

TOWN OF ITHACA
HIGHWAY RIGHT-OF-WAY WORK PERMIT - APPLICATION

APPLICATION FEE: \$250.00 _____, (includes preconstruction inspection and two other inspections. Additional inspections: \$50 ea.) CK# _____ CASH _____

Applicant: _____
 Address: _____
 Telephone #: _____ Fax # _____
 Start Date: _____ Expected Duration: _____ Permit Expires: _____
 General Contractor: _____
 Address: _____
 Telephone #: _____ Fax#: _____
 WORK LOCATION: _____ TAX PARCEL #: _____
 WORK DESCRIPTION: _____

A **SECURITY DEPOSIT** OF **\$1,000.00** must be paid to the **TOWN OF ITHACA** before any work is done. Please note: Check will be cashed and deposited. This deposit is refundable upon a final inspection by the Highway Superintendent or designee.

A Certificate of Public Liability Insurance is required to indemnify and protect the Town of Ithaca against any loss, damage or injury which might be incurred by reason of said road excavation or performance of the work incidental thereto. The Insurance shall be procured, paid for, and provided by the Contractor, who shall maintain general all-risk liability, completed operations, and worker's compensation insurance coverage each in the minimum amount of \$1,000,000.00.

Check should be made out to: Town of Ithaca.

Office Use Only

EXCAVATION: ROAD BORE: YES _____ NO _____ ROAD CUT: YES _____ NO _____
 PLANS: Yes _____ No _____ SWPPP: Yes _____ No _____
 Approved Date: _____ Denied Date: _____ Reason: _____
 Check #: _____, Received: _____
 CERTIFICATE OF INSURANCE REQUIRED: Yes: _____ No: _____, Received: _____
 REVIEWED BY: _____

RESPONSIBILITY OF THE PERSON(S) WORKING WITHIN THE TOWN RIGHT-OF-WAY GUIDELINES:

1. One lane of traffic must be maintained at all times.
2. If said road needs to be closed completely, Public Works Department must be notified 48 hours in advance so Highway Superintendent can close the road.
3. All plans must include Town of Ithaca SWPPP.
4. Contractor must notify "Dig Safely New York", (must give 2 working days notice) requesting a mark-out to prevent accidental cutting of any utility lines. Phone # **811**
5. Any work done within the town right-of-way must be returned to pre-construction condition or better. This includes, but is not limited to, all ditches, front and back slopes, road sub-base, road base and driving surface.

Applicant Signature
Title: _____
Date _____

Town Highway Superintendent
Date _____

Preconstruction Inspection: Date _____ Comments; _____

During Construction Inspection: Date _____ Comments; _____

Final Inspection: Date _____ Comments: _____

Additional Inspection (if necessary – additional fee): Date _____ Comment _____

