

**NOTE:**

This form can be filled out on-line and signed electronically. The completed form should be e-mailed to Charlie Johnson at [charlievhf@frontiernet.net](mailto:charlievhf@frontiernet.net).

Alternatively, the form can be printed and mailed to:

Charlie Johnson  
Village of Honeoye Falls  
5 East St.  
Honeoye Falls, NY 14472

If you have any questions, please phone Charlie Johnson at 624-6150.

## PERMIT APPLICATION

Permit No. \_\_\_\_\_

TO WORK WITHIN THE VILLAGE OF HONEOYE FALLS RIGHT OF WAY  
*Application is not valid until signed and approved (see below)*

Fee Paid \$40.00

Certificate of Insurance Received

**Permit Type:**

<input type="checkbox"/> ANNUAL Effective Year: _____	<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL Permit Duration <input type="checkbox"/> 8 mo <input type="checkbox"/> 3 mo <input type="checkbox"/> Other _____
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**Applicant:**

Name of Applicant:	Date:
Address:	Phone No.
	Fax No.
	24 hr Emerg. Phone No.

**Contractor:**

Name:	Phone No.
Address:	
24 hr Emerg. Phone No.	

**Description of Work** (If annual permit, describe general nature of work)


**Location of Work** (Not applicable for annual permit)

House No(s)	Street:	
_____ feet <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W from center of road, and	_____ feet <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W from _____	Street Side: <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W
I hereby agree to the conditions contained in this permit and will perform all work in conformity to the purpose and intent of the Local Highway Law.		
Applicant/Owner Signature: _____		Date: _____

All work shall be done under the supervision and in accordance with directions of the inspector designated by the Superintendent. A charge will be made for this inspection, to be paid when the permit is issued. If in the accounts kept by the Village, costs of supervision are found to be exceedingly high, the village reserves the right to bill the permittee for actual expenses incurred by the supervision and inspection of the permittee's project. Work covered under this permit shall be completed within the time period specified above, said time period beginning upon date of issuance of this permit.

*If work is not completed within the allotted time, the applicant must apply for permit renewal.*

### PERMIT APPROVAL

Permit is granted in accordance with the SPECIAL CONDITIONS (attached). In consideration of granting this permit, the signed applicant above is subject to all methods, conditions and restrictions listed on the back of this form and all special conditions attached to this form

**Department Approvals**

Village Clerk:	Planning:
Highway Superintendent:	Date:

## GENERAL CONDITIONS

All maintenance and protection of traffic shall be in complete accord with the New York State Manual of Uniform Traffic Control Devices

All materials used within the Right of Way (ROW) shall comply with the latest New York State Department of Transportation (NYSDOT) Standard Specifications, including any amendments, and the latest Village of Honeoye Falls (Village) Minimum Design Specifications.

All disturbed areas within the ROW shall be restored to their original condition on a schedule to be approved by the Village Highway Superintendent.

All utilities and facilities in the area of the work are to be located, protected and (if disturbed or damage) repaired by the permit-holder. All land monuments and property marks shall be carefully protected from disturbances of any nature.

Applicant certifies all persons concerned with the actual work under that permit are duly covered by Worker's Compensation Insurance, and the Village shall be held harmless on account thereof.

Equipment with chains, steel tracks, armored tires, lugs, etc shall not be permitted on the pavement area.

It is required that the owner (utility company, developer, homeowner) of the facility to be installed within the Village ROW must sign the permit as the applicant. Except as permitted by the Village Highway Superintendent, contractors will not be allowed to sign the permit as applicant.

Minimum depth of cover of all pipe shall be 48 inches, unless otherwise approved by the Village Highway Superintendent or representative.

Temporary pavement must be immediately placed in all road cuts until weather conditions permit permanent pavement restoration, and the permittee must maintain the road cut (temporary and permanent) until the road is overlaid.

The highway must be kept clean of mud, dirt and other debris at all times.

No asphalt may be placed over sidewalks.

The burden of proof as to the prior condition of the work area is upon the applicant, not the Village. Applicant should take pictures, video or other such measures to document the condition of the area prior to the work. Pictures and video should show house, house numbers, street signs, etc. to prove location of documentation.

The Village Highway Superintendent reserves the right to, at any time, revoke or annul this permit should the applicant fail to comply with the terms and conditions upon which it is granted.

The applicant agrees to hold the Village 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 completion, and to defend, at said applicant's own expense, any and all actions instituted against the Village to recover such damages.

The Village will notify the applicant, within a reasonable time, if changes shall be required in the proposed work covered by this permit, and the applicant shall make such necessary changes at the applicant's own expense within the time specified in the notice. If future Village projects necessitate the use of the ROW occupied by the owner's facility, the facilities must be relocated at the owner's expense.

The permittee must notify the Underground Facilities Protective Organization (UFPO) at 1-800-962-7962 at least 48 hours before the start of any work.

The person in charge of the work covered by this permit shall have the permit and the approved plans and sketches in possession on the job at all times.

The permit shall not be assigned or transferred without the written consent of the Village Highway Superintendent.

When boring under a roadway, the point of driving shall not be less than four (4) feet from the edge of the 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 to the roadway pavement.

Work at all locations shall be approved by an authorized representative of the Village Department of Public Works.

For annual permits – Notification form to work within the Village ROW must be received by FAX or mail at least five (5) business days prior to starting the work. Work must be suspended if so directed by the Village Highway Superintendent or designee