Dimensions of Each: _____

Landscape Disturbed Area Disturbed: _____ Sf Median Disturbed: _____ Lf

The Following Information Is Required To Process This Permit Application (For Office Use Only):

- Detailed Construction Plans Showing Work Site, ROW, All Existing Utilities, and Landscape.
- Detailed Construction Schedule.
- Detailed Traffic/Pedestrian Control Plans In Compliance with the Manual on Uniform Traffic Control Devices.
- Itemization of Total Cost of Construction, Excluding Private Facilities Being Installed in the ROW.
- Irrevocable Letter of Credit for 110% of the Total Cost of Project and \$1,000.00 Deposit.
- Certificate of Insurance Meeting All Requirements of the Town of Camillus Municipal Code.
- Stormwater Management Plan. (Inlet protection, concrete washout, BMP's, etc.)
- If Applicable, Material Submittals meeting the approval of the Town of Camillus Highway Department.
- If Applicable, A Copy Of A Valid State Of New York Stormwater Construction Discharge Permit.
- If Applicable, Copies of All Permits and Licenses Required by Federal, State or Town Law.

The undersigned, representing the applicant, acknowledges that the applicant will be the Contractor performing the work, the applicant acknowledges that he/she is in compliance with all other permits issued by the Town, the applicant will not allow any other applicants to work under this permit, and the applicant is not delinquent in any payment due to the Town for prior work.

Owner/Contractor Signature: _____ Date: _____

Town of Camillus

Date Rec'd: _____ Rec'd By: _____ Approved By: _____

Contractors Checklist Right-of-Way and Utility Construction Permit



Any contractor doing work in the Right-of-Way must obtain a ROW permit. Subcontractors are responsible for obtaining their own ROW permit. (General contractor's permit will not cover any subcontractor's work in the Right-of-Way)

Please use this checklist to expedite the issuance of your permit. Questions may be directed to the Highway Superintendent at (315) 672-5556 or by Email to Plegnetto@townofcamillus.com.

Construction Plans – Please provide digital copies, including the following information:

- a. The applicable public right-of-way and any intersecting streets, trails or sidewalks within 300 feet thereof;
- b. The existing utilities;
- c. The public right-of-way to the back of the curb;
- d. The existing landscaping;
- e. The existing irrigation and drainage facilities; and
- f. Detail of the proposed work.

Construction Schedule

Please include a detailed construction schedule which includes time frame for traffic control, construction, inspections, testing, and restoration work.

Traffic and Pedestrian Control Plan

A detailed traffic and pedestrian control plan that complies with the requirements of the Manual of Uniform Traffic Control Devices (MUTCD, Latest Revised Edition) shall be submitted for review and approval. Traffic control plans shall be site specific and show signs, barricades, cones, tapers, spacing, driveways, paths and walks along with any other pertinent information. Include the number of work days as well as the specific hours of the proposed work. Pedestrian control shall comply with the requirements of the Americans with Disabilities Act.

Generic traffic control plans can not be accepted.

Itemization of Total Cost of Construction

Provide a detailed construction cost estimate for the work that will be performed under this right-of-way permit. Costs for private improvements being installed within the right-of-way may be excluded.

Deposit and Security

All permits shall be accompanied by an irrevocable letter of credit for an amount equaling 110% of the total cost of the project to guarantee performance completion standards and a deposit in the amount of \$1,000.00. The letter of credit shall be valid for a period of 1 (one) year from the date of probationary acceptance by the Town. Photocopies or faxes shall not be acceptable. Deposit is refundable, following payment of inspection fees and final approval from the Town.

Date Received _____

Initials _____

☐ Certificate of Insurance

A Certificate of Insurance listing the Town of Camillus as “additional Insured” shall be provided to the Town of Camillus, and shall be completed by the applicant’s insurance agent as evidence that policies providing the minimum required coverage, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the Town of Camillus prior to issuance of a permit.

General Liability Insurance with a minimum of combined single limits of SIX HUNDRED THOUSAND DOLLARS (\$600,000.00) each occurrence and ONE MILLION DOLLARS (1,000,000.00) aggregate shall be required for issuance of a permit.

☐ Stormwater Quality Permit

A New York State Stormwater Construction MS4 Permit is required if:

- (1) Project area is one (1) acre or more.
- (2) The project has an area of less than one (1) acre but is part of a larger common plan of development, even though multiple, separate and distinct land development activities may take place at different times on different schedules.
- (3) Projects in areas with a potential high effect on water quality, regardless of the size of the total disturbed area, in conjunction with approval of a final subdivision plat, special use permit or site development plan, or if the construction activities are adjacent to a watercourse or wetlands.

☐ Mix Designs

Submit mix designs for any concrete, asphalt, flow fill/flash fill that will be used on the project.

☐ Submittals

Any products or materials used on the project will require submittals. Provide 2 copies of each for review and approval. Allow 5 working days for review of submittals.

☐ Construction Stormwater Discharge Permit

Please reference the New York State DEC website at <http://www.dec.ny.gov/chemical/43133.html> for information regarding Construction Stormwater Permits that may be required for the work.

☐ Permit Fee

If Necessary a Permit Fee shall be set by the Town of Camillus to cover expenses for application processing and review. Permit fee shall include plan review fees, inspection fees, restoration fees, and other fees as required by the Town of Camillus.