

KYLE LIVSEY  
SUPERINTENDENT OF HIGHWAYS

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ORANGE COUNTY, NEW YORK

Mail: 183 MAIN STREET  
CORNWALL, N.Y. 12518

Office: 1880 NYS ROUTE 32  
MOUNTAINVILLE, N.Y. 10953

## 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 534-2408.
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 534-2408.
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.



**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: \_\_\_\_\_