



Permit Application for Work Within the Village Right of Way
Village of Briarcliff Manor, NY – Department of Public Works

10 Buckhout Road, Briarcliff Manor, NY 10510
Phone (914) 941-9105 Fax (914) 941-4747

Permit # _____

Section I. Applicant Information

Important: The following information **must** be completed unless otherwise noted. Applications not fully completed will not be received by this department. Applicants must read and understand all conditions of this permit application prior to signing. Applicant is responsible to identify and obtain necessary permits from other Village departments.

Work Location _____

Description of Work _____

Contractor _____ Property Owner _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Phone _____ Phone _____

Fax _____ Fax _____

Section II. Type of Permit (check all that apply and indicated size in space provided if applicable)

☐ Street Opening _____

☐ Storm Drain Connection

☐ Shoulder Opening _____

☐ Sanitary Sewer Connection

☐ Driveway/Curb Cut _____

☐ Water Service Connection

☐ Utility Work _____

☐ Other _____

Section IIA. I86-7 Protection of Facilities

☐ Abandoned Pipe (Length lf.) _____

☐ N/A

Section III. Drawings

- A. Drawings must be submitted for all applications and must be on a sheet of at least 8" x 11" in size.
- B. Street name and house number must be clearly identified.
- C. Location, size, and type of trees on Village right-of-way must be shown on drawing.
- D. Indicate existing catch basins, manholes, culverts, guide rails, curbing, sidewalks, signs, traffic control devices, and other structures in the right-of-way.
- E. All work in right-of-way must comply with Village standards.

Copies of Village standards are available in the Public Works Department

Section IV. Requirements and Conditions

- A. Final restoration dimensions to be determined by the Superintendent of Public Works.
- B. Control density fill (K-Crete) is required in all roadway trenches.
- C. A field meeting with a Village representative is required prior to any excavation.

Section V. Code 53

Before any excavation can begin in right-of-way and with this application you must provide a "Call Before You Dig"
Case Number _____ **Call 1-800-962-7962**

☐ Required Documents

Detailed drawing/set of plans:

Showing Proposed Work / Utility Connections

Showing Existing Conditions: House, Driveway, Roadway, Adjacent Properties, Trees, Existing Structures in Right of Way

☐ Insurance

Accord 25 form or substitute providing equivalent coverage as follows:

Commercial general liability (CGL) coverage with limits of insurance of not less than:

\$1,000,000 each occurrence

\$2,000,000 annual aggregate

The Village of Briarcliff Manor must be listed as Additionally Insured

Workman's Compensation and Employers Liability Insurance

☐ Proof of NYS Law Code 753 "Call Before You Dig" (811) Case # _____

☐ Fees and Deposit - (section to be completed by Public Works)

FEES		DEPOSITS (L x W)		
Permit Fee: Utility Work / Roadwork & Driveway / Shoulder Work	\$600	Roadwork	X \$50 / SF	
Inspection Fee: Utility (Storm, Sanitary, Water) Connection	\$250/ea.	Shoulder Work	X \$10 / SF	
FEE TOTAL \$		DEPOSIT TOTAL	\$	

□ Special Conditions

The applicant agrees to perform the proposed operation for which the permit may be granted, in full and strict compliance and in accordance with the conditions of the permit, if issued, and any and all applicable laws, provisions, statutes, and regulations of the Village of Briarcliff Manor, the Department of Public Works, and all relevant State and Federal agencies.

Name of Applicant

Signature of Applicant

Date _____

DPW Approved (Name)

Signature

Date _____

DPW Released (Name)

Signature _____

Date _____