TOWN OF ISLIP
DEPARTMENT OF PUBLIC WORKS

Angie M. Carpenter, Supervisor Thomas Owens, Commissioner

401 MAIN STREET· ISLIP· NEW YORK· 11751· TEL: (631) 224-5610 · FAX: (631) 224-5243

RIGHT-OF-WAY WORK PERMIT

ROW:_____

Permit:_____
Section:_____
Block: _____
Lot: _____

☐ Check Here if Connecting to Southwest Sewer District Only

☐ Driveway Aprons(s) Materials used _____ width_____#_____
☐ Curb Materials used _____ Total Length_____
☐ Sidewalk Materials used _____ Total Length_____
☐ Drainage # of structures_____
☐ Bell Hole Quantity_____
☐ Other Service____ Trench____ Missile____ Bell Hole____ Other_____

Description/Length_____

Application is hereby made for permission to open the highway in front of the premises of_____ in the Hamlet of _____, Town of Islip, NY. Nearest cross street_____.
The applicant hereby acknowledges that he/she has reviewed the Work Permit Requirements (on the opposite side of this form) and related details, and agrees to properly protect the excavation and place warning lights thereon at night, if required by the Division of Engineering or Department of Public Works (DPW). The opening shall be properly backfilled and tamped to prevent settling. The original surface shall be replaced with the standard section as agreed to by the Town Engineer or DPW, and shall be completed in the condition it was prior to the opening, to the satisfaction of the Commissioner of Department of Public Works and the Town Engineer. *All work shall be in conformance with Town of Islip Construction Standards.*
Applicant/Contractor shall contact the Engineering Inspector at (631) 224-5360 at least 24 hours prior to start of work being done in conjunction with a Building Permit; for all other work please call DPW (631)224-5610.

Name: _____ Telephone: _____

Address: _____ E Mail: _____

_____ Applicant Signature: _____

Below Line - For Office Use Only

☐Approved ☐Disapproved Reason_____ Amount _____

Hold Harmless Required ☐Yes ☐ No

Bond Required ☐Yes ☐No If Yes, amount $ _____ Receipt# _____

Commissioner: _____ Date: _____

Comments:

_____

_____

Date Inspected_____ Inspector Comments:_____

_____

The contractor is cautioned to the possible presence of underground utilities in the project area. Under Rules set forth in 16 NYCRR Part 753 (Code Rule 753), the contractor must obtain a full mark-out of underground utility lines by calling 811 at least 2 business days in advance but no more than 10 business days prior to the start of any work.
**** Permit NOT Valid unless signed by the Commissioner, Department of Public Works**

rev 1/18/18

Right-of-Way Work Permit Requirements

Any construction-related work proposed within any Town of Islip right-of-way in connection with residential or commercial/industrial permits, requires a Right-of-Way Work Permit which shall be submitted to the Department of Public Works. Examples of work which requires a Right-of-Way Work Permit are the installation of curb and/or sidewalk, driveway aprons, curb cuts, utility tie-ins, drainage, asphalt pavement repair, force mains, etc. Please note the following general requirements:

- The Right-of-Way Work Permit shall be submitted with a survey with a detailed sketch of the proposed work;
- Plans are to be approved by the Town Engineer and the Traffic Safety Division as appropriate;
- Plans shall include a Maintenance and Protection of Traffic Plan;
- Plans shall show all paving and restoration specifications, and shall demonstrate the following:
  a. All streets to be impacted must be shown.
  b. Proposed utilities should be shown in accordance with Town of Islip Standard Detail 39.
  c. The saw cut of all trenches. All trenches shall be straight with a 24" minimum trench restoration width for curb and driveway installations, while other trenches are to have a minimum 12" cut back on each side of trench to allow for proper compaction. All trenches parallel to existing curb shall leave a minimum of 36" of asphalt adjacent to curb, otherwise trench limit shall extend to the curb line.
  d. Pavement restoration shall meet the following requirements:
  Residential Street: 6" RCA, 3" NYS Type 3 Binder, 1½" Type 6F top course;
  Industrial Road: 6" RCA, 4" NYS Type 3 Binder, 2" Type 6F top course.
  Tack all vertical edges prior to placement of top coat and A/C all horizontal joints after paving.
  e. Compaction testing may be required at the discretion of the Town Engineer or DPW;
  f. For excavations impacting the travel lane, temporary asphalt shall be placed and maintained during the settlement period of 2 months (i.e. drainage structures);
- No walls of any type shall be allowed within the public right-of-way;
- Proposed driveways must be a minimum of four feet (4') from the adjacent side property line, and shall not exceed 35% of the front yard area;
- Unless the project is covered by a separate performance bond covering right-of-way improvements, a bond shall be provided (to be calculated by the Engineering Division), which will convert to a 1 year maintenance bond following the acceptance of the completion of the work. Final Engineering approval is required prior to the bond converting to a maintenance bond.
- For industrial/commercial applications, and when a contractor is the applicant on residential applications, a $1 million liability insurance policy shall be submitted, with the Town of Islip named as an additional insured. This requirement shall not apply to residential applicants for residential work.

This Permit is issued in accordance with and subject to compliance with all Code of Islip, New York, Excavation on Streets, Chapter 16. Subject to and compliance with all State, County and Town ordinances. All signs, barricades, lights and other traffic control devices shall be installed and maintained by the contractor in accordance with the provisions of the State Manual of Uniform Traffic Control Devices. The contractor shall be responsible for maintaining this road for the duration of this permit to include, but not be limited to snow, sleet and ice removal. Broken curbs will be replaced from joint to joint unless clear (machine) cut at ten feet intervals. If any traffic equipment is encountered, the contractor shall notify the Division of Traffic Safety at (631) 224-5535. Compliance with Industrial Code Rule 53 required. Road not to be completely closed off: at least one lane and one intersection must be kept open for traffic at all times. Streets that are wheel cut or done by some other process in preparation for excavation shall be maintained by the contractor relative to pothole buildup. Construction Details shall be submitted with the proposed plan, and shall meet at a minimum, the standard Town of Islip details and specifications as appropriate, including but not limited to the following items:

Concrete Curb
Belgian Block Curb*
Concrete Sidewalk
Road Pavement
Section/Restoration
Concrete/Asphalt/Belgian
Block/Paver Apron*
Sidewalk Ramp
Curb Return
Overlaid or Podged Curbs*
Drainage related details:
Catch Basin
Curb Frame and Grate
Leaching Pool
Drainage Manhole
Overflow Chamber
Piping/Pipe Trench Detail
Drainage Chambers

ROW Permit Application Fee Structure

Vault/Bell hole	Test Hole/Monitoring	Trench/Missile/Drill
$150-$250 per opening	$200 AGB $250	$200 (1-100 LF) $1.00/FT Thereafter

Base Fee $125

Linear Frontage Improvements (i.e. curb & sidewalk, etc)

$100 (1-100LF)
$1.00/FT Thereafter

Drainage Structure $100 each

Driveway Apron $100 each Residential
$175 each Commercial

** Requires a Hold Harmless Agreement with the Town of Islip Department of Public Works*

Application fee shall be in the form of a check or money order made payable to "Town of Islip"

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