

Putnam County Road Opening & Driveway Permits

This Department will require the following before a permit will be issued to do work within the County R.O.W.

Residential Driveways:

1. A copy of the survey map showing the location of the proposed driveway. This Department will inspect the site and approve the location before a permit will be issued.
2. A profile of the proposed driveway must be submitted for approval by this Department. It must conform to either Figure B or Figure C of the Highway Standards for Putnam County Department of Public Works.
3. Erosion control measures shall be placed prior to construction and maintained until completion of the driveway. The straw bale dyke shall be placed across any proposed driveway with a plus grade at the end of each day until final completion of the drive. The silt fence shall be placed on any slopes that are disturbed, which may cause mud and debris to wash onto the county R.O.W.
4. The first twenty-five, (25') shall be paved as shown on Figure B or C of the Highway Standards for Putnam County Department of Public Works. Before any paving is to begin this Department is to be notified and the sub-base inspected to assure that the Item 4 is properly graded and compacted.
5. Any new fences, walls, tree plantings, etc. are to be placed outside of the county R.O.W. on private property.
6. A Certificate of Occupancy, (C.O.) will not be issued until final paving of the driveway and approval by this Department.
7. The permit must be renewed by this Department two (2) years after the date of issue or the permit will be revoked.

Rev. 1/24

County of Putnam
DEPARTMENT OF PUBLIC WORKS
842 Fair Street
Carmel, N.Y. 10512
(845)-878-6331

Application No _____
Co. Road No _____
Date _____

APPLICATION FOR PERMIT TO DO WORK
ON AND WITHIN A COUNTY ROAD AREA
(To be Executed in Duplicate)

Do Not Write In This Space

To the County of Putnam
Department of Public Works:

Application is hereby made for permission, under Section 136 of the Highway law, to enter upon, construct or open a road constructed or improved on the County Road System of Putnam County as follows:

1. Applicant _____
2. Address _____ Phone No. _____
3. Name of Road _____ Co. Rd. No. _____
(Name) (Town)
4. Location on Road _____
5. Maximum size of opening _____ Depth _____
6. Date work to be started _____ Date to be completed _____
7. Is pavement to be disturbed _____ If so, what type _____
8. Purpose of Application _____

9. State Owner for whom work is being performed:

(Owner) (Address)

STATE OF NEW YORK
COUNTY OF _____

_____ being duly sworn, deposes and says that he is:

An officer, namely viz:

_____ of the Permittee herein named; the compensation has been secured

(one of the partners)

pursuant to the provisions of the Workmen's Compensation Law of the State of New York and the provisions of said law will be complied with during the life of this permit and that no subcontractor will be permitted to do any work under this permit until he has fully and completely complied with all the terms and provisions of the aforesaid law.

If permit is granted, I hereby agree to comply with all the terms, covenants and conditions hereinafter set forth which are attached to and form part of the permit and to restore the road to its original condition, in accordance therewith.

Sworn to before me this

_____ day of _____ 20

Notary Public, County of _____

Applicants Signature & Title

THE PERMIT WILL BE GRANTED SUBJECT TO THE FOLLOWING TERMS COVENANTS AND CONDITIONS
(OVER)

- (1) The term "Commissioner" shall mean the Commissioner of Public Works of the County of Putnam or his authorized representative.
- (2) The term "Permittee" shall mean the party obtaining the permit or his or its duly authorized agents or representatives.
- (3) The permit shall not be assigned or transferred except upon the written consent of the Commissioner.
- (4) The work authorized by the permit shall be done to the complete satisfaction of the Commissioner. The Standard County Specifications shall be followed.
- (5) Written notice, except in emergencies, shall be given by the Permittee to the Commissioner at least forty-eight (48) hours in advance of the date when the work or construction is to commence.
- (6) The Permittee shall indemnify and save harmless to the County, local municipality and improvement district from all claims, liens, suits, loss or damage of every kind whatsoever, whether direct or indirect, which may arise by reason of the granting of this permit.
- (7) The Permittee agrees, in consideration of the granting of the permit, that any present or future damage, injury to or disturbance of the highway, its pavement, slopes or gutters, caused by placing any structure pursuant to the terms of the permit, shall be immediately repaired by the Permittee at his or its own expense to the satisfaction of the Commissioner.
- (8) The Permittee agrees to pay all necessary expenses that may be incurred by the County in connection with the work to be done under the permit, which payment shall be made within ten (10) days after the sending of a statement of expenses as certified by the Commissioner and, if not paid by the Permittee, the said expenses shall be deducted from the bond as herein otherwise provided for. The Commissioner may appoint an inspector to supervise said work on behalf of the County, which inspector shall be paid by the Permittee. The amount per inspection shall be specified by the Commissioner.
- (9) The Commissioner reserves the right to revoke or cancel the permit at any time should the Permittee fail to comply with any of the terms, agreements, covenants and conditions thereof.
- (10) A fully executed copy of this permit must be in possession of the parties actually doing the work. It must be exhibited on demand to the Commissioner or his representative.
- (11) The permit does not grant permission for connections to water or sewer mains, etc. Such permits must be obtained from the local municipality or improvement district prior to and in addition to permit for street opening applied for herewith.
- (12) Vehicular traffic shall be maintained on any section of the road disturbed by the Permittee at all times during the term of this permit.

