

Village of Mamaroneck Department of Public Works
313 Fayette Ave., P. O. Box 369
Mamaroneck, NY 10543

Phone: 914-777-7745
Fax: 914-777-7757

Westchester County, New York
STREET/ SIDEWALK OPENING PERMIT

Date Issued: _____ Permit#: _____

Location: _____

Cross Street: _____ Code 53#: _____

Type of work to be done: Curb Driveway Sewer Sidewalk Other
INSTALLATION OF POLES MUST ALSO BE APPROVED BY THE VILLAGE MANAGER ON REVERSE SIDE

Dimensions of work to be done - Measurement must be exact.

Permission granted to:
Contractor/Private Person _____

Address: _____

City/State/Zip _____

Day Phone: _____ Evening Phone: _____

Cell# _____ Fax# _____

Fee Schedule: updated 6-2-23

Curb Cut Permit	Up to 25 linear feet	\$250.00
Curb Cut Permit	Over 25 linear feet	An additional \$3.00 per ft.
Sidewalk Permit		\$250.00
Street Opening Permit	Up to 25 sq. feet	\$250.00
Street Opening Permit	For ea. additional 50 sq. ft.	\$50.00
Deposit or Bond	Per Permit	\$500.00

FEE: \$ _____ DEPOSIT: _____ DATE REFUNDED: _____

Village of Mamaroneck Department of Public Works
313 Fayette Ave., P. O. Box 369
Mamaroneck, NY 10543

Phone: 914-777-7745
Fax: 914-777-7757

**Westchester County, New York
STREET/ SIDEWALK OPENING PERMIT**

To dig up and open a trench, not exceeding _____ in length at the above location in said Mamaroneck Village, upon the following conditions, viz: The said (who or whomever-contractor) (hereinafter called the Licensee) hereby stipulates and agree in consideration of the granting of this license that all work done and material used will comply with any covering Rules and Ordinances of this Village; that he will not permit or suffer the said trench or opening to remain open longer than is absolutely necessary and required for the proper doing and performance of the work necessary to be done and for which this license is granted; and that he will at all times keep the same properly and sufficiently guarded against danger or accident to any person or persons by reason of the same; that if said opening is determined (by Superintendent of Public Works) to be open longer than necessary, or that unsafe conditions exist, the licensee will, on order of the Superintendent of Public Works, close said opening immediately; **THAT ALL OPENINGS ON ANY STREET, ROADWAY, OR ON VILLAGE PROPERTY WILL BE COVERED WITH STEEL PLATES AND PINNED INTO POSITION WHEN THE WORK BEING DONE NECESSITATES LEAVING SUCH EXCAVATIONS OPEN OVERNIGHT AND ALL OTHERS BARRICADED SUCH THAT NO TRENCH IS LEFT OPEN;** that he will at all times keep the same well and sufficiently lighted at night with at least two flashing lights; that when said work is finished he will at once notify the Superintendent of Public Works, in writing, and will then restore the said **STREETS/SIDEWALKS** to as good conditions as it was before the said work was undertaken, and the said licensee will hold and save the Village of Mamaroneck free, harmless and protected from all damages in connection with the same or by reason thereof. In addition, licensee shall be responsible for damage to any trees, shrubs or other plant life, as well as any environmental damage which may result from licensee's activities on the subject site.

The Village of Mamaroneck makes no representations whatsoever with respect to the location of underground utilities and or accessibility to same.

All insurance required by the Village will be kept in force throughout the duration of the licensee's work; all required insurance documents must be presented upon application for this permit.

**ALL WORK, MATERIALS, AND PROCEDURES
ARE TO COMPLY WITH
New York STATE D.O.T.
MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.**

Licensee

Date

Public Works General Foreman

Date

PERMIT REQUIREMENTS FOR STREET/SIDEWALK/CURB OPENINGS

- 1. Exact location, street address, cross street**
- 2. Who or what company will be doing actual work including day and night time numbers.**
- 3. Call Dig Safely Code 753 at 1-800-962-7962 (flyer attached).**
- 4. Certificate of Insurance naming the Village of Mamaroneck as additional insured.**
- 5. Sketch of what you are going to do showing square footage of cut/excavation.**
- 6. Check for permit fee which is not refundable.**
- 7. Check or bond for \$500.00 deposit.**
- 8. Contractor must call DPW, General Foreman or his designee 24 hours before concrete pour.**
- 9. Sidewalk and curb repair located at a corner or an intersection requires that a handicap ramp be installed. Specifications are included in package.**

Your deposit will be returned upon completion and approval of job.

Important: If State road, you must also call permit Engineer Brad Shilling at New York State Department of Transportation to see if a permit is required from NYSDOT. Their number is 914-592-1589.

If Westchester County road call permit agent Michael R. Dispenza At 914-995-2594.

PROCEDURE FOR OBTAINING STREET/SIDEWALK OPENING PERMIT

In conjunction with the Village of Mamaroneck Code, the following procedure is established with respect to obtaining a Street Opening Permit for the Village of Mamaroneck Department of Public Works.

1. Where sanitary sewer connections are involved, a plumbing permit for the replacement and connection of the sewer line must first be obtained from the Village of Mamaroneck Building/Plumbing Inspector at 169 Mt. Pleasant Avenue 914-777-7731 prior to the issuance of a Street Opening Permit.
2. Where domestic water connections are involved, a permit for the placement and connection of the water line must first be obtained from the Westchester Joint Water Works at 914-698-3500 prior to the issuance of a Street Opening Permit.
3. Where a new or substantially modified building is to be constructed and a new underground utility service is required to the site, the applicant shall submit a copy of the approved site plan showing the location of the proposed service connection to the building.
4. Where a new underground service is being provided to an existing structure, a detailed drawing of the work to be performed shall be provided.
5. The applicant shall obtain the necessary CODE 753 number to verify existing underground utilities prior to the issuance of any Street Opening Permit. Work shall not commence without the existence of underground utilities having been marked out.
6. Upon completion of the Street Opening Permit application, Department of Public Works personnel will make a field inspection of the site. The applicant may provide either a cash bond (bank, certified or company check) or an actual performance bond in the amount of \$500.00.
7. After the above conditions have been met, the General Foreman of Public Works or his designee will issue the Street Opening Permit to the applicant.
- 8. ALL BACK FILL WILL BE K-CRETE, NO SUBSTITUTION.**
9. Permit fee is non-refundable. The bond or check provided for the faithful performance of the work will be released after all work has been completed to the satisfaction of the Village.
10. When the work has been completed, and the following inspection and approval of the agency having control over the utility line installed, the applicant shall request the General Foreman of Public Works or his designee to inspect the road closing for conformance with Village requirements. Any questions which arise must be resolved prior to the release of the Street Opening Permit. Receipt of the (1) year guarantee on the work performed must also be received prior to the release of the permit.

The minimum specifications for asphalt roadways and patches are as follows:

- a. Saw cutting of excavation perimeter.
- b. ALL BACK FILL TO BE K-CRETE.**
- c. 2" binder course, NYS Item 403.13
- d. 1.5: top course, NYS Item 403.16

The minimum specification for concrete roadways and patches are as follows:

- a. Saw cutting of excavation perimeter.
- b. 4" sub base, NYS Item 304.2
- c. 8" reinforced Concrete (Expansion joints as required).

Where asphalt had existed over concrete, the concrete shall be brought to its original grade prior to the asphalt overlay and the remaining depth shall have asphalt installed to match surrounding conditions.

The above are minimum requirements for restoration. In the case of trenches in asphalt pavement, **there shall be a minimum of one-foot cutback on either side of the trench and all joints must be properly sealed.** In case of trenches in concrete pavement or concrete pavements with asphalt overlay, cutbacks may be required to the closest expansion joint depending on pavement condition and area disturbed. In cases of suspect subsurface conditions, on main roadways, the use of **K-Crete** only will be required.

