

**Highway Department
Town of Mamaroneck
740 W. Boston Post Road
Mamaroneck, NY 10543**

(914) 381-7825 Tel

(914) 381-8473 Fax

**TERMS AND CONDITIONS OR FILING A STREET OPENING
AND/OR RIGHT OF WAY USE PERMIT**

1. A completed Street Opening Application, which will include the names, addresses and telephone numbers of all contractors (filed in triplicate).
2. Contractor's Insurance Certificate for General Liability and Workmen's Compensation (NYS Form C-105.2, see www.wcb.state.ny.us or call **(518) 486-6307**) made out to the Town of Mamaroneck with "**Town of Mamaroneck Additionally Insured.**" All **authorized dumpsters** placed on Town roads and/or right-of-ways must also contain liability insurance naming the Town as "**Additionally Insured.**"
3. Two (2) sets of plans fully describing the project. Plans must incorporate any Town specifications pertinent to the scope of work. If construction work is to be performed in the roadway where traffic is obstructed, a method of traffic control should be included with the plans showing flagmen, signage, cones, barricades and flashing lights.
4. A schedule for construction inspection and compliance should be attached to or noted on the plans. **Pre-construction photos** of the Town's right-of-way, sidewalk and curbing shall also be required for work that includes heavy equipment and/or vehicular traffic across such items.
5. Permits are reviewed within ten (10) days upon receipt of completed applications and may be issued simultaneously with any Building Department Permits associated with the same work.

The required forms and applications can be obtained in person from the Building, Engineering and Highway Department Office, located in Room 208 of the Town Center, 740 West Boston Post Road, Mamaroneck or they may be viewed and printed online at www.townofmamaroneck.org

STREET OPENING PERMIT APPLICATION FEES:

Filing Fee:	\$100.00 per opening or fee as determined by Town
Bond or Deposit:	\$1,200.00 or as determined by Town
(Bond or Deposit returned within six (6) months following a final)	

SPECIAL NOTES:

1. Upon completion of the job, **submission of an as-built plan** indicating detailed locations of all utilities, stormwater and sanitary sewer lines/connections etc. is required prior to the bond or deposit release.
2. The contractor is required to call Dig Safely New York @ 1-800-962-7962 (Code 753) and to maintain all utility identification markings by either spray paint, flags or ribbons until the final inspection and approval for bond refund.

TOWN OF MAMARONECK
HIGHWAY DEPARTMENT
740 WEST BOSTON POST ROAD
MAMARONECK, NY 10543
(914) 381-7825
www.townofmamaroneck.org

APPLICATION FOR PERMIT TO OPEN AND/OR USE TOWN STREETS OR RIGHT-OF-WAY

Application is hereby made for permission: under Sections 149 & 150 of the New York State Highway Law and Chapter VI, of the General Ordinances, of the Town of Mamaroneck, Westchester County, N. Y.; to enter upon, construct, or open a street or right-of-way constructed and improved by the Town of Mamaroneck, as follows:

Name and Location of Road: _____ Block: _____ Parcel: _____ Date: _____

Deposit: \$ _____ Fee: \$ _____ Erosion Control Permit: # _____ Start Date: _____

Max. size of opening: _____ No. of openings: _____ Code # 753: _____

Type of Pavement: _____ Purpose of Application: _____

Name	Address	Phone #
Owner: _____		
Contractor: _____		
Applicant: _____		

Contractor's General Liability & Workman's Compensation on file [] Expiration Date: _____

Notify in Emergency: _____ 24 Hour Telephone: _____

Deposit made by: _____ Address: _____

If permit is granted I hereby agree to conform to all the conditions and pay all fees and expenses forming a part of the permit, and to restore the road and right-of-way to its original condition. The Town office shall be notified at least 48 hours prior to work.

Date: _____ Applicant's Signature: _____

Permit is granted subject to conditions listed herein.

Pavement and ROW areas have been restored to normal condition: _____
Inspector

Dated of Deposit Refund: _____

..... Applicant Do Not Write Below This Line

CODE # 753: _____

PERMIT #: _____

TOWN OF MAMARONECK
STREET OPENING / HIGHWAY WORK PERMIT

Permission is granted to Applicant: _____ Date Issued: _____

Location: _____ Block: _____ Parcel: _____

For the Purpose: _____ Type of Pavement: _____

Deposit made by: _____ Address: _____

Permit Fee: \$ _____ Deposit Amount: \$ _____ Bond Amount: \$ _____

Preliminary Inspected and Reviewed by: _____ Date: _____

Date: _____ Signature: _____
Superintendent of Highways

Applicant must maintain and safeguard all openings until restoration is approved by the Town of Mamaroneck (i.e. barricades, steel plates, caution tape, signage, hazard lighting, traffic markings, etc.). All pavement areas should be backfilled up to 4 inches below finished surface with unshrinkable backfill approved by the Town of Mamaroneck Highway Superintendent.

KEEP THIS PERMIT ON THE JOB – CALL FOR INSPECTIONS (914) 381-7825

- Special conditions - See attached

Traffic Control by: _____ Town Police _____ Trained Flag Person
(Permittee is required to make arrangements directly with Town Police to schedule and pay for Traffic Control)