

RIGHT OF WAY PERMIT POLICY

1. Work must commence within 48 hours after Estimated Start Date and be finished within 48 hours after Estimated Completion Date. Changes to Start and Completion Dates must be pre-approved by the DPW.
2. There is a MINIMUM CHARGE of \$50 for the application plus an additional \$250.00 (\$400 for Broadway) for 5 (five) square yards of street to be opened. There will be an extra charge of \$50 per square yard for each additional square yard, or part thereof.
3. Excavators must contact the underground locating company (DIG SAFELY – New York) at 1-800-962-7962 at least two working days PRIOR to actual street excavation. This is for the purpose of ascertaining if any other underground utilities are present in the street.
4. Excavators must notify the respective City Street Foreman on the morning of the day that work will be done. Foremen are at the Garage at 7:00 a.m. and appreciate a call at that time. Garage phone: (518) 584-3356
5. Excavators will be responsible for replacing clean backfill material and proper compaction of all street repair work. If the excavator fails to properly compact backfill material and settling occurs after the excavated site has been patched, any further patching done by the City will result in the applicant being charged an additional fee.
6. During November through April, restoration of an emergency street opening is to be accomplished by placing clean fill and rubble, properly compacted and surface patched with a minimum of 6" (six inches) of Flowable Fill or acceptable cold patch material. The City will remove temporary patch and place hot mix blacktop in the spring. The charge for an emergency street opening is \$450.00 (\$800 for Broadway) for 5 (five) square yards of street to be opened.
7. The following should serve as a guideline in undertaking all trench and blacktop street repairs:
 - All asphalt pavement excavations are to be SAW CUT. This will allow for a more uniform edge to facilitate repair of the blacktop surface.
 - Sub-grade backfill material shall be placed by the contractor and shall meet minimum requirements for properly compacted trench backfill material.
 - Stone rubble sub-base gravel material shall be placed and compacted to a minimum depth of 12" (twelve inches) by the contractor. (rubble may be furnished by the City).
 - Top Course Hot Mix Asphalt Material (NYS DOT Type 6 or 7) shall be placed and properly compacted to a minimum thickness of 4" (four inches). (Depending on permit circumstances, this work will be done by City DPW Crews).CITY will remove old debris material and patch (blacktop) excavated area.
8. Applicants will NOT be issued NEW permits until work is completed to the City's satisfaction and all applicable tap drawings have been received.

Reminder: when installing a new water service line, the old service line must be disconnected at the corporation.
9. Under no circumstances will excavators be permitted to use City materials on private jobs.
10. NO PERMITS will be issued from July 11th through Labor Day or from November 10th throughout the winter months, unless there is an emergency situation and special permission is received.
11. A MINIMUM of 24 (twenty-four) hours notice will be required for tapping water mains in non-emergency situations.
12. Plumbers are required to use compression fittings. Use of compression fittings will avoid a poor flaring and are easier to work with during emergency repairs.
13. Plumbers must submit a detailed drawing on the attached form of all new services (both water and sewer) showing measurements to curb box, point of connections and point of entry into house.
14. Excavators will be required to secure any excavation left overnight using his own equipment (lanterns, barricades, signs, etc.) and will be responsible for excavation until all work is completed.
15. Applicants must notify the Fire Department, Police Department, Emergency Corps and School Bus Garage when CLOSING a street. Additionally, any application that will result in a street closure must be submitted with a written traffic protection and maintenance approval from the Saratoga Springs Police Department.
16. Insurance Certificates must be provided each year prior to any work commencing on a City Street. The certificate must name the City as an additional insured. See the insurance requirements section on the first page.
17. Please submit application at least 3 days in advance for approval. If this is an emergency, please contact our office at 587-3550 x 2574 as soon as possible.



City of Saratoga Springs - DPW
5 Lake Avenue
Saratoga Springs, NY 12866
Ph: 518-587-3550/Fax: 518-580-9480

**DRAWING OF LOCATION WORK
TO BE PERFORMED MUST BE SUBMITTED
WITH YOUR APPLICATION.**

ADDRESS (HOUSE OR LOT#):

DATE OF WORK:

NAME OF PROPERTY OWNER:

SKETCH OF PROPOSED WORK:

**Excavators proposing to dig on Broadway are responsible for
identifying the presence of radiant tubing under the sidewalk before excavation.**



City of Saratoga Springs - DPW
5 Lake Avenue
Saratoga Springs, NY 12866
Ph: 518-587-3550/Fax: 518-580-9480

FINAL TAP LOCATION

ADDRESS (HOUSE OR LOT#):	DATE OF WORK:
NAME OF PROPERTY OWNER:	SIZE OF MAIN:
PLUMBING CONTRACTOR:	MAIN MATERIAL:
SERVICE SIZE & MATERIAL:	TAP MADE BY:
SERVICE LENGTH (CURB COCK TO MAIN):	NO. OF CORPS:
SOIL TYPE:	DEPTH AT CORP:

SKETCH OF INSTALLATION:

AS-BUILT SKETCH MUST INCLUDE MEASUREMENTS FROM CURB COCK TO BUILDING CORNERS OR OTHER FIXED OBJECTS (SEE EXAMPLE ON BACK). INDICATE OTHER UNDERGROUND UTILITIES FOUND DURING CONSTRUCTION.

DRAWING OF LOCATION AND WORK TO BE PERFORMED MUST BE SUBMITTED AFTER COMPLETION.

SAMPLE

DATE OF WORK	August 24, 2010	SIZE OF MAIN	6"
ADDRESS (HOUSE OR LOT#)	25 New Street	MAIN MATERIAL	Last Iron
PROPERTY OWNER	James Homeowner	TAP MADE BY	City of Saratoga Springs
PLUMBING CONTRACTOR	Bob's Plumbing	NO. OF CORPS	1
SERVICE SIZE & MATERIAL	3/4" copper type K	DEPTH AT CORP	5'-3"
SERVICE LENGTH (CURB COCK TO MAIN)	25'-3"	SOIL TYPE	Sand with small rocks - dry

AS-BUILT SKETCH MUST INCLUDE MEASUREMENTS FROM CURB COCK TO BUILDING CORNERS OR OTHER FIXED OBJECTS (SEE EXAMPLE ON BACK). INDICATE OTHER UNDERGROUND UTILITIES FOUND DURING CONSTRUCTION.