In all cases, temporary patches will be required and be continually observed and maintained by the applicant.

All replacements made to pavements must be guaranteed by the applicant for a period of one year from the date of the permanent pavement replacement. A letter shall be provided to the General Foreman of Public Works prior to release of the Street Opening Permit.

The Village reserves the right to request corings of the patched areas at the applicants expense to verify compliance with the specifications.

No deviation will be allowed from this specification without consent of the General Foreman of Public Works or his designee.

**VILLAGE OF MAMARONECK
DETAILED SPECIFICATIONS
FOR
REMOVAL/REPLACEMENT/INSTALLATION OF NEW SIDEWALK & CURB**

Existing concrete sidewalk slabs that are disturbed shall be removed and replaced with new concrete. Slabs that have been raised and are out of line with adjacent slabs, and are sound, otherwise, may be reset if they can be realigned to the satisfaction of the Village. Otherwise they shall be removed and replaced with new concrete.

The applicant shall, after removing the disturbed sidewalks, make certain that there is a base of porous material such as sand, gravel, or cinders, at least 4" deep, under the sidewalk. If the material in the existing base is not acceptable, it shall be removed to a depth of 4" below the bottom of the slab and replaced with suitable material as described above. The base shall be compacted by tamping and rolling, and shall be screeded to provide for a depth of 4" concrete. Concrete sidewalk shall be 4" in depth and at driveways the concrete slabs shall be 6" in depth, all as shown on attached sketch. All concrete to be minimum 3000 P.S.I. test.

The sidewalk shall be pitched $\frac{1}{4}$ " to the foot toward the curb and shall be screeded to a flat surface, given a steel trowel and broom finish, and scored to match existing sidewalk. Where only a portion of the sidewalk is to be relaid, the concrete shall be pitched to match the full grade of the existing sidewalk. Transverse construction joints to the full depth of the slab shall be placed no greater than 16' apart and the edges of these joints and along the edge of the sidewalk at the forms shall be finished with an edging tool of $\frac{1}{4}$ " radius. Panels shall be uniformly 5' x 5' where feasible except replacement panel sizes shall conform to those existing.

Premolded bituminous joints, 1'2" thick, shall be placed between sidewalks and curb, pavement, buildings, walls, poles etc.

Curing of concrete shall be performed with the use of quilted covers, waterproof paper covers, colorless membrane cure, or as approved by the General Foreman or his designee. The concrete shall be cured for at least four days and shall be barricaded, including safety lights, to protect the sidewalk from traffic during the curing period.

Forms may be removed 24 hours after placing of the concrete. After removal of the forms, backfill shall be placed against the edges of the sidewalk and compacted to the level of adjacent ground and the level of the sidewalk.

No concrete shall be poured when the air temperature is below 32 degrees F. and no concrete shall be poured on frozen ground. Concrete shall be protected against freezing by covering with hay whenever there is a danger of freezing, or when the air temperature is below 40 degrees F.

REMOVAL/REPLACEMENT/INSTALLATION OF NEW SIDEWALK & CURB

CONTINUED

Applicant shall be responsible for the resetting to proper grade of all valve boxes, surveyors, oil fill connections, etc. that are in the sidewalk area where repairs are being made. He shall also be responsible for any damage done to existing sidewalk, curbs, gutters, pavements, pipes, grass and lawn area, etc.

Applicant shall barricade and protect the sidewalk area from traffic during the progress of the work.

Applicant shall clean up and remove all debris, roots, concrete, equipment and materials promptly after the work is completed.

No tree roots shall be cut without the approval of the General Foreman of Public Works or his designee.

Where curbs are being placed/replaced, the contractor shall include the cost to repair all roadway surfaces damaged due to excavation, etc., to the satisfaction of the General Foreman of Public Works or his designee.

Note: Stone curbs are to be reset or replaced if broken, to match surrounding conditions.

Any conditions found not specifically addressed herein shall be repaired or replaced as directed by the General Foreman of Public Works or his designee.

PROCEDURE FOR OBTAINING CURB CUT PERMIT

In conjunction with the Village of Mamaroneck, the following procedure is established with respect to obtaining a Curb Cut Permit from the Village of Mamaroneck.

1. Where a new or substantially modified building is to be constructed and a new access point is required to the site, the applicant shall submit a copy of the approved building plan showing the driveway location, type of curbing to be disturbed (if applicable) and driveway grade. Other considerations such as trench drains across the driveway may be required to eliminate any street water runoff.
2. Where an additional driveway or off-street parking space is to be constructed, a detailed sketch shall be provided. Applicable provisions of Item #1 above shall be provided.
3. Work shall not commence until the locations of underground utilities have been verified.
4. Upon completion of the curb cut application, Public Works Department personnel may make a field inspection of the site. Any questions that arise will be discussed with the applicant.
5. After the inspection has been made and any questions resolved, the General Foreman of Public Works or his designee will issue the curb cut permit.
6. When the work has been completed, the Public Works Department shall be requested by the applicant to make a final inspection of the installation. Any questions which arise must be resolved prior to the release of the curb cut permit.
7. The fees for obtaining a Curb Cut Permit are:

Curb Cut Permit	Up to 25 linear feet	\$250.00
Curb Cut Permit	Over 25 linear feet	An additional \$3.00 per ft.
Sidewalk Permit		\$250.00
Street Opening Permit	Up to 25 sq. feet	\$250.00
Street Opening Permit	For ea. additional 50 sq. ft.	\$50.00
Deposit or Bond	Per Permit	\$500.00

Dig Safely. New York

Dig Safely and Dig Safely New York are used under license from Dig Safe System, Inc.
800-962-7962
www.digsafelynewyork.com

- ☒ Call Before You Dig
- ☒ Wait The Required Time
- ☒ Confirm Utility Response
- ☒ Respect The Marks
- ☒ Dig With Care

*When calling Dig Safely New York
for a utility stake out be prepared
to answer the following questions:*

Company ID _____ Phone () _____

Name _____

☐ Excavator ☐ Homeowner

Address _____

City _____ State _____ Zip _____

Attention: (Contact Name) _____

Phone _____ Fax _____

Working For _____

Start Date ____/____/____ Time ____:____ a.m./p.m.

*Remember, at least (2) full working days notice,
but no more than 10.*

Site Information:

Please identify physical address not mailing address.

State _____ County _____ Place _____

Address _____

Identify two streets that the dig site is between.
_____ and _____

Work Type _____

Type of Equipment _____

Blasting: ☐ Yes ☐ No

Comments _____

**In NYC and Long Island call
1-800-272-4480**

Phoenix 1Q/02

Dig Safely. New York

Dig Safely and Dig Safely New York are used under license from Dig Safe System, Inc.

800-962-7962

www.digsafelynewyork.com



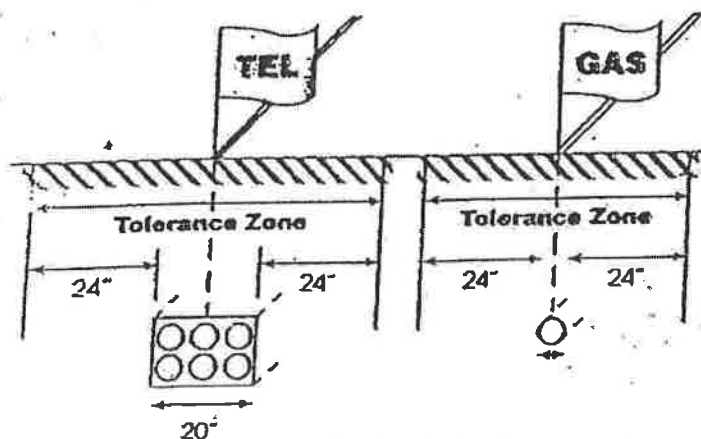
What You Should Know Before Getting In Too Deep



APWA Uniform Color Code
For Marking Underground Utility Lines

White	Proposed Excavation
Pink	Temporary Survey Markings
Red	Electric Power Lines, Cables, Conduit & Lighting Cables
Yellow	Gas, Oil, Steam, Petroleum & Gaseous Material
Orange	Communications, Alarm, Signal Lines, Cables or Conduit
Blue	Potable Water
Purple	Reclaimed Water, Irrigation & Slurry Lines
Green	Sewers & Drain Lines

Measuring The Tolerance Zone



**New York City
& Long Island
One Call Center**
800-272-4480
ocuc.net

Dig Safely New York
800-962-7962
digsafelynewyork.com

Excavator's Manual

A User's Guide To Safe
Excavation Practices
In New York State

Dig Safely!

