



TOWN OF GREECE
DEPARTMENT OF PUBLIC WORKS
2026 PERMIT FEE WORKSHEET FOR NON-UTILITY COMPANIES
PREPARE AND SUBMIT WITH THE 149 PERMIT FORM

Application Number: _____
(SRID)

Address:

For Office Use

Applicant/Contractor: _____
Address: _____
Phone: _____
Work location: _____

PLEASE NOTE: If the costs of supervision and inspection are not typical, this Department reserves the right to assess additional fees based on actual costs.

DRIVEWAY OR ROADWAY INSTALLATION						
TYPE OF OPERATION	QUANTITY	BASE FEE	ADDITIONAL FEE		SUBTOTAL	
Driveway Inspection for: ☐ Replacement ☐ Resurface ☐ Enlargement*		\$75.00			\$	
Multiple Driveway Fee (Up to 10 permits) **		\$550.00			\$	
Multiple Driveway Fee (Up to 25 permits) **		\$1,325.00			\$	
Commercial Entrance:		\$225.00			\$	
Subdivision/Street:		\$200.00			\$	
Temporary/New Construction Access*:		\$200.00			\$	
<i>*A DRAWING IS REQUIRED for any changes to driveway dimensions and temporary/new construction access.</i>						
<i>**MULTIPLE DRIVEWAY FEE: Although a Multiple Driveway Fee has been paid, a complete application package must be submitted for each driveway.</i>						
UNDERGROUND/MISCELLANEOUS INSTALLATIONS						
TYPE OF OPERATION	QUANTITY	BASE FEE	ADDITIONAL FEE			SUBTOTAL
			NUMBER OF FEET OVER 250 FEET	UNIT RATE	NUMBER OF FEET OVER 250 X UNIT RATE	
Water Service Under 2"		\$150.00		\$0.30/foot		\$
Water Service 2" and above		\$300.00		\$0.30/foot		\$
Sanitary Sewer Lateral		\$200.00		\$0.30/foot		\$
Sanitary Sewer Main		\$350.00		\$0.30/foot		\$
Storm Sewer Lateral		\$200.00		\$0.30/foot		\$
Storm Sewer Main		\$350.00		\$0.30/foot		\$
Miscellaneous:		\$100.00				\$

TOTAL FEE \$ _____

Upon approval, payment will be made at the **Greece Town Clerk's Office, 1 Vince Tofany Blvd., Greece, NY 14612**. Acceptable methods of payment are cash, credit card, check or money order.

Remarks: _____

Applicant/Contractor's Signature _____ Date _____

This page is intentionally left blank for double- sided copy

Permit No. _____

Fee: \$ _____

TOWN OF GREECE DEPARTMENT OF PUBLIC WORKS
647 LONG POND ROAD, GREECE, NEW YORK 14612 · (585) 225-4590

PERMIT UNDER HIGHWAY LAW SECTION 149

WHEREAS, Section 149 of the Highway Law provides: The town superintendent may, with the consent of the town board, upon the written application of any resident or taxpayer of his town or a corporation, grant permission for an overhead or underground crossing, or to lay and maintain drainage, sewer and water pipes underground within the portion therein described of a Town highway. Permission shall not be granted for the laying and maintaining of such pipes under the traveled part of a highway, except across the same, for the purposes of sewerage and draining swamps or other lands, and supplying premises with water. Such permission shall be granted upon the condition that such pipes and hydrants or crossings shall be so laid, set or constructed as not to interrupt or interfere with public travel upon the highway, and upon the further condition that the applicant will replace the earth removed and leave the highway in all respects in as good condition as before the laying of said pipes, or construction of such crossings, and that such applicant will keep such town owned utilities or crossing in repair and save the town harmless from all damages which may accrue by reason of their location in the Highway, and that upon notice by the town superintendent the applicant will make the repairs required for the protection or preservation of the Highway. The permit of the town superintendent, with the consent of the town board or county superintendent, and the acceptance of the applicant, shall be executed in duplicate, one of which shall be filed in the office of the town clerk and the other in the office of the county superintendent. In case the applicant shall fail to make any of the repairs required to be made under the permit, they may be made by the town superintendent at the expense of the applicant, and such expenses shall be a lien, prior to any other lien, upon the land benefited by the use of the highway for such pipes, hydrants or structures. The town superintendent may revoke such permit upon the applicant's failure to comply with any of the conditions contained therein.

