

# Village of Pleasantville

## Department of Public Works

80 Wheeler Avenue, Pleasantville, New York 10570  
(914) 769-3883 Fax: (914) 747-3931

### **STREET OPENING/EXCAVATION PERMIT APPLICATION INSTRUCTIONS**

*(Adopted by Mayor and Board of Trustees Resolution No. 2022-344*

*Dated November 28, 2022)*

*Last Revised: August 16, 2023*

#### **1. NOTARIZED APPLICATION:**

An Application for a “Street Opening/Excavation Permit” shall be completed, notarized and accompanied by two (2) checks. The first is a non-refundable application/inspection fee of \$500.00. The second check is for the refundable Escrow Fee associated with the proposed work within the Village Right-of-Way. If the attached Village Policy for Street Opening/Excavation Permits is adhered to, the Escrow Fee is returned to the Applicant within thirty (30) days following project completion and approved by the Superintendent of Public Works/Village Engineer.

#### **2. REQUIRED INSURANCE – Naming the Village of Pleasantville as Certificate Holder**

Contractors shall furnish an Acord Certificate of Insurance (COI) prior to commencing work evidencing **(please refer to the attached Acord COI template):**

##### **A. Commercial General Liability Insurance Limits:**

\$1,000,000.00 - per occurrence  
\$2,000,000.00 - General & Products/Completed Operations

##### **B. Aggregates:**

\$1,000,000.00 - Personal/Advertising Injury Liability Limit  
\$300,000.00 - Fire Damage Legal Limit  
\$5,000.00 - Medical Expense Limit  
General Aggregate to apply on a per project basis

##### **C. Workers’ Compensation and N.Y.S. Disability:**

Statutory Workers’ Compensation Employer’s Liability (\$100/500/100) and Disability Insurance for all employees

##### **D. Automobile Liability - \$1,000,000.00 combined single limit for owned, hired and borrowed and non-owned motor vehicles**

##### **E. Excess/Umbrella Insurance - \$5,000,000.00 each occurrence and aggregate depending on the type and size of the project**

##### **F. Owners Contractors Protective Insurance - \$1,000,000.00 per occurrence/\$2,000,000.00 aggregate (waived if the estimated project cost is less than \$35,000.00)**

#### **3. “DIG SAFELY” NEW YORK CODE 753 CASE NUMBER:**

A “Dig Safely” Code 753 Case Number **MUST** be provided on the Street Opening/Excavation” Permit Application. The telephone number for Dig Safely is 811. In addition, the Contractor **MUST** provide

their Certified Excavator ID number in order to be able to perform work within the Village's Right-of-Way.

**4. ESCROW FEE:**

A certified bank check, money order or cash for Escrow Fee for the amount of disturbance (in square feet) disturbed within the Village Right-of-Way must accompany this Application. This refundable escrow fee is determined as follows:

- a. \$20.00 per Square Foot (SF) = Disturbance of (i.e. Repair and/or Replacement) Portland Cement Concrete ("Concrete") Sidewalk, Driveway Apron and/or Roadway Pavement.
- b. \$15.00 per Square Foot = Disturbance of Asphalt Concrete (Curb and/or Roadway Pavement).
- c. \$40.00 per Linear Foot (LF) = Disturbance of Portland Cement Concrete ("Concrete") Curb.

This fee is deposited into an escrow account and is returned upon inspection, completion and approval by the Superintendent of Public Works/Village Engineer. The escrow fee will be forfeited if work is **NOT** completed within six (6) months from the date of permit issuance.

UPON RECEIPT OF THE COMPLETED APPLICATION, THE PROJECT IS REVIEWED BY SUPERINTENDENT OF PUBLIC WORKS/VILLAGE ENGINEER. ONCE THE APPLICATION IS APPROVED, THE STREET OPENING PERMIT IS ISSUED TO THE APPLICANT. PLEASE CONTACT DPW AT (914) 769-3883 FOR NOTIFICATION OF THE START OF WORK, AND TO SCHEDULE THE REQUIRED PERMIT INSPECTIONS.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/22/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X			4/1/23	4/1/24	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY				4/1/23	4/1/24	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000				4/1/23	4/1/24	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

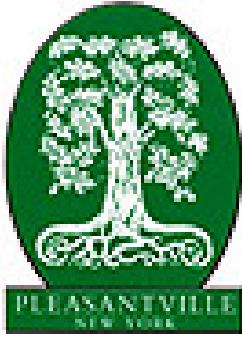
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

DRIVEWAY, PARKING AREA OR SIDEWALK PAVING & REPAVING

VILLAGE OF PLEASANTVILLE IS ADDITIONALLY INSURED

CERTIFICATE HOLDER	CANCELLATION
VILLAGE OF PLEASANTVILLE 80 WHEELER AVENUE PLEASANTVILLE, NY 10570	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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## Village of Pleasantville