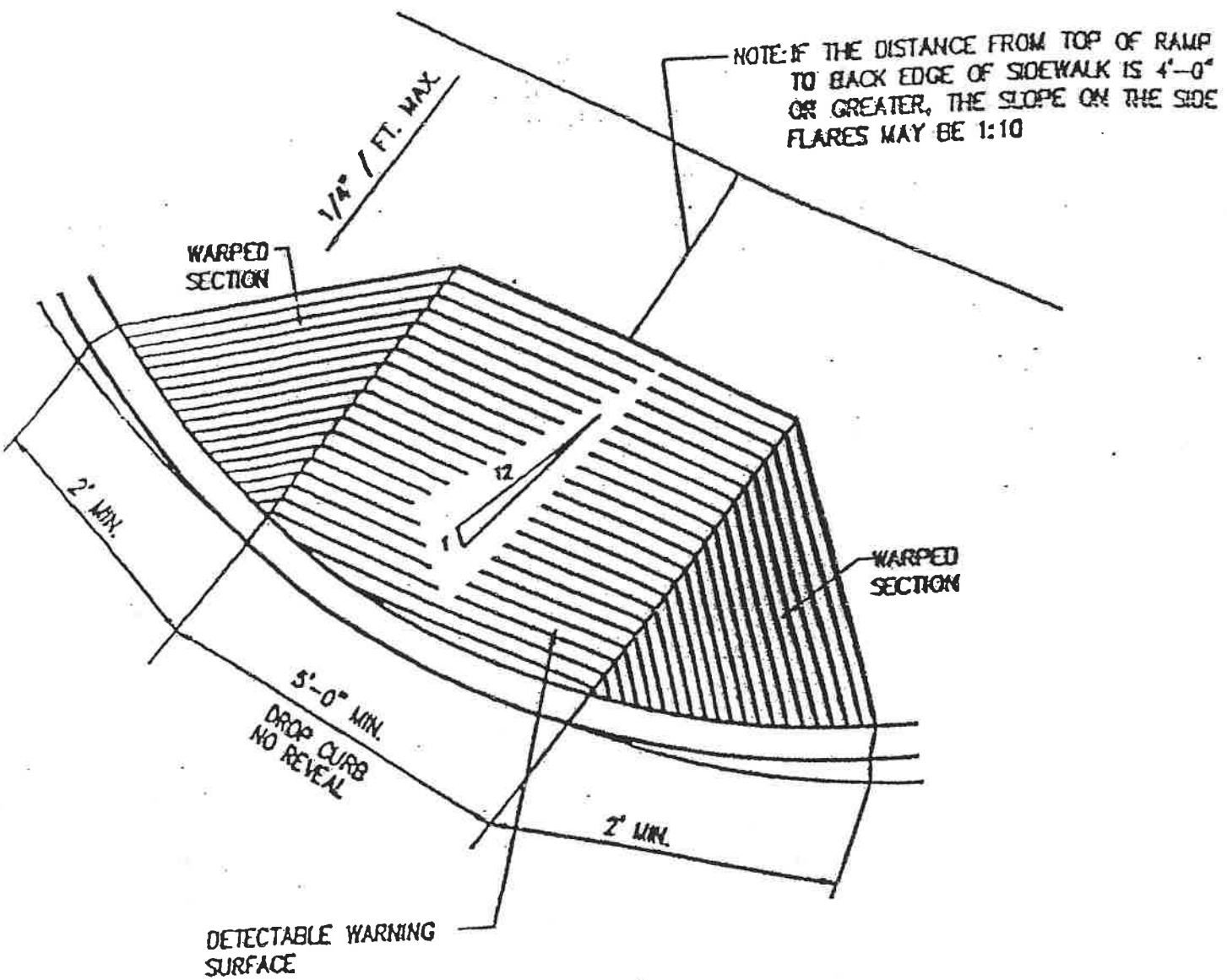
- Call Before You Dig
- Wait The Required Time
- Confirm Utility Response
- Respect The Marks
- Dig With Care

Outside N.Y.C. & L.I.

