

VILLAGE OF SHOREHAM

INSTRUCTIONS FOR COMPLETING THE ROAD PERMIT APPLICATION

This Road Permit Application Package is online at:

www.shorehamvillage.org

The Road Permit application is used for permission to construct a new road, open an existing road, disturb the Village right-a-way, cut into an existing curb, install a new curb or apron, install a new driveway or remove and replace an existing driveway. Please read / review / print documents herein. Thank you in advance. You will need:

1. Application for a Road Permit filled out, signed and dated. The applicant's name may be the property owner, contractor or utility company. The applicant's name and address will be used for correspondence. The SCTM (Suffolk County Tax Map) number can be found on the property tax bill. This number can also be obtained by calling Village Clerk at 631-821-0680.

2. On the application give a brief description of proposed work and include the following:

a) **Survey:** Three (3) current signed surveys in full size and legible detailing all structures on the property MUST accompany the completed application. Show on the survey where work is intended to be performed. **Indicate the pitch of an existing or proposed driveway as being towards the road or back onto the subject property. Any driveway that will shed storm water onto a Village road will require an approved drainage plan to contain storm water runoff on the site.**

b) A copy of Planning Board approval with site plan approval (if applicable)

c) A copy of Zoning Board of Appeals approval (if applicable)

d) A copy of a Building Permit, (if applicable)

e) **Utility companies** must provide a sketch of the work area, including distance from nearest cross street. Also include a job reference number.

3. Inspection(s) and Excavation Affidavits filled out, signed and dated. (Village Building Department may do inspections)

4. **Insurance Requirements: Liability Insurance** - the permit applicant must furnish the Village of Shoreham with a certificate of liability insurance naming the Village of Shoreham as ADDITIONAL INSURED in the minimum amounts of: \$100,000.00 and \$300,000.00 personal injury and \$50,000.00 property damage. When the applicant is the homeowner either the homeowner's home insurance may be provided or the contractor's liability insurance. The limits of liability insurance may be increased, in the sole discretion of the Village of Shoreham, based upon the scope of work intended to be performed.

Workers' Compensation & Disability Insurance – The contractor performing work, either listed on the application as applicant or not, or when a utility is listed as the applicant; must provide proof of compliance with Section 57 of the Workers' Compensation Law. **ONE** of the following is required evidencing that they are:

◆ insured (form C-105.2 or U-26.3),

◆ self-insured (form SI-12), or

◆ are exempt (form WC/DB-100 or WC/DB-101), (homeowner's affidavit is attached)

5. **Bonding Requirements (if applicable):** Applicant will be notified of any bonding requirements and options prior to the permit being issued.

6. **\$100.00 APPLICATION REVIEW FEE**, must accompany the application to initiate the permit process. Applicant will be notified of additional fees, if required. Fees are paid when the permit is issued.

**** CALL BEFORE YOU DIG ** ONE-CALL CENTER ** 1-800-272-4480 ****

Incorporated Village of Shoreham

80 Woodville Road, Box 389,

Shoreham NY 11786

www.shorehamvillage.org

VS-51 (06/15)

VILLAGE OF SHOREHAM
Department of Public Works
Suffolk County, NY
Road Permit Application

Date: _____

Application is hereby made for a Road Work Permit on or across a road known as _____, in the Village of Shoreham, at the address known as _____, SCTM #: _____

Name & Address of Applicant:

Print name _____ Street _____ City _____ State _____ Zip _____
Phone # _____ Cell # _____ Fax # _____ Email: _____

Brief description of proposed work: _____

TERMS, CONDITIONS and RESTRICTIONS

Work authorized by this permit shall be performed consistent with an approved plan and to the satisfaction of the Commissioner of Public Works or, the Building Commissioner or, a designated representative.

The applicant by accepting this permit hereby holds the Village of Shoreham harmless for any type of damage that may arise during the progress of the work authorized by the work permit or by reason thereof.

The Village of Shoreham reserves the right to revoke or annul this road work permit should the applicant fail to comply with the terms, conditions and restrictions upon which it is granted.

This road work permit covers work done on Village roads and/or in the Village right of way up to a private property line and/or, in the case of a driveway, onto the private property.

A Wheel Cutter or Pneumatic Hammer Asphalt Cutter shall be used before trenching and before paving.

The applicant shall maintain traffic on the road, while work is in progress and until its final completion. Storm water runoff mitigation, barricades and flares must be maintained for protection of persons and property. Upon completion the road shall be restored to sound and proper condition.

Prior to paving areas of excavation MUST be properly compacted. Topsoil and seed must be applied to all shoulder areas. The applicant shall be responsible for damage to street curbs where work is performed.

