



## Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 201

[www.villageofgreenport.org](http://www.villageofgreenport.org)

### **ROAD OPENING PERMIT APPLICATION**

***- Application for Road Opening Permit (3 pages - signed and notarized)***

*Any contractor, individual, corporation, privately owned utility, municipally owned utility, state agency, county agency or municipal agency is required to obtain a road opening permit from the Village of Greenport to perform any road opening or sidewalk opening work in the Village of Greenport.*

1. A road opening permit shall be obtained from the Building Department, Village Administrator, Village Clerk, or the authorized representative of the Village Administrator not less than 48 hours prior to the commencement of work on the road or sidewalk.
2. **Liability insurance.** Any road opening permit application must be accompanied by proof of workers' compensation insurance and general liability insurance in the amount of not less than \$1,000,000, which general liability policy shall name the Village of Greenport as an additional insured and which shall provide coverage for any injury or damage to any person, property, and/or vehicle that may result from the road opening.
3. **Bond.** At the time of the issuance of a road opening permit, the applicant shall post a bond or certified check payable to the Village of Greenport with the Village Clerk in the amount of \$1,000 for a sidewalk opening and \$5,000 for a street opening; to insure the restoration of any site to its original or better condition. Where the road opening is measured to be greater than 25 feet, the restoration bond rate shall be \$200 per linear foot.
4. **Restoration.** All roads, curbs, sidewalks, grass mowing strips, grass areas and parks shall be restored to the specifications of the Village Administrator. In the event that the work is not satisfactory to the Village Administrator, the road opener shall forfeit the posted bond or certified check.
5. **Maintenance and protection of traffic.** Any road opener who commences work on Village roads or sidewalks will be responsible for the maintenance and protection of all vehicles and pedestrians with all flagmen, signage, safety devices and warning devices supplied by the road opener. The Village Administrator will be the individual to determine adequate maintenance and protection of traffic.
6. **Open excavation.** No excavation shall be left open overnight.

7. **Completion of work.** All road openings and restoration work shall proceed in a timely fashion. Road surfaces shall be restored within 48 hours of completion of work. All concrete curbs and sidewalks shall be restored within 96 hours of the completion of work. Grass areas shall be restored within one week of completion of work. The Village Administrator will be the individual to determine timely fashion. The Village Administrator may extend the above time limits for a reasonable period due to season of year, weather or other conditions.

8. **Curb cuts and driveway openings.** Any curb cut or driveway opening proposed in the Village of Greenport on to a street owned by the Village of Greenport will be considered a road opening and will be granted only upon the approval of the Greenport Village Planning Board and the Greenport Village Board of Trustees.

**\*Concrete sidewalks.** Any alterations to existing sidewalks will be considered a road opening. All alterations to existing sidewalks shall be done to the specifications of the Village Administrator.

**- Please note: The processing of an application begins following receipt of fees and all applicable forms & documents.**



## **APPLICATION FOR ROAD OPENING PERMIT (1/3)**

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Date of Application \_\_\_\_\_ Permit No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

Approved by \_\_\_\_\_ **Permit Fee: \$50** Bond Amount: \$ \_\_\_\_\_

All information below is to be filled out by the applicant. A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK.

### **APPLICANT INFORMATION:**

\_\_\_\_\_  
First Name Last Name Business Name, if applicable

\_\_\_\_\_  
Mailing Address City, Town or Village State Zip

\_\_\_\_\_  
Contact # Fax # E-Mail Address

### **CONTACT PERSON** (if different from Applicant)

*The person to receive all correspondence.*

\_\_\_\_\_  
First Name Last Name Business Name, if applicable

\_\_\_\_\_  
Mailing Address City, Town or Village State Zip

\_\_\_\_\_  
Contact # Fax # E-Mail Address

## **APPLICATION FOR ROAD OPENING PERMIT** (2/3)

Please describe in detail the project and/or special conditions, in the blank space below.

**The proposed work will include:** *Please Check One*

☐ ROAD WORK   ☐ SIDEWALK WORK   ☐ BOTH

### **Location of Work Site:**

Road to be Opened: \_\_\_\_\_

Cross Street(s): \_\_\_\_\_

In Front of Premises Number: \_\_\_\_\_ Greenport, NY 11944

Date Work is to Commence: \_\_\_\_\_

Date Work is to be Completed: \_\_\_\_\_

# APPLICATION FOR ROAD OPENING PERMIT<sup>(3/3)</sup>

# AFFIDAVIT

Village of Greenport )  
Town of Southold )  
County of Suffolk ) ss  
State of New York )

I swear that to the best of my knowledge and belief that the statements contained in this application, together with the documents submitted, are true and complete statements of proposed work to be done on the described location of work site. I affirm that all provisions of the Code of the Village of Greenport, and all other laws pertaining to the proposed work shall be complied with, whether specified or not. I understand that this permit will be issued and accepted on condition that the provisions of Federal, State and Local rules and regulations, and any additional requirements of this Road Opening Permit Application are complied with. Any violation of all applicable codes, or deviations from the described work above may result in the immediate revocation of this permit & legal action may be taken against me. I understand that if the road and/or sidewalk are not restored to the specifications of the Village Administrator, I will forfeit the posted bond or certified check. I understand I am responsible to apply for any additional permits that may be necessary. No responsibility rests upon the Village of Greenport, Code Enforcement, the Fire Marshal or the Fire Department by reason of this application and permit. Any person committing an offense against any provision of this permit, upon conviction, will be guilty of a violation pursuant to the Penal Law of the State of New York, punishable by a fine not exceeding \$250 for the first offense in a twelve-month period, \$1,000 for the second offense in a twelve-month period, and \$2,500 for the third offense in a twelve-month period. Any person committing an offense against any provision of this Article (Village of Greenport Code Section 115-11 through 115-14) shall be responsible to the Village of Greenport for all costs incurred by the Village for the restoration, correction, remedy or cure of the work done or not done, plus an administrative fee of 25% in addition to the actual costs incurred by the Village to cover engineering, administrative and legal fees. I have read and understand this affidavit. I agree to the conditions described above and acknowledge the potential penalties.

Sworn to be before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_  
Applicant

Notary Public, Suffolk County, New York