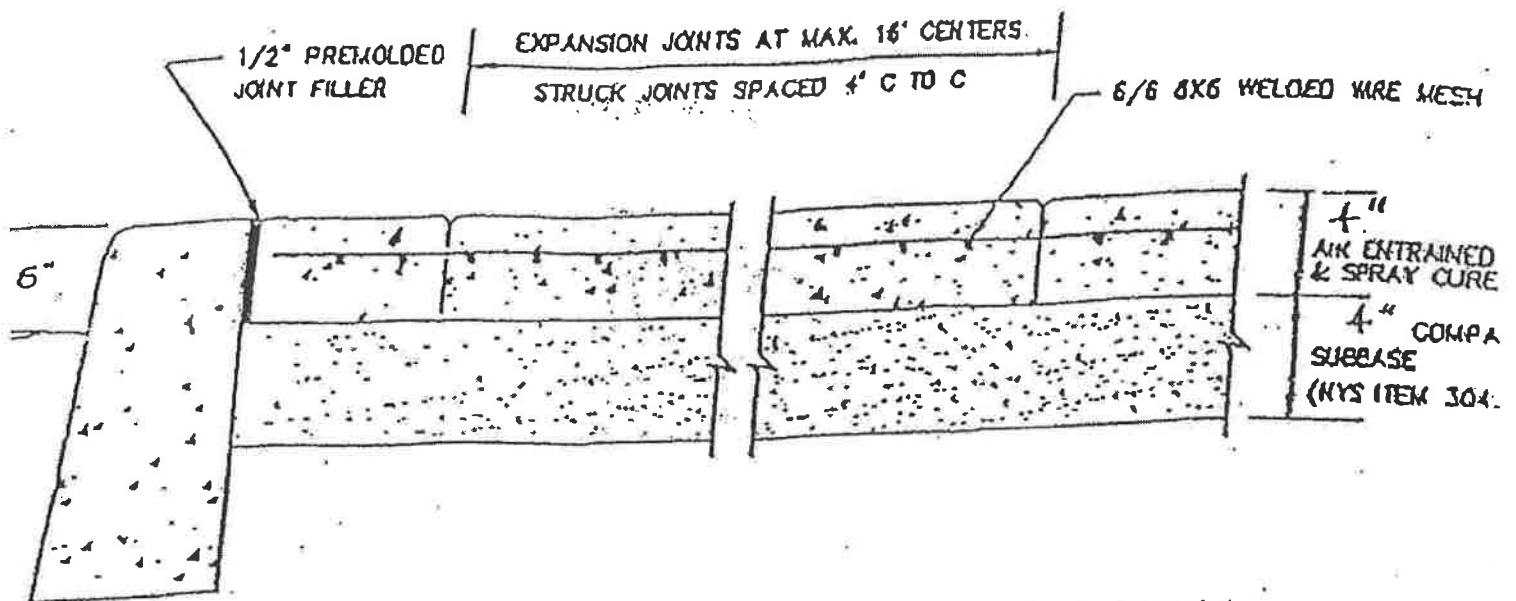
800-962-7962
www.digsafelynewyork.com

In New York City & Long Island

800-272-4480
www.ocuc.net

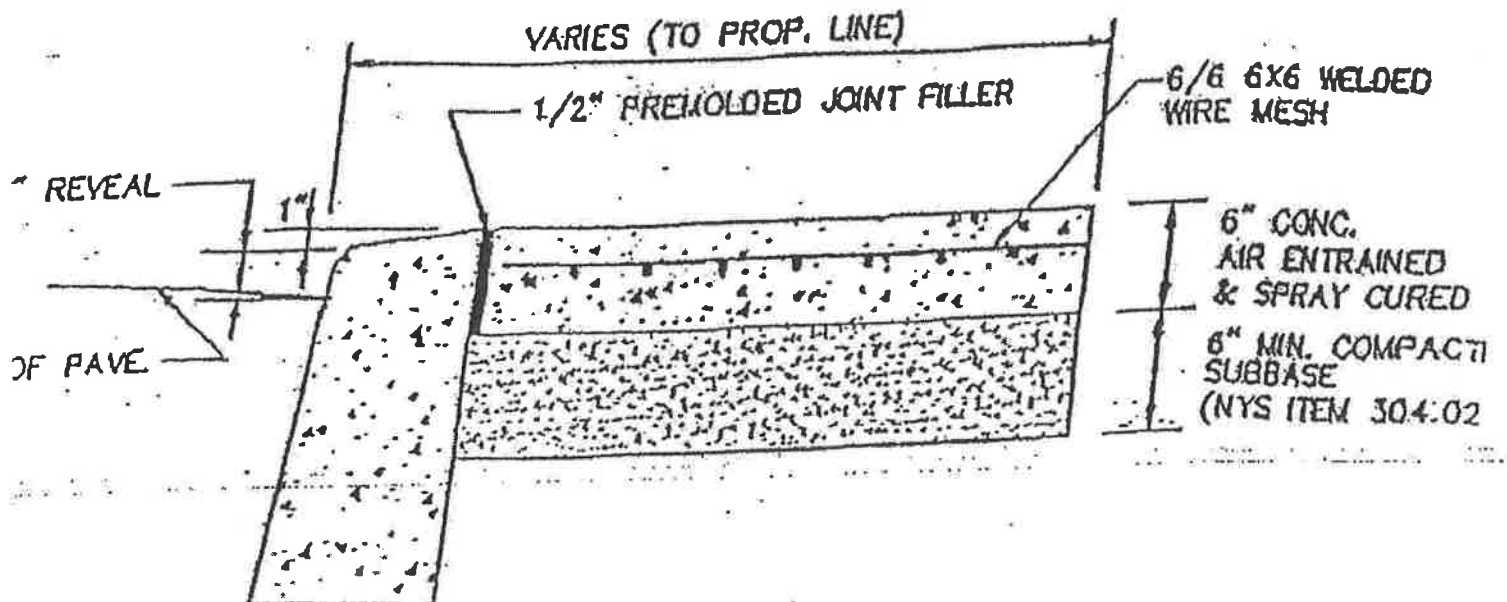