### Department of Public Works

80 Wheeler Avenue, Pleasantville, New York 10570  
(914) 769-3883 Fax: (914) 747-3931

#### **STREET OPENING/EXCAVATION PERMIT APPLICATION**

PERMIT #: \_\_\_\_\_  
CODE 753#: \_\_\_\_\_  
CERTIFIED EXCAVATOR ID#: \_\_\_\_\_  
APPLICATION DATE: \_\_\_\_\_

Pursuant to provisions of Chapter 155 of the Municipal Code of the Village of Pleasantville, New York, 10570. A Street Opening/Excavation Permit Application is hereby made for a permit to perform work in the Village Right-of-Way at:

\_\_\_\_\_  
(Street Location)

for the purpose of:

\_\_\_\_\_  
(Description of Work)

as shown on the **attached sketch** (Illustrate location/dimensions of proposed work)

Type of surface(s) to be disturbed:

Area of Disturbance: \_\_\_\_\_ Length of Disturbance \_\_\_\_\_

#### **APPLICATION, INSPECTION AND ESCROW FEES:**

Accompanying this Street Opening/Excavation Permit Application is the fee of \$500.00 which shall be retained by the Village upon issuance of a Street Opening/Excavation Permit; and a Bank Check, Money Order or Cash in the amount of \$ \_\_\_\_\_ dollars which shall be refunded to the Applicant within thirty (30) days following proper restoration in accordance with the Village of Pleasantville "Standard Construction Details", dated October 25, 2022, as amended, and the policy attached to this permit application.

#### **INSURANCE:**

The Applicant submits herewith (attached) a Certificate of Liability/Property Damage Insurance and Worker's Compensation Insurance.

Applicant Street Address Municipality State and Zip Code

Applicant Telephone Number: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

**NOTARIZED:**

STATE OF NEW YORK            )  
  SS  
COUNTY OF WESTCHESTER)

\_\_\_\_\_, being duly sworn deposes and says: that he/she is the Applicant in this Application or that he/she is a duly appointed representative of the Applicant; that he/she is authorized to make application for a permit to perform or have performed the work described in the application; that information and statements contained in this Application are true to the best of his/her knowledge and belief, and that the work shall be performed in the manner set forth in the Application or in the attached sketch, and in accordance with all applicable laws, ordinances and regulations.

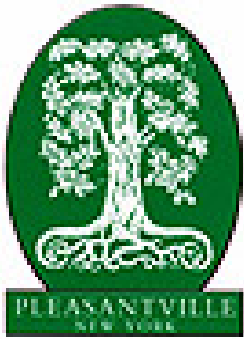
\_\_\_\_\_  
Signature of Applicant

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Superintendent of Public Works/Village Engineer

\_\_\_\_\_  
Date:



# Village of Pleasantville

## Department of Public Works

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### STREET OPENING/EXCAVATION PERMIT POLICY

