



ROBERT J. CONLEY
 SUPERINTENDENT OF HIGHWAYS
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TOWN HALL
 183 MAIN STREET
 CORNWALL, N.Y. 12518

ORANGE COUNTY, NEW YORK

Town of Cornwall Highway Work Permit

Property Owner Information:

Name: _____

Mailing Address: _____

Telephone #: _____ Pager # _____ Cell # _____

Work Site Information:

Work Site: _____

Section: _____ Block: _____ Lot: _____

Job Description: _____

Fire Department to be notified: _____

Contractors Information:

Contractor: _____

Mailing Address: _____

Contractor Telephone # _____ Pager # _____ Cell # _____

For Official Use Only

Permit #: _____

Date: _____

Fees(s)
 Copies to:

_____ Applicant _____ Town Clerk _____ Bldg Dept. _____ Public Works

Application For: (check which applies)

Road Opening Water Sewer Gas Telephone

Electric Cable Other

Driveway Access Residential Commercial

New Road Access Name: _____

Public Road Private Road

Miscellaneous (check all that apply)

Sidewalk replacement in right of way (row) Curb work in right of way (row)

Drainage work in right of way (row) Land clearing/grading in right of way (row)

Tree removal in right of way (row)

CODE OF THE TOWN OF CORNWALL

Section A 161-2 Encroachments

Encroachments in the Town right of way shall be considered unlawful for any person, persons, developer, firm or other entity to construct or cause to man constructed or place or otherwise create encroachments which are located within the town right-of-way unless the specific item has been submitted to the town and approved in accordance with this specification or other applicable laws

(Such encroachments include signs, landscaping elements, shrubs or other plants, improperly placed mail boxes, underground sprinkler systems, drainage outlets, footing drains, submersible pump drains, stone walls and pillars.)

Insurance Requirement, Bond Requirements and Fee Schedule

A. Road Opening Permit

1. Liability Insurance Policy amount \$1,000,000.00

Property Damage Policy Amount \$100,000.00
(Policy amounts are per incident)

*****Town of Cornwall must be listed as an additional Insured*****

2. Pavement/Curb/Sidewalk Restoration Bond

Whichever is greater

_____ Minimum Cash Bond - \$500.00 = \$500.00

(or)

_____ \$3.50 square feet x _____ square feet = \$ _____

_____ Minimum Security Bond \$2,000.00 = \$ _____

Total Fee Paid _____

For Official Use Only

Application Approved By _____ Date: _____

Insurance Certificate (attached) _____ Yes _____ No

Field Inspection By _____ Date: _____

Work Approved By _____ Date: _____

Security Bond on file _____ Yes _____ No Effective Dates: From _____ to _____

Return of Cash Bond Authorized by _____ Date: _____

Specification for Street Opening Permit

1. UFPO to be notified two (2) working days prior to excavation #1-800-962-7962.
2. Cornwall Public Works Office to be notified two (2) working days before work commencing at 534-2171.
3. Saw or Line cut pavement for trench.
4. Excavated material to be removed from job site.
5. Back fill to be NYSDOT item #4 (crushed stone can be utilized in bottom of trench for wet conditions.)
6. Compaction of item #4 to be in 6 inch lifts to 95% density, minimum.
7. Pavement replacement minimum of five (5) inches of hot mix asphalt concrete and placed within two-weeks of initial opening of trench. Town of Cornwall Public Works office to be notified 2 days prior to pavement replacement at 534-2171.
8. Contractor is responsible for any settling that might occur for six months. Restoration bond will be held for 6 months following completion of work.
9. Work zone signs to be posted in accordance with to MUTCD (manual of uniform traffic control devices) Construction section.
10. Flag person will be used to control traffic at any time work or equipment is within the Town ROW. Flag person shall comply with OSHA standards.
11. If the work necessitates a road closure to traffic, the necessary sign (s) are to be posted and the following agencies must be notified before proceeding.