HANDICAP WALK RAMP

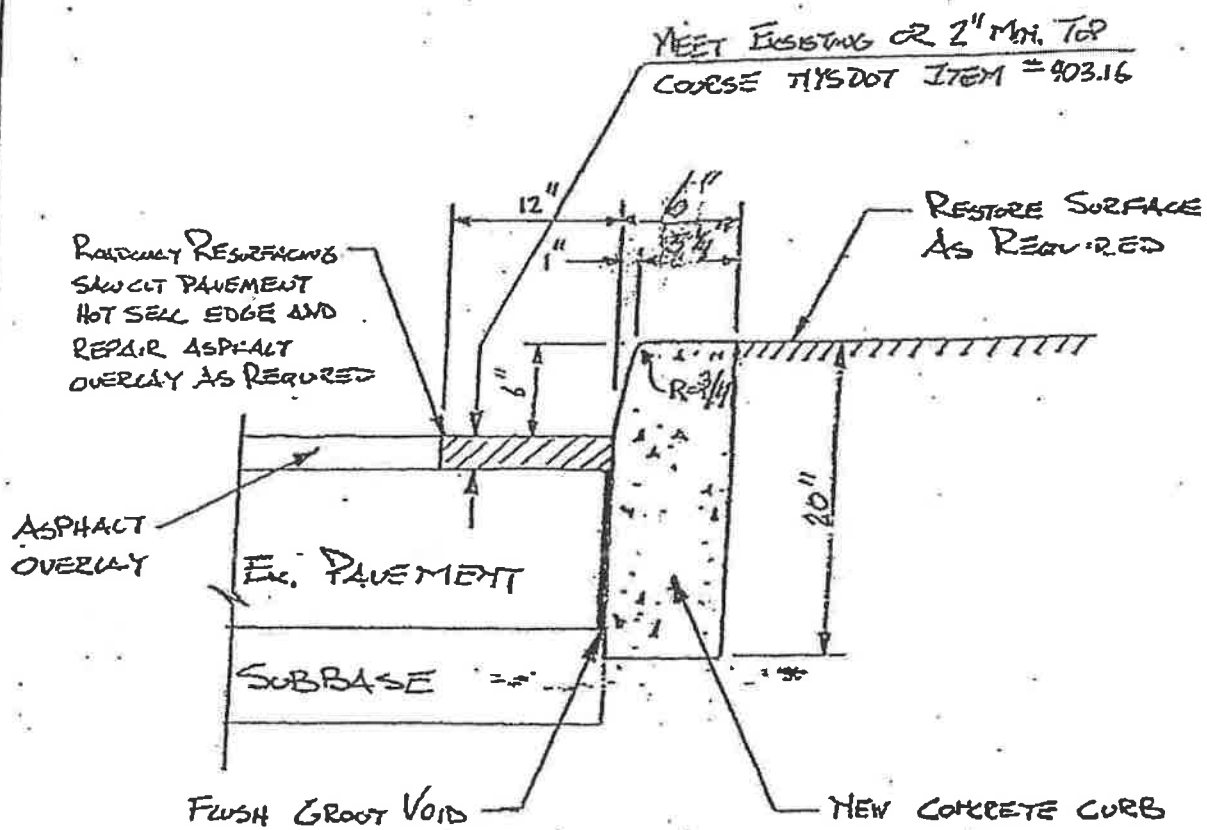


DETAIL - CONCRETE WALK

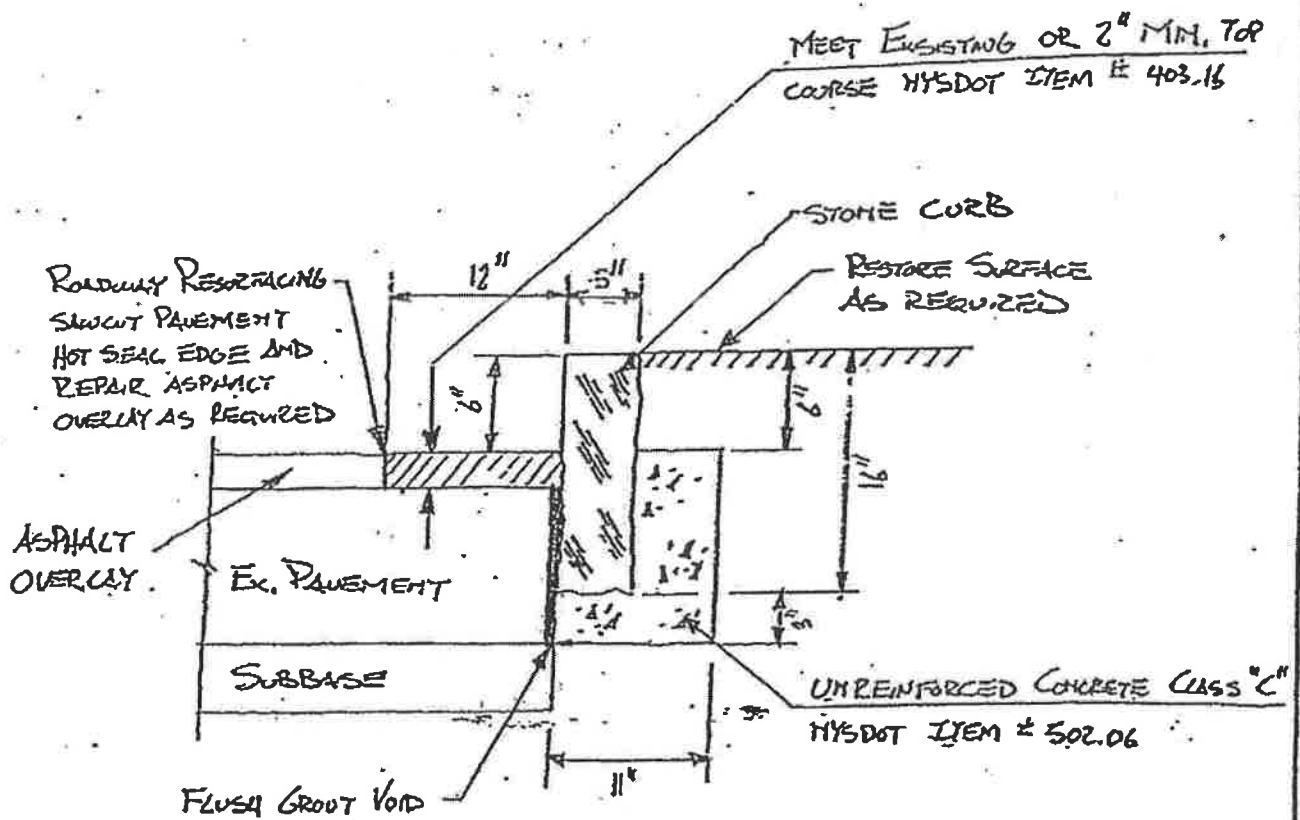
NOTE: PROVIDE 1/2" PREMOLDED JOINT FILLER A.O.B.E.