Five (5") inches of pavement must be installed on all road trench areas and patched immediately after installation. A seal coating must be used on all saw cuts into the road and where necessary.

In the event, when necessary, the Village of Shoreham will, on matters of emergency or complaint, take steps to repave trenches and/or repair damages on charge back basis to the applicant. The applicant is responsible for paying all necessary expenses incident to supervision and inspection by reason of granting of this permit.

APPROVAL OF THE ROAD WORK PERMIT SUBJECTS THE PERMIT HOLDER TO THE TERMS, CONDITIONS AND RESTRICTIONS STATED ON THIS APPLICATION AND ON THE WORK PERMIT

I agree with the above terms, conditions and restrictions and hereby apply for a Road Work Permit.

Applicant's Signature _____

VS-52(06/15)

VILLAGE OF SHOREHAM
Building Department
Suffolk County, NY
INSPECTION(S) AFFIDAVIT

PROPERTY DESCRIPTION: SCTM

DISTRICT _____ SECTION _____ BLOCK _____ LOT _____

TYPE OF APPLICATION _____

OWNER _____ AGENT FOR OWNER _____

ADDRESS OF PROPERTY _____

STATE OF NEW YORK)

) s s:

COUNTY OF SUFFOLK)

_____, being duly sworn deposes and says that he/she/they is (are) the Owner or Agent for the Owner of the property described within and declares under the penalty of perjury that the Owner will allow, permit and consents to the Village Building Commissioner, and/or Building Inspector and/or any officer or employee of the Village Building Department to enter upon the subject premises without a search warrant for the purpose of inspecting the work being performed under a building permit issued by the Village.

Owner Name (Printed) _____ Signature _____

Agent (Printed) _____ Signature _____

Sworn to before me this ____ day of _____, 20 ____

Notary Public

VILLAGE OF SHOREHAM
Building Department
Suffolk County, NY

EXCAVATION AFFIDAVIT

Article 36 of the New York State General Business Law requires that no excavator shall commence or engage in any excavation or demolition unless and until he has served timely notice as provided in the law to operators who maintain underground facilities in the Village of Shoreham. Such notice shall be served in accordance with the Rules and Regulations promulgated by the Board of Standards & Appeals pursuant to section twenty-eight (28) of the Labor Law.

UNDERGROUND OPERATORS

A ONE (1) CALL CENTER FOR ALL UNDERGROUND OPERATORS

NOTE: CONTRACTOR TO PHONE NOT HOMEOWNER

1-800-272-4480

N.Y.S.D.O.U
PSEGLI-LIP A - KEYSpan
SUFFOLK COUNTY HEALTH SERVICES

TELEPHONE
CABLEVISION
SUFFOLK COUNTY WATER AUTHORITY

PROPERTY DESCRIPTION: SCTM

DISTRICT _____ SECTION _____ BLOCK _____ LOT _____

TYPE OF APPLICATION _____

OWNER OF PROPERTY _____ AGENT FOR OWNER _____

ADDRESS OF PROPERTY _____

AFFIDAVIT OF EXCAVATION

STATE OF NEW YORK)
)
COUNTY OF SUFFOLK)

_____, being duly sworn deposes and says that he/she is the Owner or Agent for the Owner of the property described within and declares under the penalty of perjury that the Owner will comply with Article 36 of the New York General Business Law and any other law regarding underground facilities.

Owner Name (Printed) _____ Signature _____

Agent (Printed) _____ Signature _____

Sworn to before me this ____ day of _____, 20____

Notary Public

VS-13 (08/14)

VILLAGE OF SHOREHAM

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage
And Disability Benefits for a Single Family, Owner-occupied Residence.

NOTE: This form cannot be used to waive the workers' compensation rights or obligations of any party.

STATE OF NEW YORK

COUNTY OF SUFFOLK ss:

_____ *being duly sworn, deposes and says as follows:*

Under penalty of perjury, I certify that I am the owner of the single family, **owner-occupied** residence listed on the permit application that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- () I am performing all the work for which the permit was issued.
- () I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the permit was issued or helping me perform such work.
- () I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB-100 exemption form; OR
- ◆ have the general contractor, performing the work on the single family, **owner-occupied** residence listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

Hold Harmless: I also agree to hold the Incorporated Village of Shoreham harmless for any claim and/or cause of action that may arise from the work performed by any individual(s) under a building permit issued by the Village of Shoreham to which this Affidavit of Exemption is applicable.

Property Address: _____

Signature _____ Date _____

Sworn to before me this _____ day of _____ 201_____

NOTARY PUBLIC

VS-2 (07/14)