WHEREAS, _____ will be improved and is part of the Town of Greece Infrastructure System and,
(work location)

WHEREAS, _____, whose address is _____,
(print property owner's name) (print property owner's current mailing address, city, state, and zip code)

Requests permission to _____
(print description of proposed work activity)

at HOUSE # _____ LOT # _____ PROJECT NAME: _____ as per sketch or map attached.
_____ Residential _____ Commercial _____ Other

NOW, THEREFORE, a permit is hereby granted in accordance with the General and Special Conditions (attached). In consideration of granting this permit the undersigned applicant(s) accept(s) it subject to all methods, conditions, and restrictions listed on the back of this form and all special conditions attached to this form.

Property Owner's Name (please print) Date Phone

Property Owner's Signature

Applicant/Contractor's Name (please print) Date Phone

Applicant/Contractor's Signature Applicant/Contractor's Address

Commissioner of Public Works Approval Date

Town Clerk Issue Date

This permit shall expire on December 31st of the current year, unless otherwise noted in this space: _____

GENERAL CONDITIONS AND RESTRICTIONS FOR A 149 PERMIT

1. It is required that the owner (utility company, water district, sewer district, developer, contractor, homeowner) of the facility to be installed within the right-of-way of the Town highway must sign the permit as the owner. Contractors will be allowed to sign the permit as co-applicant as authorized by the Commissioner of Public Works.
2. Work within the Town right-of-way requires current proof of insurance to be filed with the Commissioner of Public Works. This must be done before any work takes place. Proof of insurance includes the following:
 - A. General liability insurance for bodily injury and property damage in the amounts of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 annual aggregate, **except** when the work to be performed exceeds the value of \$1,000,000.00. In that case, the amounts of general liability insurance must not be less than \$3,000,000.00 per occurrence and \$5,000,000.00 annual aggregate.
 - B. The Town is to be listed as "Additional Insured", and the additional insured endorsement is to be provided along with the Certificate of Insurance. A Certificate of Insurance alone is not acceptable.
 - C. Workmen's Compensation coverage in the amount of not less than \$100,000.00 per accident or disease, and \$500,000.00 policy limit, submitted on one of the following forms as is appropriate for your situations: CE-200; Revised C-105.2 (9/07); U-26.3; SI-12; or GSI 105.2. Applicant certifies that all persons concerned with the actual work under this permit are duly covered by Workmen's Compensation Insurance and Disability Benefit Insurance. The Town shall be held harmless on account thereof.
 - D. Disability benefits coverage submitted on one of the following forms as is appropriate for your situation: CE-200; DB-120.1; or DB-155.

NOTE: The CE-200 form is not valid for multiple permits. Applicants using the CE-200 form must submit a new CE-200 form for each and every new permit applied for.