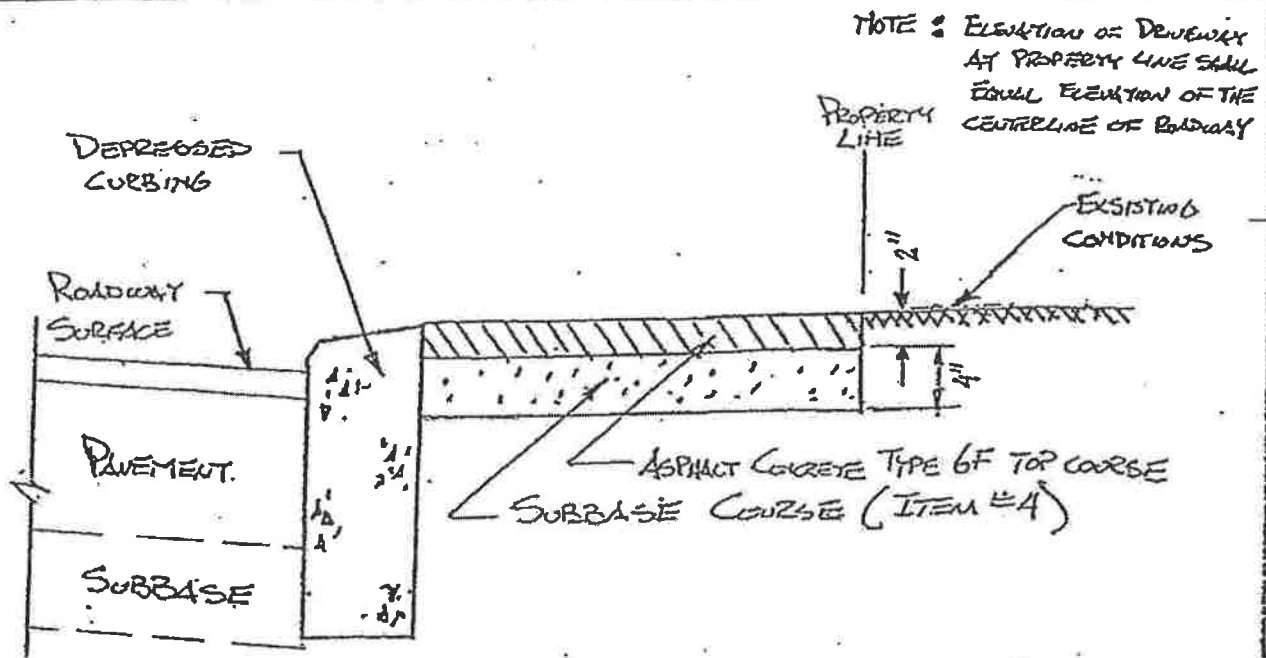
DETAIL - CONCRETE DRIVEWAY APRON



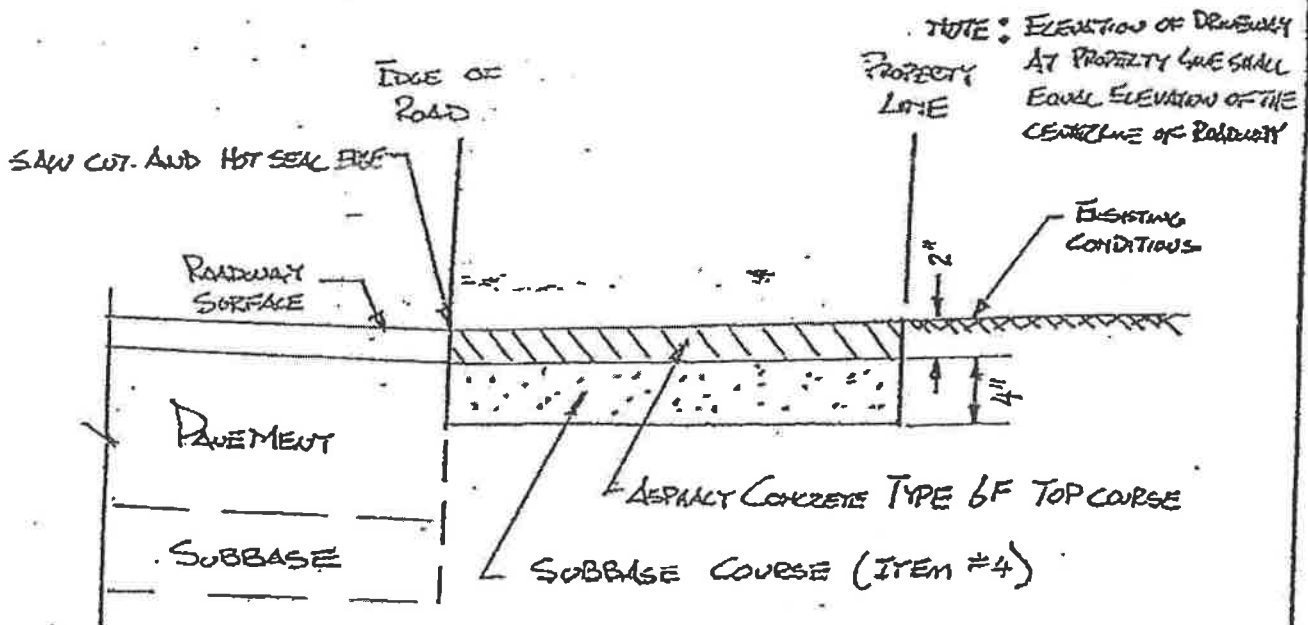
CONCRETE CURB



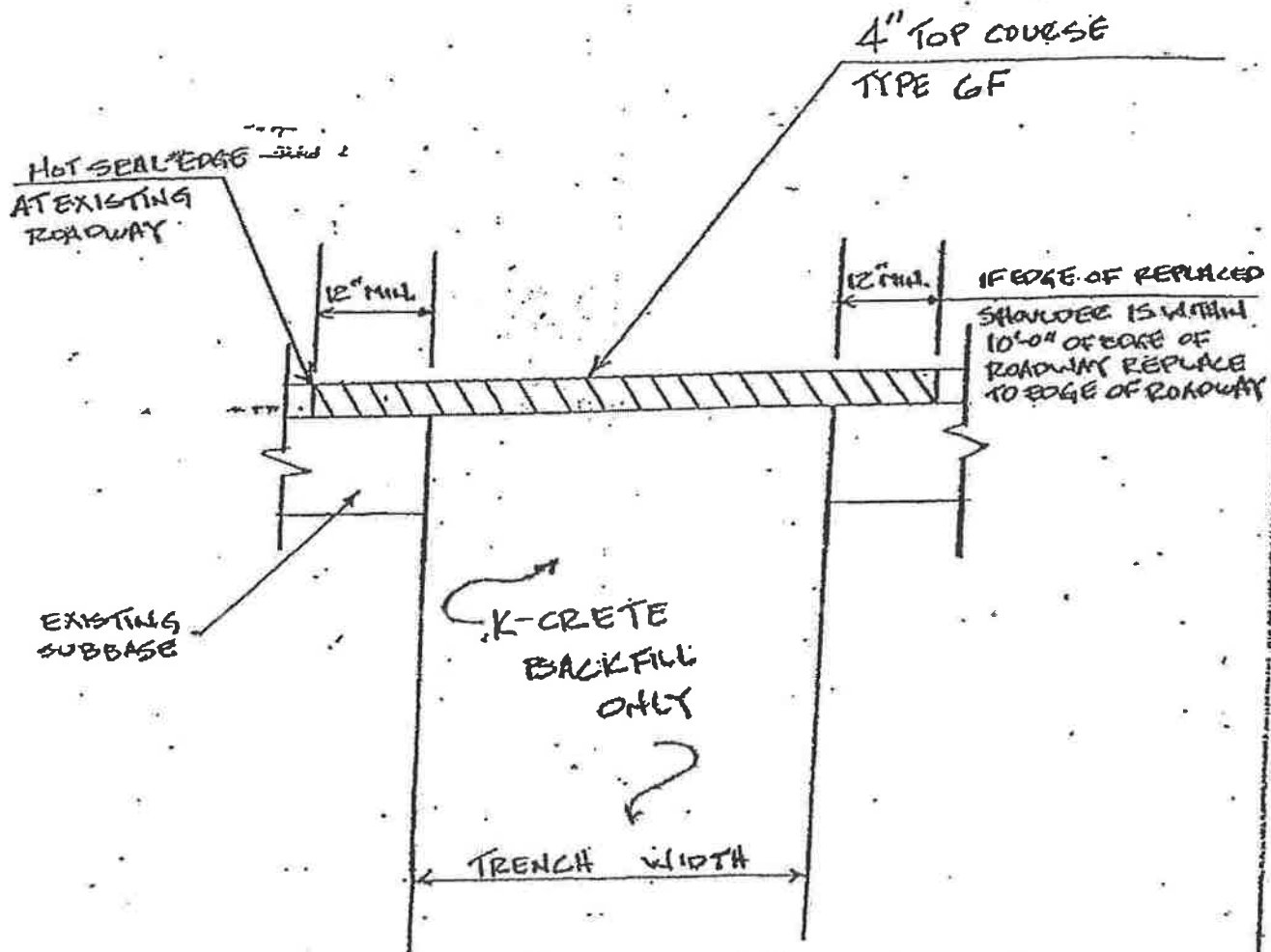
STONE CURB



ASPHALT DRIVEWAY APRON ADJACENT TO CURB



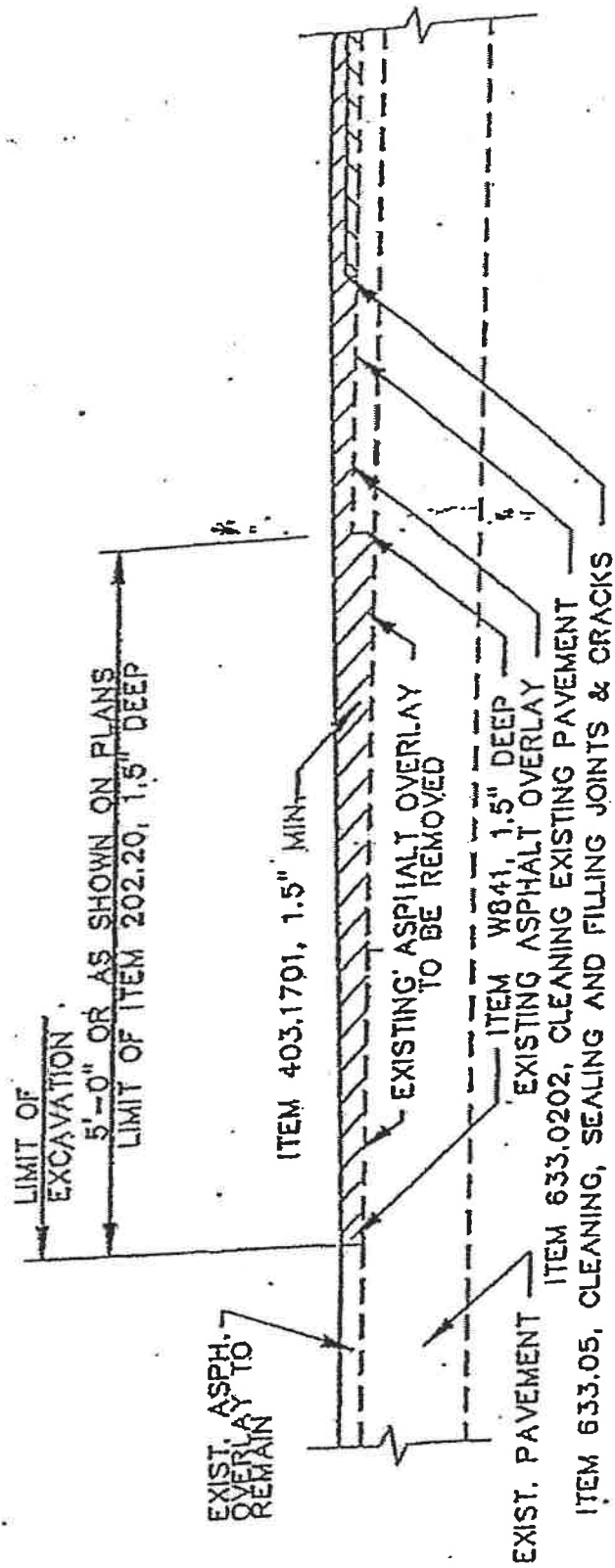
ASPHALT DRIVEWAY APRON ADJACENT TO ROADWAY