Superintendent of Highways - 534-2171 (for approval to close road)
Town of Cornwall Police - 534-8100
Town of Cornwall Ambulance - 534-8100
Fire (as below)

Proper Fire District:

Cornwall Fire Department - 534-8100
Cornwall-on-Hudson Fire Department - 534-8100
Salisbury Mills Fire Department - 496-6161
Vails Gate Fire Department - 561-2020

Upon completion of work the above agencies must be again notified that the road is open to traffic.

If there are any questions contact the Town of Cornwall Highway Garage at 534-2171.

(See attachments in back of this packet for paving within Town Roadway Replacement Detail)

Driveway Construction Specification

Plan of driveway construction within Town Right of way to be submitted by and licensed engineer.

1. Access from driveway to town roadway will have acceptable sight distance in both directions as approved by the Town Superintendent of Highways.
2. Centerline of driveway shall be perpendicular to Town roadway and a minimum of fifteen (15) feet from property line.

Paved area: * Shall extend from edge of pavement to Town roadway right-of-way line. Minimum ten (10) foot depth.

 * Minimum width at Town roadway edge of pavement shall be twenty (20) feet, tapering to a minimum of ten (10) foot width at ten (10) foot depth.

 * Paved area shall have a minimum slope of eight (8) percent (1 in./1 ft.) away from a Town roadway for a minimum of four (4) feet. Grading shall be to the satisfaction of the Town Superintendent of Highways and the Town Engineer prior to surfacing such driveways.
3. Pavement Application: 3" Minimum Asphalt Concrete Wearing Coarse
 6" Minimum NYSDOT item #4 Sub-base coarse
4. Where required by Town Superintendent of Highways, a culvert pipe shall be provided at the driveway, with the pipe size and material to be as acceptable to the Superintendent. Pipe size shall not be less than fifteen (15) inches diameter. Culvert pipes to be provided by the property owner.
5. Where required by Town Superintendent of Highways portland cement concrete curbs shall be depressed five (5) inches at all driveways and constructed to Town specifications. Stone curbs or pre cast curbs may be substituted only upon the written approval of the Superintendent of Highways.
6. All work items noted above must be 100% complete prior to issuance of a C/O by the Town Building Inspector.

(See attachment in back of this packet for drawing construction detail within Town right of way.)

**Town of Cornwall Highway Department
Street Opening Inspections**

Permit No. _____ Date: _____

Work Location: _____

Section: _____ Block: _____ Lot: _____

Contractor: _____

Job Description: _____

Pre-work - Checklist - Date Inspector

UFPO Notified/Copy attached: _____

Remarks: _____

Highway Superintendent Notified: _____

Remarks: _____

Emergency Service Contacted: _____

Remarks: _____

Road Opening permit in place (with all paperwork): _____

Remarks: _____

Work Zone Signs posted: _____

Remarks: _____

Flag Personnel utilized (traffic control): _____

Remarks: _____

Road Closure necessary: _____

If so notified _____ Police departments

_____ Ambulance

_____ Fire Districts

Time Notified:

_____ Cornwall Fire _____ Cornwall-on-Hudson

_____ Salisbury Mills _____ Vails Gate

Street Opening Check List Date Inspection

Saw or Line cut for trench: _____

Remarks: _____

Excavated material removed from trench: _____

Remarks: _____

Item #4 utilized for backfill: _____

Remarks: _____

Compaction in (6') Lifts: _____

Remarks: _____

Pavement Replacement checklist date Inspection

5' minimum of asphalt concrete compacted

_____ Binder _____ Inches Compacted

_____ Top _____ Inches Compacted

Post work Checklist

Notification of road opening

If so who notified _____ Police department

_____ Ambulance

_____ Fire District

_____ Cornwall Fire _____ Cornwall-on-Hudson

_____ Salisbury Mills _____ Vails Gate

All work satisfactory: _____

Remarks: _____