3. The said applicant hereby agrees to hold the Town harmless on account of damages of any kind which may arise or occur as a result of the work authorized by this permit, either during the progress of same or within a period of five years from the date of such completion, and to defend at said applicant's own expense any and all actions instituted against the Town to recover for such damages.
4. It is understood that if future changes in the highway construction or use make changes necessary in the proposed work covered by this application and permit, the applicant shall on reasonable notice from the Commissioner of Public Works make such necessary changes at his own expense within the time so specified in notice.
5. The permittee must notify "DIG Safely New York" by calling 811, or 1-800-962-7962, and any affected agencies not covered by "DIG Safely New York" at least two (2), but no more than ten (10) working days, not including the day of the call.
6. **The person in charge of the work covered by this permit shall have the permit and the approved plans and sketches in his possession on the job at all times.**
7. The Commissioner of Public Works reserves the right to at any time revoke or annul this permit should the said applicant fail to comply with the terms and conditions upon which it is granted.
8. Work at all locations shall be approved by an authorized representative of the Town of Greece Department of Public Works.
9. If any work authorized by this permit is not performed to the satisfaction of the Commissioner of Public Works, is not fully completed or is otherwise defective, the said applicant hereby agrees that the Commissioner of Public Works may satisfactorily complete said work or correct any defect therein after the discovery of such unsatisfactory or defective work. The cost of expense thereof shall be paid by said applicant immediately upon receipt of a statement of such cost or expense from the Commissioner of Public Works or may be deducted by the Director of Finance out of any funds deposited with him as security for the satisfactory completion of said work.
10. All pipes or mains crossing highway pavements shall, whenever possible, be driven beneath the roadway without disturbance to the pavement. The point of driving shall not be less than ten (10) feet from the edge of paved surface. Such crossover pipes shall, whenever possible, be enclosed in sleeves or larger pipes so that repairs or replacements may be made in the future without any further disturbance of the roadway pavement. Minimum depth of cover of all pipe shall be forty-two (42) inches.
11. Care must be taken not to interfere with, disturb, or damage drainage conveyances and/or any other feature of the Town's infrastructure.
12. Equipment with chains, steel tracks, armored tires, lugs, etc. will not be permitted on the pavement area.
13. During the performance of all work under this permit, great care shall be exercised to prevent any damage to property and trees within and adjacent to the Town right-of-way.
14. Signs, if disturbed, must be restored to original condition and location at the end of each workday.
15. All survey monuments and property markers shall be carefully protected from disturbances of any nature. Their removal shall not be permitted until the Commissioner of Public Works has referenced their location. The cost of removal and or replacement shall be borne by the permittee.
16. This permit is valid for the time indicated. The applicant may request additional time by reapplying at the end of the specified time. A fee may be assessed as outlined in the Town of Greece Fee Schedule.
17. This permit shall not be transferred.
18. Permits issued for the work within the limits of a Town of Greece contract will be performed in collaboration and conformity with the work schedule and all related specifications for work, which the Town of Greece contractor has submitted to and which has been approved by the Commissioner of Public Works.

