

**HERKIMER COUNTY DEPARTMENT OF HIGHWAYS**

313 THIRD AVENUE, HERKIMER, NY 13350

TELEPHONE: 315-867-1193 Fax: 315-866-6793

SUBMIT TO ALL PERMIT CORRESPONDANCES TO: [highwaypermits@herkimercounty.org](mailto:highwaypermits@herkimercounty.org), mail or fax

PERMIT #: \_\_\_\_\_

DATE: \_\_\_\_\_

**Utility Permit To Work in Highway R.O.W. (Section 136 of the Highway Law)**

APPLICANT NAME: \_\_\_\_\_

APPLICANT CONTACT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT CONTACT PHONE NUMBER: \_\_\_\_\_ OFFICE: \_\_\_\_\_

CELL: \_\_\_\_\_

APPLICANT CONTACT EMAIL: \_\_\_\_\_

COUNTY ROAD NAME & NUMBER: \_\_\_\_\_

(Location where work is to be performed)

TOWN/VILLAGE: \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WORK DURATION (DATE BEGIN-DATE END): \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR PHONE NUMBER: \_\_\_\_\_ OFFICE: \_\_\_\_\_

CELL: \_\_\_\_\_

The applicant has read and agrees to comply with all stated conditions and responsibilities contained within the permit.

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**(TO BE COMPLETED BY COUNTY)**

PERMIT EXPIRES: \_\_\_\_\_ PERMIT DEPOSIT: \_\_\_\_\_ CK #: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ INSPECT DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ APPROVED DATE: \_\_\_\_\_

County Highway Superintendent

## GENERAL CONDITIONS AND RESPONSIBILITIES OF PERMITTEE

1. Applicant/permittee, its employees, agents and contractors, shall forever indemnify, defend, and save harmless the County of Herkimer from and against any and all claims, losses, damages, liabilities, liens, costs, suits, charges, expenses (including but not limited to attorney's fees), and causes of action of any nature whatsoever, directly or indirectly caused by or arising out of or in any way connected with this permit and/or the failure upon the applicant/permittee, its employees, agents or contractors to perform the work within the scope of the permit.
2. In the event that the applicant/permittee, its employees, agents or contractors, place a buried utility line outside of the permissions granted within this permit, then any and all cost to repair a damaged buried utility line shall forever be the responsibility of the applicant/permittee, its employees, agents and contractors even if the line is damaged by the County of Herkimer.
3. The applicant/contractor, its employees, agents or contractors shall not modify, damage or disturb, in any manner, any culvert. In the event the applicant/permittee, its employees, agents or contractors modifies, damages or disturbs a culvert, then the applicant/permittee, its employees, agents or contractors shall be responsible for any and all cost to repair the damaged culvert and shall forever indemnify, defend, and save harmless the County of Herkimer from and against any and all claims, losses, damages, liabilities, liens, costs, suits, charges, expenses (including but not limited to attorney's fees), and causes of action of any nature whatsoever, directly or indirectly caused by or arising out of or in any way connected with the modification, damage or disturbance to any culvert
4. Work under this permit will be started within 30 days from the permit date and shall progress with as little delay as possible. Herkimer County highway Department will be given 48 hours notice before work is to commence.
5. The highway will be kept in a clean condition at all times with no debris or material left on the roadway. All disturbed areas will be neatly restored back to their original condition.
6. Herkimer County Highway Department reserves the right of inspection by its authorized representatives of any work within the right of way. In the event of faulty workmanship, materials or noncompliance with any permit conditions, the Highway Department shall have the right to cancel the permit until those conditions are corrected. All cost, including removal cost by county forces, shall be borne by the applicant on the work to be performed.
7. All permit applications will have drawings showing the location from centerline of any proposed utilities or other work to be performed. Drawings will also show depth of any utilities to be installed below ground or under the roadway.
8. All work locations will be approved by the County Highway Superintendent or their representative.
9. No work shall be done to obstruct or change existing surface drainage patterns or divert creeks, water courses, culverts, etc. onto the right of way.
10. Applicant/Contractor shall conform to all applicable laws, rules, regulations and standards covering the work being done.
11. Materials and methods for restoration will meet the specifications on the enclosed restoration detail sheet. (See page 5)
12. Upon completion of all field work stated within the permit, the applicant will complete, sign and submit the **UTILITY PERMIT NOTICE OF COMPLETION** form of the application. (See page 6)

## PERMIT DEPOSIT & INSURANCE REQUIREMENTS

1. The County Highway Superintendent reserves the right to set permit deposit or fees and to revoke or annul the permit at any time, without a hearing or the necessity of showing cause.
2. If a deposit is determined to be required, a certified check or performance bond for the permit deposit should be made payable to the **Herkimer County Treasurer**.
3. The deposit will be returned to applicant upon satisfactory completion of all field work and the submission of **UTILITY PERMIT NOTICE OF COMPLETION** form attached to the permit. (See page 6)
4. Applicant or contractor shall be responsible for having adequate insurance coverage for his operations, equipment and personnel. Proof of insurance shall be submitted with permit application.

