

# ***STREET OPENING & RIGHT-OF-WAY PERMIT REQUIREMENTS***

1. ***Certificate of Insurance MUST include the following:***
  - A. ***Certificate MUST list the Town of North Castle as “CERTIFICATE HOLDER”. Should read : Town of North Castle 17 Bedford Road., Armonk, N.Y. 10504***
  - B. ***General Liability (\$500,000 minimum).***
  - C. ***Workers Compensation coverage***
2. ***One drawings of work to be performed must be submitted at the time permit is being applied for. Drawing must include property description; Section, Block, Lot ( information may be obtained from the Town Assessor’s Office). Drawing must also include length, width & depth dimensions of work being performed.***
3. ***One check in the amount of \$25.00 payable to the Town of North Castle to cover the permit fee.***
4. ***A second check, also payable to the Town of North Castle, in the amount designated by the Town Highway Superintendent (based on length, width, & Depth of excavation) to be maintained by the Town as a deposit towards the completion and proper restoration of the work performed.***
5. ***Bond shall be kept for six months after restoration to ensure no settling of road has occurred.***
6. ***Westchester County License***

*North Castle Highway Department*  
**Street & Right of Way Opening Application**



Date :

**ALL TRACK MACHINES YOU MUST PLANK BEFORE DRIVING ON THE ROAD THANK YOU FOR YOUR COOPERATION.**

**Jamie D. Norris**  
 General Foreman

Job Address \_\_\_\_\_

Owners Name \_\_\_\_\_ Excavators Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/Town/Village \_\_\_\_\_ City/Town/Village \_\_\_\_\_

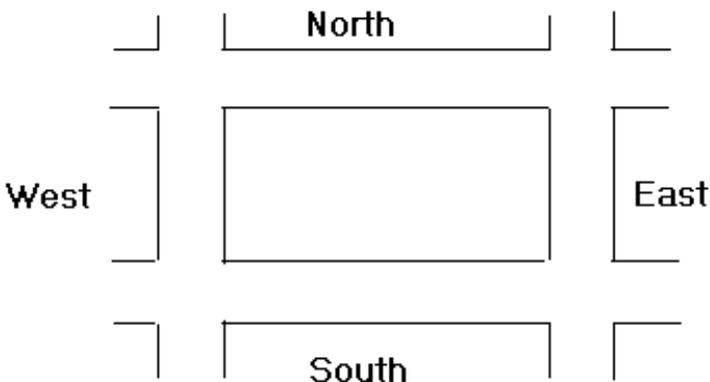
State & Zip \_\_\_\_\_ State & Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Numbers \_\_\_\_\_ Emergency Numbers \_\_\_\_\_

Permit Number \_\_\_\_\_ Approved By \_\_\_\_\_

Bond Release By \_\_\_\_\_



Length - \_\_\_\_\_

Width - \_\_\_\_\_

Total Sq.Ft. \_\_\_\_\_

**You must call and let the Highway Department know of any road plates you have put in the road and how long you plan on leaving them there.**

1.) Requirement needed by contractor -

A.) Certificate of Insurance      B.) Bond      C.) Code 753 # \_\_\_\_\_

Restoration

- 1.) Road must be STEP saw cut with a 18" cut back on each side of the excavation trench.
- 2.) 12" of Item 4 Compacted in 3" lifts
- 3.) Minimum 4" binder compacted (**Must call Highway when you are doing the work**)
- 4.) Minimum 2.5" top compacted
- 5.) Crack fill Joints

Bond

**Bond will be held for a period of six months after restoration has been completed to make sure no settling has taken place.**

**UNDER THE NY STATE LAW PROTECTING UNDERGROUND FACILITIES, THE FOLLOWING RULES AND REGULATIONS ARE IN EFFECT FOR ALL EXCAVATORS:**

- / They must call for a utility stake-out (2) two full working days prior to an excavation.
- / They must confirm precise locations of underground facilities.
- / They must preserve stakes and markings until no longer needed at site and then remove any stakes or flags.
- / They must contact non-UFPO member utility owners for stake-outs.

**IN THE EVENT OF NEGLIGENCE OR NONCOMPLIANCE, EXCAVATORS ARE:**

- / Liable to utility owners for the cost(s) of a dig up.
- / Liable for fines up to \$7500 and can be enjoined from further work.

**ALWAYS, ALWAYS, CALL UFPO 1-800-962-7962 or 811**