THE WORK TO BE DONE AND PERFORMED PURSUANT TO THE PERMIT SHALL BE DONE ACCORDING TO THE FOLLOWING SPECIFICATIONS AND CONDITIONS:

- (1) All locations and time of performing the work shall be approved by the Commissioner.
- (2) The Permittee shall arrange its work so as to cause a minimum of inconvenience and delay to vehicular traffic. The Commissioner may require complete removal of obstructions to traffic on Saturdays, Sundays and holidays. The Permittee shall erect and maintain suitable barricades and guard protection around all of his or its work while in progress. Warning signs or flags and suitably lighted red and yellow lights shall be provided and flag or guard personnel shall be provided if necessary. Excavated material shall be stored in neat piles, so placed as to cause the least interference with the use of roadways or sidewalks. Where the free flow of traffic is interfered with, the Permittee shall designate competent persons to expedite traffic by means of lights or flags, both red and white, and lanterns to aid in directing traffic. The Permittee shall place warning flags, signs and lights in accordance with the New York State Manual of Uniform Traffic Control Devices, or as ordered by the Commissioner. Yellow lights shall be used at night to designate the clear lanes for traffic.
- (3) Tight sheathing at least two (2) inches in thickness shall be placed in all trenches having a depth in excess of four (4) feet and within three (3) feet of any pavement or other highway structure which is proposed to remain in place except where excavation is in rock. Sheathing shall be securely fastened in place with walers and braces during all operations and shall be driven to a depth of one (1) foot below the lowest part of the structure proposed to be installed as the excavation progresses. In all such excavations having a depth of more than three (3) feet and less than six (6) feet the sheathing shall be left in place if ordered by the Commissioner of Highways. Sheathing may be omitted when permitted by the Commissioner if the edge of the proposed trench is offset from the nearest edge of pavement or other structure by a distance at least equal to the vertical depth of the trench as measured from the highest point of the adjacent pavement or structure.
- (4) Backfilling around completed structures shall be made of selected material, free from loose stones as soon as the structure has attained sufficient strength to preclude injury and shall be made in successive horizontal layers not exceeding six (6) inches in depth. Each layer shall be thoroughly compacted by tamping to the satisfaction of the Commissioner. For each man shoveling the backfill there shall be at least one-man tamping. No frozen material shall be used in the backfill. Special care shall be taken to thoroughly compact the portion directly under the haunches around the side and for a depth of one (1) foot over pipes and ducts. No rock shall be placed in the backfill within twelve (12) inches of a pipe or duct. No backfilling of trenches by scrapers or other machinery will be allowed except that on

longitudinal trenches outside of the pavement limits. The use of power backfillers mounted on pneumatic tires may be used if provisions are made for adequate compacting of filled material. The work shall be so carried on that not over 500 linear feet of trench shall remain open at a time. Excavations under the pavement of a travel lane(s) of the highway shall be backfilled with control density backfill in accordance with the memorandum "Open Trench Road Crossings", which shall become part of the permit.

- (5) All surplus excavated material and debris shall be cleaned up and removed from the site of work upon the completion of the work by the Permittee leaving the site of the work in a neat and orderly condition.
- (6) Where topsoil, seeded areas or sod are disturbed in the excavating the Permittee shall restore the ground surfaces to the original condition.
- (7) Manhole covers, frames and other structures placed within the roadway limits shall be of sufficient weight and strength and of a suitable type and stability approved by the Commissioner and shall be set flush with the surface of the pavement.
- (8) The Permittee shall repair and maintain at his or its expense any present or future disturbance of the roadway pavement which may have been caused by work done pursuant to the terms of the permit herein, said maintenance to cover a period of time satisfactory to the Commissioner after the completion of work.
- (9) All small pipes or conduits crossing roadway or pavements shall, wherever possible, be driven beneath the pavement without disturbances to the surface. Such pipes or conduit shall be enclosed in sleeves or larger pipes so that required replacements may be made in the future without disturbance to the pavement. For the purpose of driving such pipes or conduits, no opening shall be made closer than (2) feet to the edge of pavement.