Permit No. _____

SPECIAL CONDITIONS FOR A 149 PERMIT

- ___1. All work must be done in accordance with the following:
 - ___a. Driveway entrance detail, or asphalt apron detail, as appropriate for the situation.
 - ___b. Driveway must be missiled, bored or pushed.
 - ___c. Drop inlets standard detail.
 - ___d. Pavement excavation general guidelines (see other side).
 - ___e. Asphalt shoulder replacement standard detail.
 - ___f. Ditch enclosure standard detail.
 - ___g. Temporary access/stabilized construction entrance detail.
 - ___h. Approved plans.
- ___2. All materials installed in the Town right-of-way shall be in accordance with the Town of Greece "Specifications For Construction of Utilities and Roadways" in effect when installed.
- ___3. All disturbed areas are to be restored to their original condition within ten (10) business days. All other areas should be seeded and stabilized with erosion control materials, such as straw, mulch, jute mesh, or excelsior, within ten (10) business days of final grading. If construction has been suspended, or sections completed, areas should be seeded immediately and stabilized with erosion control materials. Maintenance should be performed as necessary to ensure continued stabilization.
- ___4. Install _____ inch _____ culvert pipe with end sections; culvert must extend 10' beyond edges of driveway. (type)
- ___5. Maintain existing drainage away from the pavement.
- ___6. The highway must be kept clean of mud, dirt, and other debris at all times.
- ___7. Prior to beginning any work within the Town right-of-way, the permittee or their representative must schedule a pre-construction meeting with a Department of Public Works representative to review a maintenance and protection of traffic plan, and other items as may be required by the Commissioner of Public Works.
- ___8. Two-way traffic shall be maintained by the permittee on this section of the highway while the work is in progress and until its final completion. All maintenance and protection of traffic shall be performed as directed by the NYS Manual of Uniform Traffic Control Devices latest revision, and/or the approved maintenance and protection of traffic plan.
- ___9. Permittee must notify the Town of Greece Department of Public Works at 225-4590 between 7:00 a.m. and 3:00 p.m. at least two (2) business days prior to performing any work within the Town right-of-way.
- ___10. A letter of notification of the start of construction must be sent to all affected residents at least two (2) weeks in advance of the start of construction, subject to the approval of the Commissioner of Public Works. Attach the proposed letter to the permit application.
- ___11. If future Town projects necessitate the use of the right-of-way occupied by this installation it must be relocated at the owner's expense.
- ___12. An As-Built Record will be required.
- ___13. No broken or cracked concrete at this address at time of inspection.
- ___14. The Town needs to replace _____ feet of sidewalk and/or _____ feet of gutter at this address. Driveways and/or driveway aprons installed prior to concrete installation may need to be saw-cut and patched. No paving should take place for at least fourteen (14) days after Town crews complete concrete replacement.
- ___15. Any concrete broken after the contractor has started work, the concrete will be repaired/replaced by the contractor at the contractor's expense, or by the Town at the contractor's expense.
- ___16. This road is tentatively scheduled for major reconstruction this year / in _____. If this driveway and/or driveway apron are paved prior to the Town's reconstruction, a saw-cut and patch may need to be made in this driveway and/or driveway apron.
- ___17. This permit application is approved pending final inspection before driveway is to be paved. Permittee must notify the Town of Greece Department of Public Works at 225-4590 between 7:00 a.m. and 3:00 p.m. at least two (2) business days prior to performing any work within the Town right-of-way for a re-inspection. This driveway must be re-inspected prior to any paving.
- ___18. Any asphalt or concrete removed to accommodate installation must have a temporary hard surface material, such as cold patch, installed the same day and maintained until permanent repair can be completed.
- ___19. Other: _____

Approved by _____

PAVEMENT EXCAVATION AND RESTORATION GENERAL GUIDELINES

If approved by the Commissioner of Public Works, pavement excavations within the roadway area should follow these general guidelines unless otherwise noted.

- A. Area of excavation shall be saw-cut prior to commencement of construction. Any areas damaged outside the limits of construction shall be re-cut and restored as prescribed below.
- B. All materials shall be loaded onto trucks and removed from within the Town right-of-way, unless approved for re-use. No casting of materials upon the surface area will be permitted within the right-of-way.
- C. Backfill materials up to approximately eighteen (18) inches of finished grade shall consist of native materials, or selected backfill, as approved by the Commissioner or his designee.
- D. Approved backfill shall be installed in 6-inch lifts, leveled, and thoroughly compacted. This procedure shall be continuous for the full depth of the backfilled trench.
- E. When backfilling reaches approximately eighteen (18) inches below the surface of the existing pavement, a 12-inch layer of #2 crusher run stone is to be placed in two (2) 6-inch lifts. Each lift is to be leveled and thoroughly compacted.
- F. Edges of existing asphalt shall be tack-coated prior to placement of hot-mix asphalt.
- G. Following the crushed stone course, a minimum 2½-inch compacted layer of Type 3 binder shall be installed.
- H. Following the binder course of asphalt, a minimum 1½-inch compacted layer of 7-F top shall be installed.
- I. The surface of the top layer shall be flush with the surface of the existing surrounding pavement, and all joints are to be tack-coated.
- J. During the winter season when hot-mix asphalt is not available, 3 inches of "K-Crete", "Q.P.R 2000", or approved equivalent will be required, and regularly maintained by the permittee.