*Last Revised: August 21, 2023*

1. Work authorized under a Village of Pleasantville (i.e. Village) Department of Public Works (DPW) "Street Opening/Excavation Permit" shall be completed in accordance with the Mayor and Board of Trustees adopted Village DPW "Standard Construction Details", dated October 25, 2022, as amended.
2. A PDF of the Village "Standard Construction Details" may be downloaded at the following "**Standard Construction Details (NEW)**" link on the Village of Pleasantville Department of Public Works webpage:  
[www.pleasantville-ny.gov/sites/g/files/vyhlif1076/f/uploads/village\\_of\\_pleasantville\\_standard\\_construction\\_details\\_08-21-2023.pdf](http://www.pleasantville-ny.gov/sites/g/files/vyhlif1076/f/uploads/village_of_pleasantville_standard_construction_details_08-21-2023.pdf)
3. The Applicant shall adhere to the permit conditions required by the Superintendent of Public Works/Village Engineer under the approved permit.
4. Prior to final restoration, the Applicant is responsible for the temporary repair of the areas disturbed within the Village Right-of-Way (ROW) and/or Village properties, as approved by the Superintendent of Public Works/Village Engineer. **Temporary roadway pavement repair** shall consist of **4 inches** (compacted thickness) of Hot Mix Asphalt (HMA) Concrete **Type 3 Binder Course** (NYSDOT Item No. 403.138902) placed above **Controlled Low Strength Material (CLSM)** "flowable" backfill material and level with the existing road surface. Subbase Material (NYSDOT Item No. 304.14, Type D) may be substituted for CLSM ("Flowable Fill" or "K-Crete") upon approval by the Superintendent of Public Works/Village Engineer. Permanent roadway repair
5. **Permanent full depth roadway pavement repair** shall consist of **7 inches** (compacted thickness) of Hot Mix Asphalt (HMA) Concrete consisting of **2 inches of Type 6 F3 Top Course** (NYSDOT Item No. 403.178902) and **5 inches of Type 3 Binder Course** (NYSDOT Item No. 403.138902) placed above the subbase materials specified above.
6. Sand (**excluding Consolidated Edison utilities**) and in-situ material is not permitted as suitable excavation (e.g. trench, test pit, etc.) backfill within the Village Right-of-Way. In accordance with the Village "Standard Construction Details", approved backfill materials consist of the following:
  - a. Controlled Low Strength Material - CLSM (i.e. "Flowable Fill" or "K-Crete", NYSDOT Item No. 204.01 or 204.02)
  - b. Subbase Material (NYSDOT Item No. 304.14, Type D)
  - c. Clean Washed 3/4 inch Crushed Stone (NYSDOT Item No. 623.12, Size Designation 2)
  - d. Additional material as approved by the Superintendent of Public Works/Village Engineer
  - e. **All street openings shall require photo documented backfill certification.**
7. Temporary trenches shall be widened a minimum of one (1) foot beyond the original cut or any crack developed from the adjacent pavement setting because of the excavation. The edges of the trench shall receive a liberal application of asphaltic emulsion (i.e. crack sealant) to seal all trench edges.
8. Whenever a concrete slab is cut or broken, the area to be repaired shall include a two (2) full slabs.



9. All excavations shall be by open cut, unless approved otherwise, by the Superintendent of Public Works/Village Engineer.
10. All trenches shall be backfilled using the construction materials depicted on the applicable Village "Standard Construction Details". Please refer to Notes 1 and 2 above.
11. All work performed under the permit, whether directly by the Applicant or by others, to whom the work is sublet, shall conform to the requirements of the Village DPW "Standard Construction Details", as approved by the Superintendent of Public Works/Village Engineer. Work shall be under the full supervision of the Applicant, who shall be solely responsible for the character of the completed work.
12. Excavations shall not remain open longer than is strictly necessary for the performance of the work which required the opening/excavation within the Village Right-of-Way. At the end of each construction day, open excavations shall be covered with properly secured recessed or shimmed and pinned steel plates, or adequately backfilled to the adjacent road surface.
13. The Applicant shall maintain adequate Maintenance and Protection of Traffic (MPT) measures within the Village Right-of-Way to protect persons and property against injury and damage by reason of any such opening(s). The Superintendent of Public Works/Village Engineer reserves the right to assign and/or restrict work hours, days, etc., and require the Applicant to contact the Pleasantville Police Department to determine if police officers will be required for the work zone traffic control.
14. Road plates shall not be permitted on Village roads between **November 14<sup>th</sup> and April 1<sup>st</sup>**, without prior approval from the Superintendent of Public Works/Village Engineer.
15. All roadway openings which require plates, shall have plates recessed into the roadway pavement. Under special circumstances, roadway plates may be shimmed at pinned **as approved by the Superintendent of Public Works/Village Engineer**. Steel plates shall be properly pinned to secure against movement and any noise disturbances.
16. Please contact the Department of Public Works at (914) 769-3883 to schedule permit inspections.
17. DPW shall be contacted to inspect placement of the following Village Right-of-Way restoration items:
  - a. Hot Mix Asphalt (HMA) Concrete Type 6 F3 Top Course (NYSDOT Item No. 403.178302)
  - b. Hot Mix Asphalt (HMA) Concrete Type 3 Binder Course (NYSDOT Item No. 403.138902)
  - c. Hot Mix Asphalt (HMA) Concrete Type 1 Base Course (NYSDOT Item No. 403.118902)
  - d. Controlled Low Strength Material - CLSM (i.e. "Flowable Fill" or "K-Crete", NYSDOT Item No. 204.01 or 204.02)
  - e. Subbase Material (NYSDOT Item No. 304.14, Type D)
  - f. Clean Washed 3/4 inch Crushed Stone (NYSDOT Item No. 623.12, Size Designation 2)
18. Underground utility marking tape shall be installed for non-Village utilities including, but not limited to, the following:
  - a. Gas Mains and Services
  - b. Electric Mains and Services
  - c. Telecommunications/Data Mains and Services
19. A DPW inspection fee of \$250.00 per test hole/pit shall be paid to the Village (trenches shall be considered six (6) holes).
20. If DPW is not contacted for the required permit inspections, the Right-of-Way restoration work is subject to rejection and replacement, as directed by the Superintendent of Public Works/Village Engineer.

