



PERMIT# _____

**TOWN OF RIVERHEAD HIGHWAY DEPARTMENT
1177 OSBORN AVENUE, RIVERHEAD, NEW YORK 11901**

APPLICATION FOR ROAD OPENING PERMIT

ALTERATION OR EXCAVATION OF HIGHWAYS AND ERECTION OF POLES

DATE _____

Application is hereby made by the undersigned, a firm/corporation, whose name and address are:

To open an area in the Town ROW located at: _____

(State exact location in reference to streets, intersection, existing landmarks or street no. if possible)

For the following purpose: _____

Will there be any work performed in the paved roadway? ___ Yes ___ No

*A map and plan must be annexed to this application depicting roadway, curb, shoulder, property line and proposed work to be performed as required by the Town of Riverhead, County of Suffolk, and State of New York.

Conditions and Restrictions

SUBJECT TO THE RIGHT OF OTHERS:

- This permit shall not be assigned or transferred without the written consent of the Superintendent of Highways.
- The Superintendent of Highways shall be given one week's notice by said applicant of the date when it intends to begin the work authorized by this permit and prompt notice of its completion.
- The said applicant hereby agrees to hold the Town harmless on account of any kind of damages which may arise during the process of the work authorized by this permit or by any reason thereof.
- The Superintendent of Highways reserves the right at any time to revoke or annul this permit should the said applicant fail to comply with the terms and conditions upon which it is granted.
- Sleeves shall be driven UNDER the highway for all highway crossings, unless permission to cross otherwise is given in writing by this office. The applicant shall substantiate the need for any pavement opening.
- Work under this permit to be commenced within sixty days from date of permit and continued in an expeditious manner but in no event shall the work exceed 6 months from the starting date. _____ (Applicant must advise Superintendent of Highways of start date). In the event, the applicant can not complete the work within 6 months, applicant must apply for permission to extend the application for road opening permit on or before the 6 month expiration and submit revised plans showing the remainder of the work to be performed under the original permit. A \$50.00 fee is required for all applications to extend permit. The failure to timely file an application to extend the permit will result in a \$50.00 fine and \$50.00 permit fee.
- If and when necessary, Riverhead Town Highway Department will on matters of emergency or complaint, take steps to repair opening on a charge back basis to the above applicant.
- Applicant shall be responsible for restoration for one year after completion unless extended by the Superintendent of Highways.
- A certified check/bond in the sum of \$_____ payable to the Town of Riverhead to be deposited on file as security that the Highway will be restored to its original condition where disturbed, at the expense of the applicant, as soon as the work has been completed.
- The permittee shall furnish this office with a telephone number of availability (24 hr. basis) where a demand for emergency repairs shall be immediately honored; otherwise he is required to pay the cost of hire by this office of any available contractor to make emergency repairs; furthermore the permittee is required to thus assume all obligation for emergency repairs and he agrees that all charges for said repairs will be accessed against the certified check or bond.

A check in the sum of Two Hundred Dollars (\$200.00) payable to the Town of Riverhead shall be charged per permit. Any job started prior to permit being issued will be subject to a \$200.00 fine and a \$200.00 fee for permit.

The applicant agrees to comply with all the terms and conditions outlined above and set forth in the **Highway Specifications** annexed hereto and made a part hereof.

(Print Name of Applicant)

(Signature of Applicant)

(Address and Telephone No.)

(24 hr. Emergency Contact Name and Number)

Superintendent of Highways

Date Approved



HIGHWAY SPECIFICATIONS
TOWN OF RIVERHEAD HIGHWAY DEPARTMENT
REVISED: 3/31/06

NOTICE TO CONTRACTORS: PER NYS LAW NYCRR PART 753 PRIOR TO ANY WORK COMMENCING, CALL 1-800-272-4480 FOR YOUR CASE NUMBER. THIS PERMIT IS INVALID WITHOUT YOUR CASE NUMBER WRITTEN ON IT.

Highway pavement is NOT to be undermined.

Sidewalk where disturbed, shall be replaced to full panels of minimum size of 4' x 4' or as marked where found.

Drainage along highway is not to be obstructed.

Pedestrian and vehicle traffic is to be protected and maintained.

Barricades, whether in sidewalk or roadway area, shall have prominently displayed, for police convenience, the address and telephone number of 24-hour availability of someone who will re-establish it, in emergency.

Pedestrian and vehicle traffic is to be protected and maintained. There shall be no unprotected or unlighted drop offs or obstacles at any time. Open holes shall be fenced or guarded. The permittee is required to pay all costs involved by the Town, including man-hours, and equipment used necessary to correct any unsafe condition this office finds necessary to correct, on a charge-back basis.