## MAINTENANCE AND PROTECTION OF TRAFFIC

1. The applicant or contractor shall maintain and protect traffic by performing their construction operations as such to provide minimum delay and hazard to the traveling public.
2. Contractor shall provide reflectorized warning signs, barricades, lighting and flags as necessary to protect traffic. All traffic control devices and layout shall conform to 17 NYCRR Part B. The contractor shall also provide flagmen as necessary. All traffic protection shall be provided at the applicant's expense including any safety requirements as ordered by the County Superintendent of Highways.

## INSTALLATION UNDER PAVEMENT AND SHOULDER

All installations shall be placed beneath the pavement and shoulder areas without disturbance to the paved surface whenever practical.

1. Boring, Jacking or Tunneling Method
  - a. The location of all excavations necessary to perform the work will be shown in plan and profile.
  - b. Construction equipment and procedures to be used shall be shown and/or described in the permit application.
  - c. The design and details for the underground installation will be described in detail, i.e., size, length, depth, material, provisions for grouting.
  - d. Utilities across the roadway will generally be enclosed in sleeves or larger pipes.
  - e. All open excavations shall be protected with required controls for safety and maintenance and protection of traffic. Open excavations will be back filled each day.
  - f. All open excavations will be back-filled and resurfaced, if necessary, according to the enclosed specification sheet.
2. Open Excavation Method
  - a. Open excavation across the road surface or shoulder will require special permission from the County Superintendent of Highways.
  - b. All open excavations will conform to the requirements for boring, jacking and tunneling.
  - c. All excavations across, along side the roadway, or in the right of way will be back-filled by the end of each work day, unless permission is received from the County Superintendent to use steel cover plates. No unprotected excavations will be allowed.

### POWER, TELEPHONE AND CABLE POLES

1. All utility poles should be on the backside of any ditch line, to allow for proper drainage, unless other locations are approved by the County Superintendent.
2. Trees within the right of way will only be trimmed with the consent of the property owner. Only necessary trimming will be done.
3. Poles will be of sufficient height to provide proper roadway clearance. They shall be plumb and properly guyed.
4. Plans will show the distance from the road centerline and spacing between poles.
5. Final pole locations will be approved by the County Superintendent of Highways or his representative.

### BURIED UTILITY CABLES


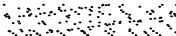
1. All utilities to be buried in the existing right of way will be buried a minimum of **36"** below the existing ground level unless special permission is received from the County Superintendent of Highways.
2. Plans will be submitted showing the location of the buried utility in reference to existing highway centerline, depth of utility will also be shown.
3. All culverts will be circumvented when burying utilities, unless permission is granted to bury over the culvert.
4. All locations for buried utilities will be approved by the County Superintendent of Highways.
5. All disturbed areas will be restored to their original condition.
6. All roadway crossings will be pushed or bored. Roadway crossings will normally be sleeved.