SCALE: 1" = 30'-0"

SCENARIO "A"  
(SINGLE SERVICE/UTILITY)

WITH A 5'-0" MINIMUM WIDTH MEASURED FROM EITHER  
EDGE OF TRENCH AND AC SEAL ON THREE SIDES

CURBLINE

CENTERLINE

CURBLINE

5'-0"

5' MINIMUM  
FROM EDGE OF  
TRENCH

G/S/W

AC SEAL AT  
ALL CUTS (TYPICAL)

LEGEND

TRENCH AREA

REQUIRED MINIMUM  
PATCH AREA

STRUCTURE

1

SCENARIO "B"  
(SINGLE SERVICE/UTILITY)

MINIMUM MEASURED FROM EITHER EDGE OF TRENCH  
WITH AC SEAL ON TWO (2) SIDES

CURBLINE

CENTERLINE

CURBLINE

5' MINIMUM  
FROM EDGE OF  
TRENCH

G/S/W

AC SEAL AT  
ALL CUTS (TYPICAL)

LEGEND

- TRENCH AREA
- REQUIRED MINIMUM  
PATCH AREA

STRUCTURE

SCENARIO "C"  
(MULTI-SERVICE/UTILITY PATCHWORK)

Diagram illustrating the trench repair process. The diagram shows a cross-section of a trench with a structure (e.g., pipe or culvert) at the bottom. The trench is filled with gas. The repair area is defined by a 30' - 60' width and a 5' minimum depth from the edge of the trench. The diagram also shows the centerline and curbline of the trench. The repair area is labeled as the "REQUIRED MINIMUM PATCH AREA" and is shown with a hatched pattern. The trench area is labeled as the "TRENCH AREA" and is shown with a solid pattern. The structure is labeled as "STRUCTURE".

Diagram illustrating the trench repair process. The diagram shows a cross-section of a trench with a structure (e.g., pipe or culvert) at the bottom. The trench is filled with gas. The repair area is defined by a 30' - 60' width and a 5' minimum depth from the edge of the trench. The diagram also shows the centerline and curbline of the trench. The repair area is labeled as the "REQUIRED MINIMUM PATCH AREA" and is shown with a hatched pattern. The trench area is labeled as the "TRENCH AREA" and is shown with a solid pattern. The structure is labeled as "STRUCTURE".

1

SCENARIO "D"  
(MULTI-SERVICE/UTILITY)

FROM THE EDGES OF THE PORTLAND CEMENT TRENCHES WITH A  
AC SEAL ON TWO (2) SIDES. IF MORE THAN 60" IS NEEDED A  
SEPARATE RESTORATION PLAN WILL BE MADE.

CURBLINE

CENTERLINE

CURBLINE

W W W W W

S S S S S S

GAS GAS GAS GAS GAS

5' MINIMUM  
FROM EDGE OF  
TRENCH (TYP.)

AC SEAL AT  
ALL CUTS (TYPICAL)

STRUCTURE

LEGEND

TRENCH AREA

REQUIRED MINIMUM  
PATCH AREA

SCENARIO "E"  
(GAS MAIN REPAIR OVER 50')

AC SEAL AT ALL CUTS (TYPICAL)

GAS MAIN REPAIRS OR REPLACEMENTS OVER 50'-0" WILL REQUIRE FULL CURB TO CURB RESTORATION (MILL AND PAVE) WITH BACKFILL CERTIFICATION OF K-CRETE AND BINDER THE FULL LENGTH OF WORK PLUS 5' ON BOTH SIDES EXTENDED WITH AC SEAL ON ENDS.

CURBLINE

CENTERLINE

CURBLINE

GAS

5' MINIMUM

AC SEAL AT ALL CUTS (TYPICAL)

**LEGEND**

TRENCH AREA

REQUIRED MINIMUM PATCH AREA

STRUCTURE

1

SCENARIO "F"  
(ROADWAY PAVED WITHIN PAST THREE YEARS)

RESTORATION (MILL AND PAVE) FOR THE LENGTH OF WORK PLUS A MINIMUM OF 20' ON BOTH SIDES, EXACT LIMITS TO BE SET BY THE VILLAGE ENGINEER IN THE FIELD. AC SEAL REQUIRED ON BOTH ENDS.

AC SEAL AT ALL CUTS (TYPICAL)

CURBLINE

CENTERLINE

W

S

GAS

25' MINIMUM FROM EDGE OF TRENCH (TYP.)

25' MINIMUM FROM EDGE OF TRENCH (TYP.)

LEGEND

TRENCH AREA

REQUIRED MINIMUM PATCH AREA

STRUCTURE

SD-6D