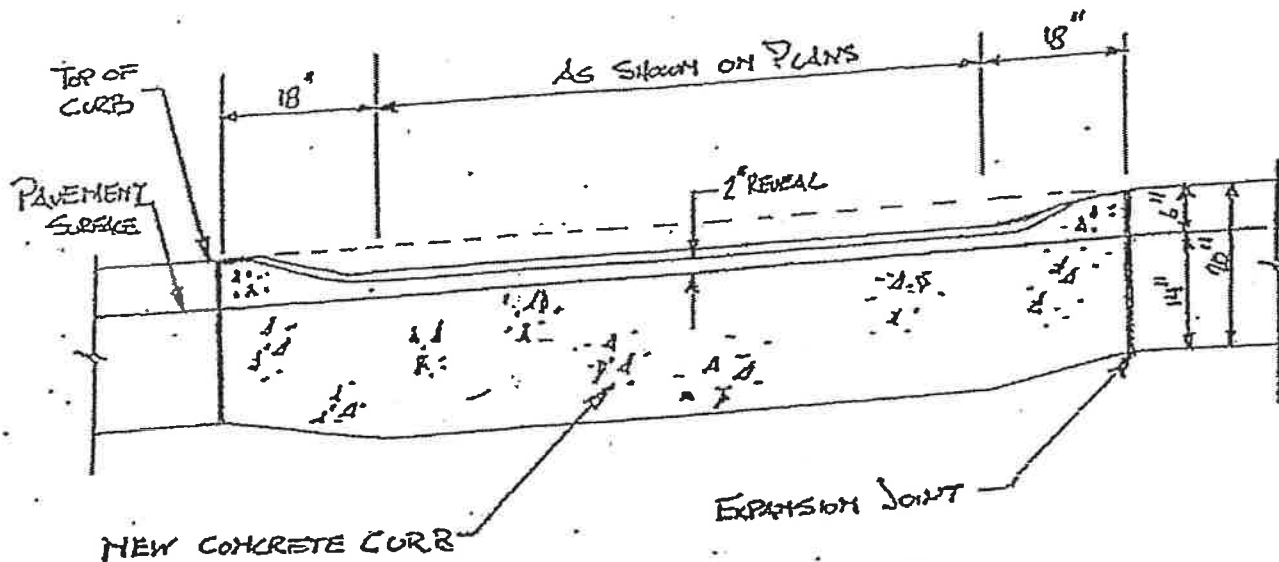
DETAIL OF PERMANENT ASPHALT

SHOULDER REPLACEMENT

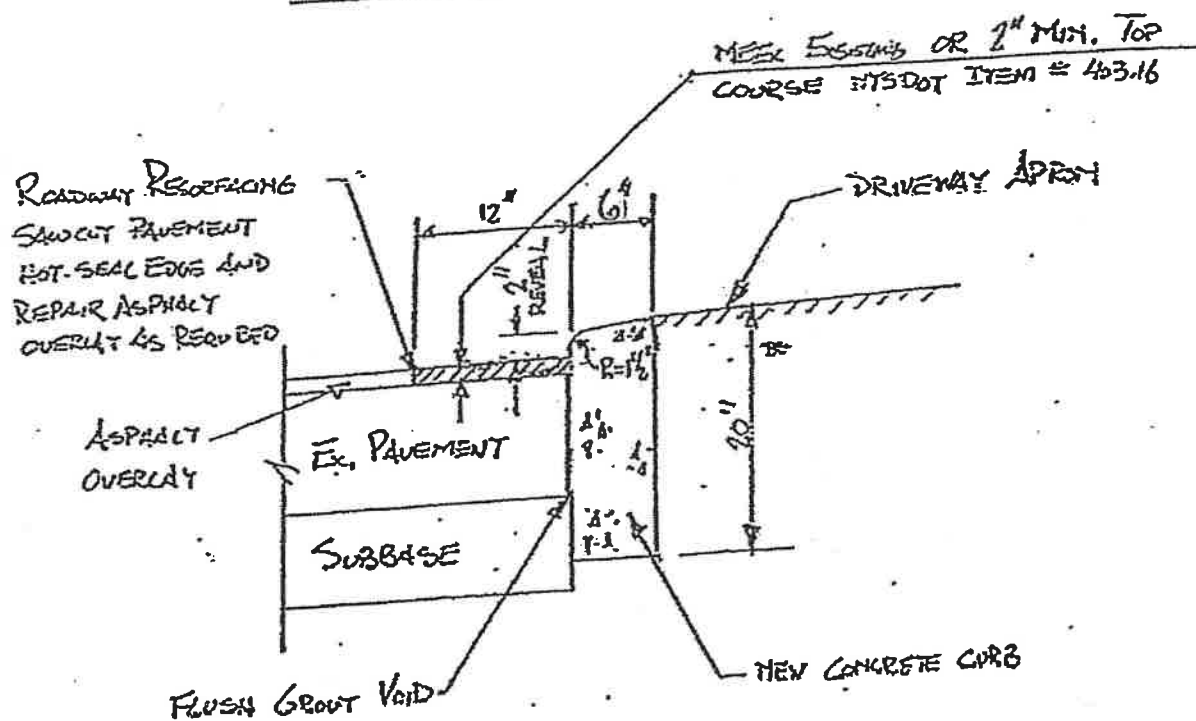
N.T.S.