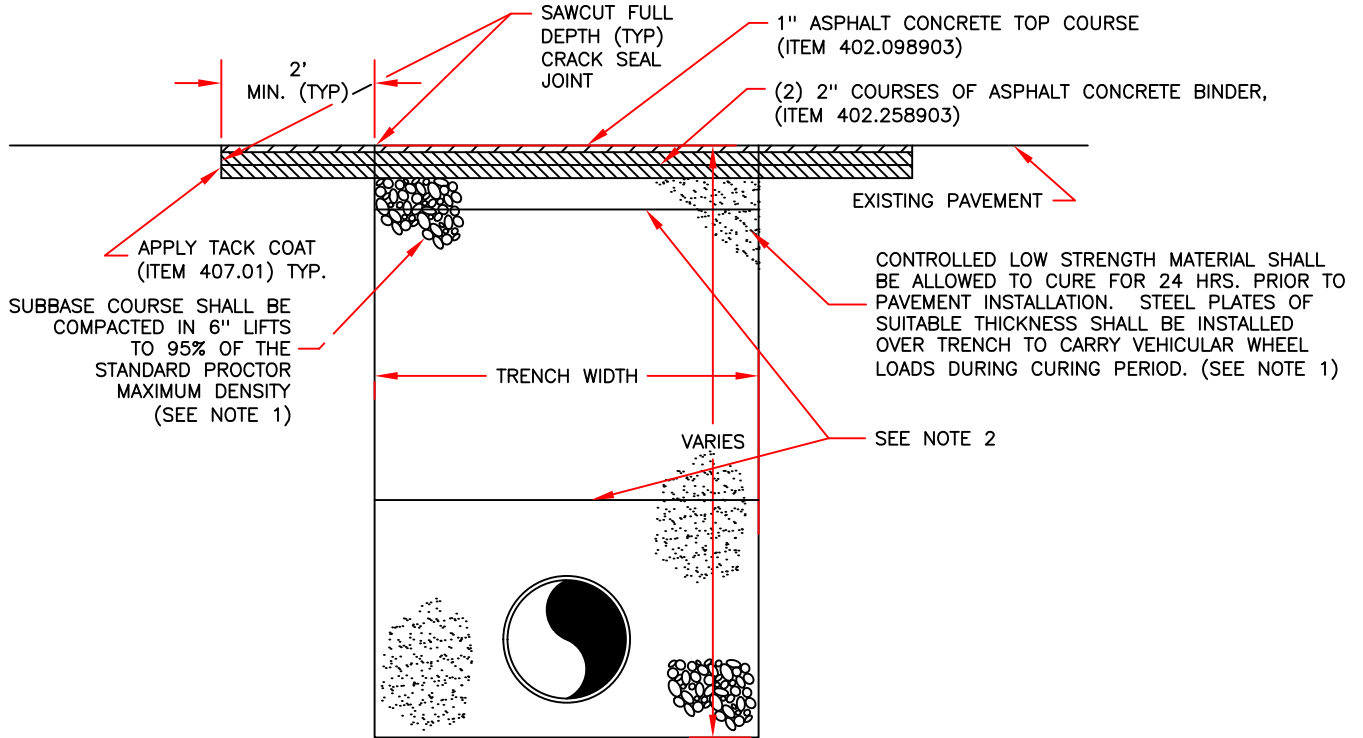
### MOVING OF UTILITIES

1. If it becomes necessary in the future, because of work on the highway, to replace, to relocate or remove any utility, said work will be done at the expense of the applicant or utility.

FED. ROAD REG. NO.	STATE	CONTRACT NO.	SHEET NO.	TOTAL SHEETS
			1	1
LOCATION:				
TOWN:				
COUNTY: HERKIMER				
P.I.N.				
B.I.N.				

## LEGEND

- SUBBASE COURSE (ITEM 304.12) 
- CONTROLLED LOW STRENGTH MATERIAL (ITEM 204.01) 



**NOTES:**

- 1.. BACKFILL TRENCH WITH SUBBASE COURSE TYPE 2 (ITEM 304.12) OR CONTROLLED LOW STRENGTH MATERIAL (ITEM 204.01) AS DETERMINED BY HIGHWAY DEPARTMENT FOR FULL TRENCH WIDTH.
2. TRENCH MAY BE BACKFILLED WITH EXCAVATED MATERIAL IF DETERMINED TO BE ACCEPTABLE BY THE HIGHWAY DEPARTMENT WITHIN THE FOLLOWING LIMITS: 1 FOOT ABOVE CROWN OF PIPE TO 10 INCHES BELOW ROADWAY SURFACE. THE REMAINDER OF THE TRENCH SHALL BE BACKFILLED WITH ITEM 304.12 AND ASPHALT CONCRETE PAVEMENT AS INDICATED ABOVE. BACKFILL MATERIAL SHALL BE COMPACTED IN 6" LIFTS.
3. ALL MATERIALS USED IN CONSTRUCTION SHALL COMPLY WITH THE "NEW YORK STATE STANDARD SPECIFICATIONS (US CUSTOMERY)" AND ALL ADDENDA TO DATE.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF TRAFFIC IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS & HIGHWAYS AND THE NEW YORK STATE SUPPLEMENT TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS (LATEST EDITIONS).
5. REFER TO NYSDOT STANDARD SPECIFICATIONS (LATERST EDDITION) FOR MATERIALS AND SPECIFICATIONS REFERENCED ON DETAIL.

## ASPHALT PAVEMENT RESTORATION DETAIL

NOT TO SCALE

HIGHWAY RESTORATION DETAIL

HERKIMER COUNTY  
HIGHWAY DEPARTMENT

PROJECT NO. -	SCALE: NONE	DATE: NOVEMBER 2017
------------------	----------------	------------------------

**UTILITY PERMIT NOTICE OF COMPLETION**

**This form is to be completed and returned to Herkimer County Highway Department upon completion of work covered in this permit. Failure to notify the department of completion may result in loss of deposit.**

Please return completed form via mail, fax or email to:

**HERKIMER COUNTY DEPARTMENT OF HIGHWAYS**

313 Third Avenue

Herkimer, NY 13350

Fax: (315) 866-6793

Email: [highwaypermits@herkimercounty.org](mailto:highwaypermits@herkimercounty.org)

PERMIT #: \_\_\_\_\_

ISSUE DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT CONTACT PHONE NUMBER: OFFICE: \_\_\_\_\_  
CELL: \_\_\_\_\_

APPLICANT CONTACT EMAIL: \_\_\_\_\_

**CERTIFICATION**

I hereby give notice of completed utility work within the county highway right of way (Section 136 of the Highway Law) as stated in the above referenced permit number.

\_\_\_\_\_  
Applicant Signature Date: \_\_\_\_\_

**(TO BE COMPLETED BY COUNTY)**

RETURN DEPOSIT/PERFORMANCE BOND DATE: \_\_\_\_\_

CHECK/PERFORMANCE BOND NUMBER: \_\_\_\_\_