(10) RESTORATION OF PAVEMENT

- a. Asphaltic (flexible) Paved Shoulders – Permanent restoration of the finished pavement shall not be made until complete settlement of the trench backfill shall have taken place as directed by the Commissioner. Immediately after backfilling the trench, an acceptable temporary hot mix asphalt concrete or other acceptable flexible pavement shall be placed which shall be maintained even with the shoulder until permanent restoration of the pavement is ordered by and under the supervision of the Commissioner.
 - i. Asphaltic (flexible) pavement in Travel Lanes – Repair shall be executed as indicated in the memorandum entitled "Open Trench Road Crossings", which shall become part of the permit.
 - ii. Concrete (rigid) Pavement with Asphaltic Overlay in Travel Lanes – Repair shall be executed as indicated in the memorandum entitled "Open Trench Road Crossings", except that the concrete pavement shall be repaired to its original thickness with concrete and reinforcement as ordered and approved by the Commissioner.
- (11) Permittee shall replace or restore satisfactorily to the Commissioner of Highways any pavement or other structures which may have been damaged during the progress of the work for which the permit was issued even though such pavement or structure was not proposed to be disturbed at the time of the granting of the permit.

(12) STORING BUILDING MATERIAL AND EQUIPMENT ON COUNTY ROADS

If in the course of building operations on adjacent property it becomes necessary to store building materials or equipment upon any county road or portions thereof, an application for a permit therefore must be made, subject to the following terms and conditions.

- a. In no case shall the area of the pavement used for storage exceed in width twenty percent of the total width of the pavement or in length one hundred (100) feet. Such materials or equipment as may be stored shall be neatly piled or placed, protected with adequate barriers, and illuminated, except during daylight hours, with red or yellow flashing lights, spaced at intervals of not more than ten (10) feet. Appropriate warning signs and lights shall be kept constantly in position three hundred (300) feet distance from the space occupied as a warning to approaching vehicles.
- b. No building materials or equipment shall be placed upon the pavement closer than ten (10) feet, to any hydrant nor upon any manhole, valve or catch basins, nor as to interfere in any way with proper drainage upon the highway.

(13) OPERATION OF HEAVY CONSTRUCTION EQUIPMENT ON COUNTY ROADS

- a. No construction equipment, except trucks, shall operate on or be hauled over any County road unless same shall be equipped with pneumatic tires or mounted upon a pneumatic tired trailer unless a permit therefore shall have been first obtained from the Commissioner. Said permit shall not be construed as a waiver of the provisions of the Vehicle and Traffic law or of any local ordinance relative thereto. Said permit shall provide among other things that:

- b. Each such vehicle when operated on County road shall be operated on planks, mats, or other suitable cushion, acceptable to and approved by the Commissioner.
- c. A competent flag person shall at times be placed at least two hundred (200) feet distant from the operating equipment to warn approaching vehicles.
- d. Adequate barriers and warning signs shall be erected to protect the traveling public.
- e. Any damage resulting from the operation of equipment shall be repaired by the Permittee to the satisfaction of the Commissioner of Highways.

- (14) SHADE TREES : No person, firm or corporation shall plant, remove, trim or otherwise alter any shade tree or planting on a County road outside of cities or villages without first obtaining approval thereof in writing from the Commissioner .
- (15) EXCEPTIONS: Nothing in these rules and regulations shall be construed to restrict or prevent the construction, maintenance or repair of any sidewalk by municipality under laws and ordinance applicable thereto except in those operations of construction, maintenance or repair where the use of any portion of the pavement of a County road is affected or restricted or to restrict or prevent the adoption and enforcement of local municipal traffic control ordinances, rules and regulations not inconsistent with the provisions of Chapter 605 of the laws of 1941.
- (16) The Permittee hereby deposits with the Commissioner bond of \$ _____ as security for the faithful performance of all terms, covenants and conditions on his part to be done and performed, which said bond shall be retained by the Commissioner until a time specified by the Commissioner after the date of final completion and acceptance by the Commissioner of the work to be done and performed pursuant to the terms of the permit. Upon the failure or default by the Permittee of any terms, covenants, and conditions on his part to be done and performed said deposit may be used by the County of Putnam for any expense incurred by the County of Putnam by reason of such failure or default on the part of the Permittee. The Permittee agrees that such expenses as certified by the Commissioner shall be binding upon said Permittee.
- (17) The Commissioner by issuing this permit assumes no liability on his part or on the part of the County of Putnam and the Permittee shall be solely liable for all acts done or to be done pursuant to same.
- (18) In addition to the above conditions, the Permittee shall conform to the following special requirements for the work permitted.

(OVER)

SPECIAL CONDITIONS

DATED _____ 20 _____

DATED _____ 20 _____

**APPROVED FOR ISSUANCE PUTNAM COUNTY
DEPARTMENT OF PUBLIC WORKS**

By _____
Supervisor of Planning & Design

By _____
Commissioner of Public Works