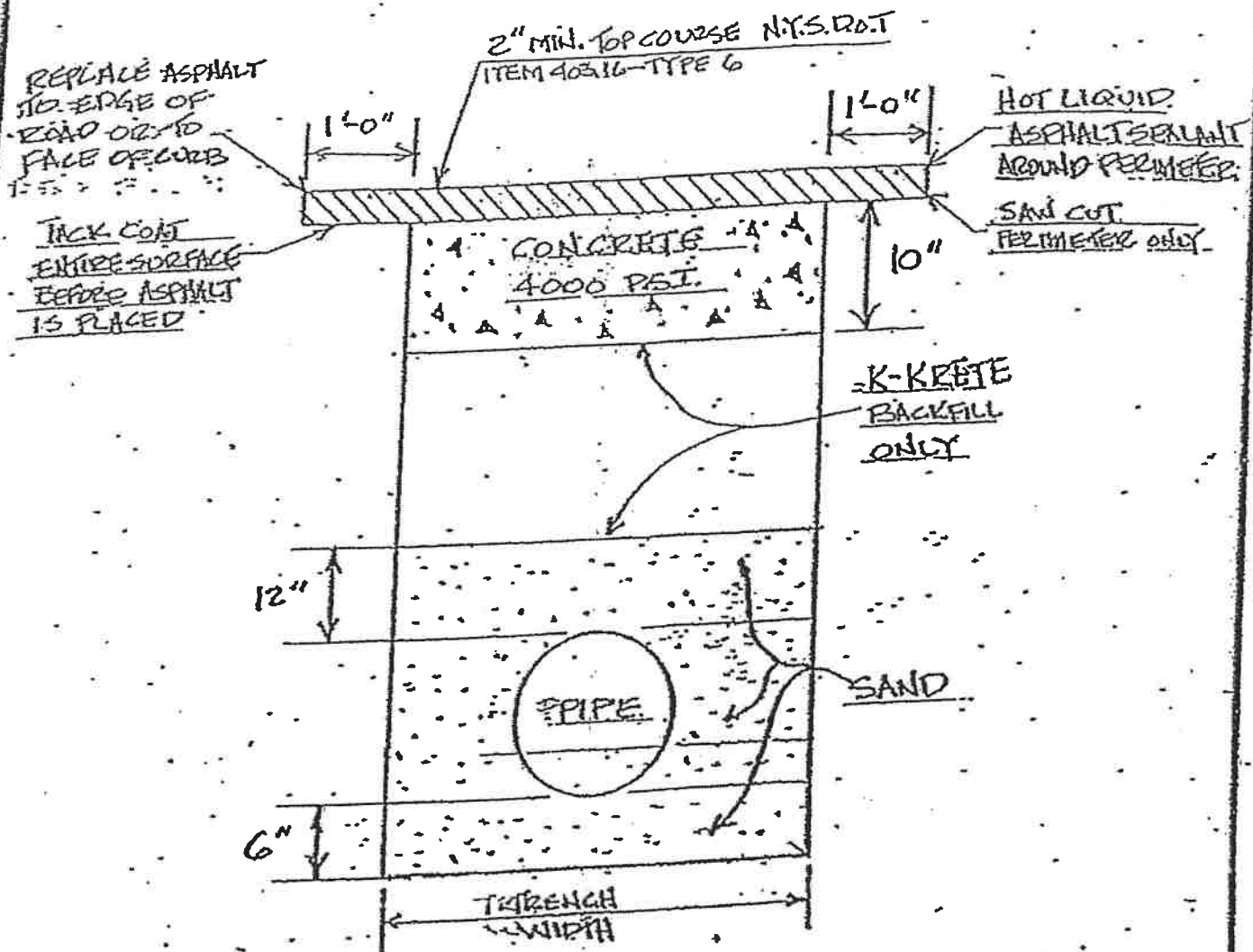
BEGIN AND END RESURFACING
NOT TO SCALE



DEPRESSED CONCRETE CURB ELEVATION



DEPRESSED CONCRETE CURB SECTION

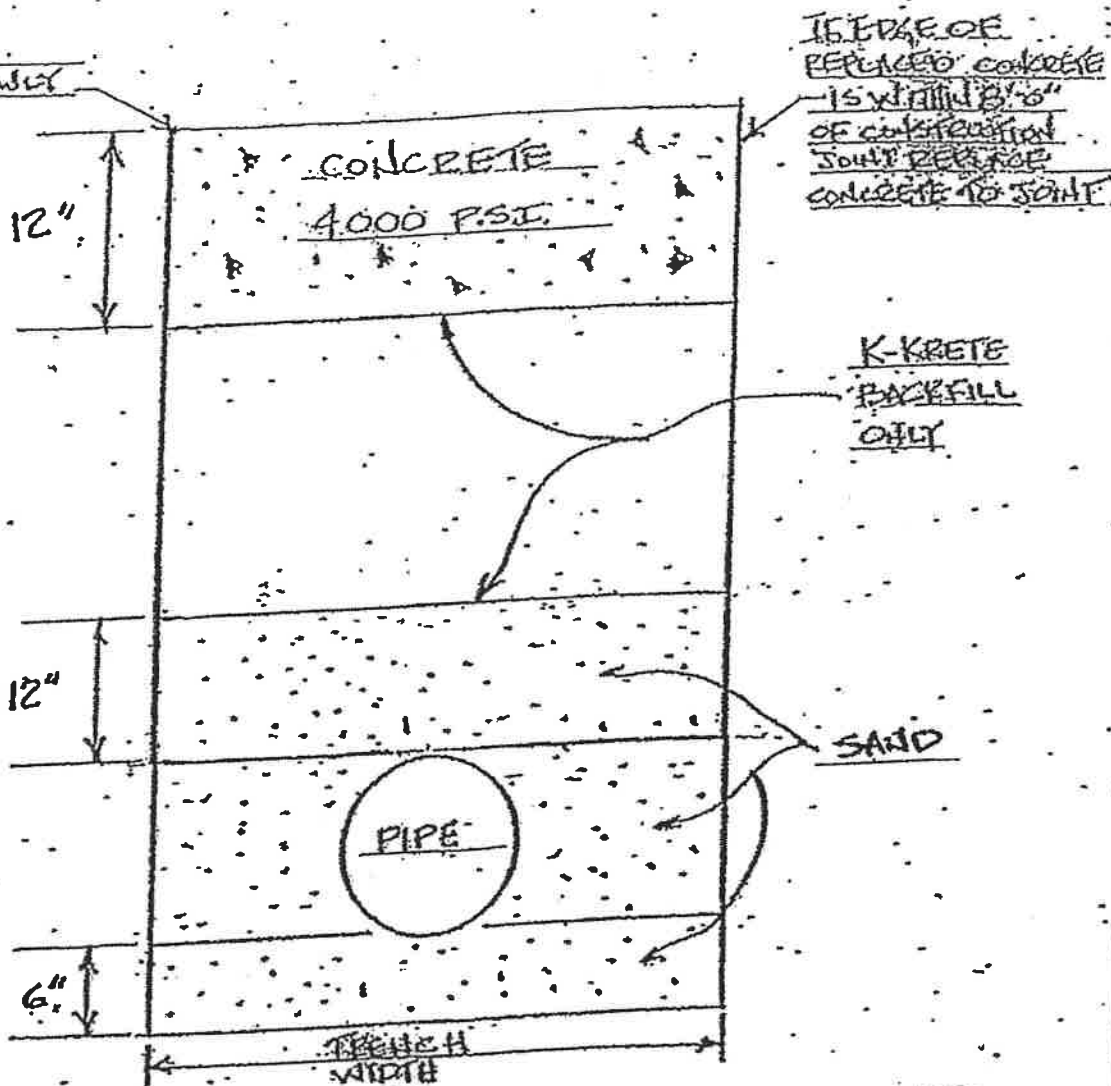


DETAIL OF PERMANENT CONCRETE PAVEMENT REPLACEMENT WITH ASPHALT OVERLAY

NOTES:

1. TEMPORARY PAVEMENT REPLACEMENT WILL BE ALLOWED ONLY WHEN ASPHALT PLANTS ARE NOT IN OPERATION. WHEN TEMP. PAVEMENTS ARE USED, CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE AND UPKEEP OF SAID PATCH UNTIL PERMANENT PATCH IS INSTALLED.
2. UPON THE AVAILABILITY OF ASPHALT, THE CONTRACTOR SHALL EXCAVATE THE K-KRETE BACKFILL TO THE ORDERED DEPTH AND REPLACE WITH 4000 P.S.I. CONCRETE AND THE REQUIRED 2" TH. ASPHALT TO THE LIMITS AND SPECIFICATIONS AS SHOWN IN FIG. (1).
3. STEEL PLATES OF ADEQUATE SIZE SHALL BE PLACED OVER ALL TRENCHES UNTIL THE 4000 P.S.I. CONCRETE PLUG IS DEEMED PASSABLE.
4. STEEL PLATES SHALL BE PINNED AS REQUIRED TO PREVENT MOVEMENT DURING WINTER. ALL STEEL PLATES SHALL BE RECESSED.

SAWCUT PERIMETER ONLY



DETAIL OF PERMANENT CONCRETE PAVEMENT REPLACEMENT FOR COUNTY ROADS.

NOTES:

- 1 TEMPORARY PAVEMENT REPLACEMENT SHALL BE ALLOWED ONLY WHEN ASPHALT PLANTS ARE NOT IN OPERATION. WHEN TEMP. PAVEMENTS ARE USED, CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE AND UPKEEP OF SAID PATCH UNTIL PERMANENT PATCH IS INSTALLED.
- 2 UPON THE AVAILABILITY OF ASPHALT, THE CONTRACTOR SHALL EXCAVATE THE K-KRETE BACKFILL TO THE ORDERED DEPTH AND REPLACE WITH 4000 P.S.I. CONCRETE AND THE REQUIRED 2" TH. ASPHALT TO THE LIMITS AND SPECIFICATIONS AS SHOWN IN FIG. (1).
- 3 STEEL PLATES OF ADEQUATE SIZE, SHALL BE PLACED OVER ALL TRENCHES UNTIL THE 4000 P.S.I. CONCRETE PLUG IS DECEDED PASSAGE.
- 4 STEEL PLATES SHALL BE EDGED AS REQUIRED TO PREVENT MOVEMENT DURING WINTER. ALL STEEL PLATES SHALL BE RECESSED.