

Dig Permit Application

Village of Walden

1 Municipal Square Walden, NY 12586

845-778-2177 phone

www.villageofwaldenny.gov

Instructions

Please read through this application completely BEFORE you fill it out and be sure to call the Village Offices with any questions you may have.

If you need to work in, on, or within 25 feet of a public sidewalk or curbed area you **MUST** get a Dig Permit. This is to also include any work to be done on private owner's property.

You **CANNOT** start any work until the application is submitted and reviewed, fees paid, proper bonds and insurances supplied, and application signed. **You MUST contact the Public Works Department at 845-778-2177 ext 1521 prior to the commencement of any work.**

If you are working within 25 feet of a State or County Road or Right of Way, a copy of the necessary permit from such entity will be required to be presented to the Village as well.

Plans, drawings and specifications must be submitted where applicable indicating the points where you will be digging from and to; what size/type of pipes are being installed/replaced; and if a new tap is required. **NOTE: new construction MUST have plans, drawings, and specifications.**

All work **MUST** be done in accordance with the guidelines established by the Board of Trustees of the Village of Walden.

No digs will be allowed to be conducted on Fridays and weekends.

All street openings, be it Water, Sewer, Drainage, etc. must be inspected by the Village of Walden prior to backfill.

Any sidewalk disturbed must be repoured and replaced in its entirety.

TIMING – Permits will **NOT** be issued the same day you apply for it. Please allow at least forty-eight (48) hours so the Village has had a chance to review the information. The permit, once approved, will be valid for 1 year.

If industrial wastes are involved there will be a surcharge for any material put into our sewer/drainage system which may affect our sewer plant. A chemical analysis in this event is required by the applicant.

TIME LIMITATIONS –

1. The Village of Walden Department of Public Works shall be notified of commencement in terms of the permit conditions requested. In all cases the Department of Public Works Agent shall be notified at least 48 hours in advance of any work within the Village in order that the inspection of such work can be made. The permit shall be issued for a length of One (1) year. In the event that a project runs for longer than one year, within 15 days of the expiration of the current permit, the permittee shall apply for an extension of the permit and pay the appropriate application fee.
2. Except when specifically approved by the Village of Walden Department of Public Works, work will not be permitted within 25 feet of center of road of any Village Road between November 15th and March 15th of the succeeding year.
3. If work has not been completed by November 15th, the site shall be left in a condition specified by the Department until March 15th of the succeeding year, when work may be resumed.
4. Emergency repairs may be made upon issuance of a Highway Work permit and approved temporary restoration procedures implemented. It will be the responsibility of the permittee to complete the final restoration as soon as weather permits. In no case shall the Department close the permit until final work has been completed.

ROAD AND LANE CLOSINGS –

1. Prior to closing a road or lane and opening a road or lane, you **MUST** contact the Walden Police Dispatch at 845-778-5595 and advise dispatch of the location being closed including cross streets for emergency services. When the work is completed and the road or lane is opened, dispatch **MUST** be notified of the road or lane opening.
2. The appropriate temporary signs shall be used to warn motorists of the road or lane closure. The temporary signs must be supplied by the contractor.

SAFETY – Our Inspectors and the Police Department will be on the look-out for violations. If found, work will be ordered to be stopped immediately and you could be subject to fines and increased fees.

DIG SAFETY - It's the LAW!

Call UFPO at least TWO (2) Working Days before you dig 1-800-962-7962

All Contractors are required to follow standard OSHA regulations when working within the Village Right-of-Ways.

INSURANCE REQUIREMENTS –

Contractors: For all construction to be performed by a contractor a certificate of general liability insurance and workers compensation insurance (C105.2) shall be provided before the permit can be processed. Certificate Holder: Village of Walden One Municipal Square, Walden, NY 12586 G/L must be X-Add'l Insured.

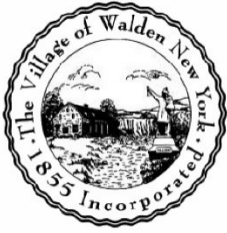
Homeowners: For all construction performed by the homeowner, a copy of the homeowners insurance must be provided and must submit form BP-1(12/08) before the permit can be processed.

To obtain form BP-1(12/08), please ask the building department. This form must be notarized and returned to the building department before the permit can be processed.

Note: Faxed and emailed copies of insurance certificates and policies are acceptable: tbevins@villageofwaldenny.gov

As of June 1, 2009: Once your permit is processed you must come to the Village office and pick up the permit. If you receive a stop work order or if you start your project without obtaining a permit you will be charged 3 times the cost of the permit.

SEE ATTACHED FEE SCHEDULE FOR ALL DPW FEES



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<http://www.villageofwaldennv.gov>

Date submitted: _____

Applicant: _____

Address: _____

Contact Person: _____

Phone number & email: _____

Project Description (Nature & Extent): _____

Purpose: _____

Property Owners: _____

Address: _____

Phone number & email: _____

Applicants Certification:

I _____ (contractor) have read the provisions of Section 256-17 of the code of the Village of Walden, and 12 NYCRR, Part 53 Entitled "Construction, Excavation and Demolition Operations at or Near Underground Facilities" and agree as a condition of this permit that I will complete the project herein in accordance with all applicable laws, rules and regulations, and shall restore the site to the Village Street Specifications within five (5) days, to the satisfaction of the Village Manager or Public Works Superintendent, and work is to be guaranteed for one (1) year from completion.

Printed Name: _____

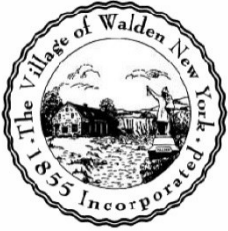
Signed: _____ Date: _____

Owners Consent:

I _____ (property owner) warrant ownership of the premises referenced above to be benefited by the work hereunder, not completed to the satisfaction of the Village and without expense to the Village, that he Village may complete the work and the actual cost of such work plus an administrative fee of 30% of the cost of the work (\$100 minimum) shall be a lien against the property to be collected in the same manner as general taxes.

Printed Name: _____

Signed: _____ Date: _____



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Enclosed Herewith:

Property: _____

- Dig Permit Fee \$150.00
Collected by: _____ Date: _____ Receipt # _____
- Surety Bond \$20,000.00 (Minimum)
- Cash Bond \$1,500.00 (Minimum)
- Insurance Certificate submitted, naming the Village as additionally insured
\$300,000.00 – Personal Injury (Minimum)
\$100,000.00 – Property Damage (Minimum)
- Workers Compensation Certificate submitted
- Homeowners Insurance form BP-1(12/08) submitted (if applicable)
- Plans, Drawings, Specifications submitted

Note: Both Cash Bonds and Surety Bonds will be held for a six (6) month period. This application will be reviewed and approved by the Superintendent of the public works or Village Manager prior to permit being issued.

Water Lines:
Digging from _____ to _____
Size of pipes to be installed _____
Using Existing Tap? _____ - if tap is no good, will need to replace

Sewer Lines:
Digging from _____ to _____
Size, length, and type of pipes to be installed _____

Drainage Lines:
Digging from _____ to _____
Size, length, and type of pipes to be installed _____

Approved By: Village Manager: _____

Superintendent of Public Works: _____ Date: _____

Inspections:	Date:	Initials:
Water Connection	_____	_____
Sewer Connection	_____	_____
Sub-base Restoration	_____	_____
Paving or Concrete	_____	_____
Misc - Describe _____		