The applicant shall furnish this office with a telephone number of availability (24 Hr Basis) where a demand for emergency repairs shall be immediately honored. Otherwise, he is required to pay the cost of hire by this office of any available contractor to make these emergency repairs. The applicant is required to thus assume all obligation for emergency repairs which are made whether the need arises as a result of his contractor's work or by storm damage done to his work or by any other means which renders his contractor's work area unsafe in the opinion of this office; and he agrees that all such charges for emergency repair done by or at the request of the Town will be paid by the Contractor.

Access to adjacent properties shall be maintained.

No trees may be cut or trimmed, either above or below the ground, without permission being received from this office. The applicant agrees herewith to pay for or replace any trees damaged with permission and as directed by this office.

The applicant agrees to pay all necessary expenses incident to supervision and inspection by reason of the granting of such permit, as certified by the Superintendent of Highways, such payment to be made within ten days from the rendering of the certified account. Contractor also agrees to contact 1-800-272-4480 to obtain Case Number per the requirements of NYS law # 753. This permit is not valid without the required case number and is the sole responsibility of the Contractor.

Topsoil and grass seed must be applied to all shoulder areas.

All work shall be done to the satisfaction of the Town Superintendent of Highways and restoration shall be done to his/her satisfaction. Town specifications shall apply in all cases where pertinent; this is to be determined by the Town Superintendent of Highways.

One lane of pavement only may be cut open at one time and that only provided a safe two-way traffic is maintained at all times on remaining lane with adequate signs, barricades and flag persons to warn public whenever work is performed in the highway. Triple barricades shall be used to protect pavement openings.

Highway pavement shall be replaced as directed by this office. Minimum replacements shall be concrete or asphalt on concrete—10' X 10' or to the nearest joint, if within 5'. Mix shall be "High early" – 1:2:3-1/2; Asphalt on concrete base shall be minimum 4' x 4' or at least 18" on either side of undisturbed subgrade. Concrete openings shall be saw cut. Asphalt to be cut with cutter wheel, a hand air gun or equipment approved by the Town of Riverhead Highway Department.

A minimum depth of 2" of asphaltic concrete shall be placed as temporary surface in any pavement crossing, this is to be placed upon a well stabilized base, and shall be maintained to the same grade as adjacent pavement replacement is made.

Highway Specifications continued

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The contractor shall maintain the trench area to the satisfaction of the Superintendent of Highways. Asphalt pavement to be cut with cutter wheel, a hand air gun or equipment approved by the Town of Riverhead Highway Department before

excavation. All trench openings will require full compaction. Jetting compaction shall be done 4 feet on center on both sides of trench whose width does not exceed 4 feet. If wider an extra line of center jetting shall be required.

When directed by the engineer, the contractor shall tamp the backfill in 12" layers with power tampers in lieu of jetting. Jetting or tamping shall be done at time of backfilling before heavy wheeled equipment compresses only the upper layer. Maintenance shall include the required patching and filling to provide a smooth traveled way. The pavement edges of trench shall be cut to a straight edge before final resurfacing with a cutter wheel, a hand air gun or equipment approved by the Town of Riverhead Highway Department.

Final surfacing of the trench area shall be constructed in the following manner:

BASE COURSE:

Six (6) inches stabilized earth or other acceptable material; or four and one half (4 1/2") inches of crushed stone, 100% passing 1-1/2" screen, compacted with five (5) ton roller or pneumatic type compactor.

WEARING COURSE:

Two (2) lifts of 2 inch each (total of 4 inches) of NYS DPW Type 1AF (High Friction) item 51F asphalt. Edges of repair are to be painted with suitable material to seal and join the existing pavement.

FINISHING COURSE:

RC-3 at the rate of 0.3 gallons per square yard applied over the trench area resurfacing and at least two (2) feet of the adjoining road surfacing, followed by a blotter course of three eights (3/8") "Blue Stone" applied at a rate of thirty (30) pounds per square yard, thoroughly rolled.

Shoulder Area:

Topsoil and grass seed must be applied to all shoulder areas.

All work shall be done to the satisfaction of the Town Superintendent of Highways or his representative and restoration shall be done to his satisfaction. Town specifications shall apply in all cases where pertinent, this is to be determined by the Town Superintendent of Highways.

All street excavation permits shall allow one excavation in the paved area and, except as authorized, no others are permitted.

This permit is not valid during the months of January and February as stipulated on the permit unless specifically noted.

The pavement edges of the trench at the time of final paving shall be cut to a straight edge. The edge shall be cut twelve (12) inches back from the existing edge of the trench cut.

Permits for sewer line and water line installations on existing Town Roads will require plans in triplicate showing how traffic will be detoured while road is closed.

INSPECTOR'S RECORD

INSPECTION DATE	FINDINGS	APPLICANTS NOTIFIED
1 ST _____	_____	_____
2 ND _____	_____	_____
3 RD _____	_____	_____
4 TH _____	_____	_____