



City of Saratoga Springs - DPW  
474 Broadway  
Saratoga Springs, NY 12866

Ph.: 518-587-3550 x 2623 Fax: 518-584-1748

**2020 PERMIT APPLICATION FOR STREET OPENING  
AND/OR TO CONSTRUCT, MAINTAIN OR REPAIR  
WITHIN THE RIGHT-OF-WAY**

APPLICANT TO FILL IN THIS SECTION ONLY

<b>LOCATION OF WORK (ADDRESS)</b>		<b>NAME OF COMPANY PERFORMING WORK</b>		<b>CONTACT NAME</b>
<b>NEAREST CROSS STREETS</b> &		<b>ADDRESS</b>		
<b>EST START DATE</b>	<b>EST END DATE</b>	<b>WORK PHONE</b>	<b>CELL PHONE</b>	FAX

**SCOPE OF WORK**

▶ WILL YOU BE TAPPING A CITY OF SARATOGA SPRINGS WATER MAIN OR SEWER MAIN?  YES  NO

*Note: Old water service must be disconnected at the corporation when installing a new water service line.*

WATER MAIN-SIZE OF TAP \_\_\_\_\_ INCHES  SEWER MAIN-SIZE OF TAP \_\_\_\_\_ INCHES

▶ WILL CITY BE TAPPING WATER?  YES  NO IF YES, DATE YOU WOULD LIKE CITY TO TAP: \_\_\_\_\_

▶ PAVEMENT CUT REQUIRED?  YES  NO

▶ WILL CITY BE PAVING?  YES  NO IF YES, DATE YOU WOULD LIKE CITY TO PAVE: \_\_\_\_\_

▶ WILL SIDEWALK BE CLOSED?  YES  NO IF YES, DATES SIDEWALK WILL BE CLOSED: \_\_\_\_\_

**\*\*Must Maintain Pedestrian Safety\*\***

▶ WILL LANE/STREET BE CLOSED?  YES  NO

**\*\*If yes, traffic plan must be submitted for approval. Call Police Department at 518-584-1800 BEFORE CLOSING or with QUESTIONS\*\***

▶ TRAFFIC PROTECTION AND MAINTENANCE PLAN ATTACHED?  YES  NO

**Is work within 15 Feet  
of City Tree?  YES  NO**

**SIGNATURE OF APPROVAL BY THE SARATOGA SPRINGS POLICE DEPARTMENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

The NYSDEC requires a "trained individual" on each project site that is familiar with the principles of erosion and sediment control as well as the content of the SWPPP. This individual must sign a certification within the SWPPP document and be on-site on a daily basis to ensure compliance with the SWPPP and permit requirements.

▶ NAME OF "TRAINED INDIVIDUAL" \_\_\_\_\_ PHONE \_\_\_\_\_

IN CONSIDERATION OF BEING GRANTED THIS PRIVILEGE: Applicant agrees to defend, indemnify and save harmless the City of Saratoga Springs, its Agents and Employees, from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Applicant, its employees, agents or subcontractors from the time work begins to its final completion.

PRINT/TYPE FULL NAME \_\_\_\_\_ DATE \_\_\_\_\_

OWNER'S AUTHORIZED REPRESENTATIVE SIGNATURE

**DRAWING OF LOCATION AND WORK TO BE PERFORMED MUST BE SUBMITTED WITH THIS APPLICATION**

**INSURANCE REQUIREMENTS:**  
The City of Saratoga Springs requires for all Street Opening Permits appropriate certification of Worker's Compensation and Disability Benefits and a Certificate of Insurance naming the City of Saratoga Springs as an **Additional Insured on a Primary and Non-contributory Basis for the following coverages:**

- **Commercial General Liability:** \$1,000,000 per occurrence and \$2,000,000 aggregate including completed operations and personal injury;
- **Pollution Liability Insurance:** \$1,000,000 per occurrence aggregate if conducting environmental remediation under federal and/or state mandate;
- **Statutory Workers Compensation and Employer's Liability Insurance** for all employees (*Please note that for this coverage per NYS Law, the City of Saratoga Springs shall not be named as an Additional Insured.*)

The Certificate naming the City of Saratoga Springs as **Additional Insured on a Primary and Non-contributory Basis AND Certificate Holder**. Certificates of Worker's Compensation and Disability Benefits and Certificates of Insurance should be addressed to the attention of:  
**Dept of Public Works, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866**

The Applicant acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The failure to object to the contents of the Certificates or the absence of same shall not be deemed a waiver of any and all rights held by the municipality.

**ALL INSURANCE DOCUMENTS ATTACHED:**  YES  NO

APPLICANT shall comply with NYS OSHA laws as of July 18, 2008 requiring all workers on New York State public projects be certified as having completed an OSHA 10-hour construction safety course. Proof of this certification is required at the time of the execution of this Agreement.

**SPECIAL CONDITIONS**

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

**PERMIT APPROVAL BY PERMITTING AUTHORITY:** The foregoing application is hereby approved and permit issued by the City of Saratoga Springs subject to full compliance by the application with all provisions and conditions stated herein and all attachments hereto.

<b>OFFICE USE ONLY:</b> <b>ENGINEER TECHNICIAN COMMENTS:</b> _____	<b>PERMIT FEE</b>
	<input type="checkbox"/> \$50 Application Fee <input type="checkbox"/> \$250 1 <sup>st</sup> 5 sq yds. pavement cut <input type="checkbox"/> \$50 for each additional sq yd <input type="checkbox"/> \$400 Broadway Cuts (April-Nov) <input type="checkbox"/> \$200 Water Tap Fee <input type="checkbox"/> \$450 Emergency Cuts (Nov-April) <input type="checkbox"/> \$800 Broadway Cuts (Nov-April) <b>TOTAL FEE DUE: \$</b>
<b>FULL TIME COMMERCIAL INSPECTION REQUIRED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>INSPECTION FEES APPLY:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
COMMISSIONER OF PUBLIC WORKS _____	DATE _____

REV ACCOUNT: \_\_\_\_\_ IN "STOPEN": \_\_\_\_\_ IN "PERMF" \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

DATE PAID: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ CASH:  YES  NO CHECK NO. \_\_\_\_\_ FINAL PAVEMENT CUT: \_\_\_\_\_

## 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 DPW.
2. There is a MINIMUM CHARGE of \$50.00 for the application plus an additional \$250.00 (\$400.00 for Broadway) for street to be opened.
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. **Does not include the day of the request.** 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 acceptable cold patch material. The City will remove temporary patch and place hot mix blacktop in the spring.
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 1st through Labor Day or from November 15th throughout the winter months, unless there is an emergency situation and special permission is received.
11. A MINIMUM of 48 (forty-eight) 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/lane closure must be submitted three (3) days in advance, with a written traffic protection and maintenance plan, for 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 on a Primary and Non-contributory Basis AND Certificate Holder**. See the insurance requirements section on the first page.
17. In the event that any tree or tree roots of a city tree are to be disturbed, you must first consult with the City Arborist.
18. Any work being performed on a water or sewer line must be done by a licensed plumber, a contractor approved by the City, or Inspected by an Engineer.
19. Applications must be submitted at least three (3) business days, before project is to commence, for approval. If this is an emergency, please contact our office at 587-3550 x 2623 as soon as possible.
20. It is the applicant's responsibility to make sure permit and traffic protection and maintenance plan is approved before work is to commence.



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**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.**



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**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.

