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 5-8-17

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FEE: $  
DEPOSIT:  
DATE REFUNDED:
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.

<table>
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<td>Public Works General Foreman</td>
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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 if 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 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 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:

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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 10/02
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

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

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

In New York City & Long Island
800-272-4480
www.ocuc.net
NOTE: IF THE DISTANCE FROM TOP OF RAMP TO BACK EDGE OF SIDEWALK IS 4'-0" OR GREATER, THE SLOPE ON THE SIDE FLARES MAY BE 1:10

HANDICAP WALK RAMP
DETAIL - CONCRETE WALK

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

DETAIL - CONCRETE

DRIVEWAY APRON

6" CONC. AIR ENTRAINED & SPRAY CURED
6" MIN. COMPACT SUBBASE (NYS ITEM 304.02)
CONCRETE CURB

MEET EXISTING OR 2" MIN. TOP COURSE NYSDOT ITEM = 903.16

ROADWAY RESURFACING SAWCUT PAVEMENT HOT SEAL EDGE AND REPAIR ASPHALT OVERLAY AS REQUIRED

RESTORE SURFACE AS REQUIRED

ASPHALT OVERLAY

EX. PAVEMENT

SUBBASE

FLUSH GROUT VOID

NEW CONCRETE CURB
Asphalt Driveway Apron
Adjacent to Curb

Asphalt Driveway Apron
Adjacent to Roadway
DETAIL OF PERMANENT ASPHALT

SHOULDER REPLACEMENT

N.T.S.
LIMIT OF EXCAVATION
5'-0" OR AS ShOWN ON PLANS
LIMIT OF ITEM 202.20, 1.5" DEEP

EXIST. ASPH. OVERLAY TO REMAIN

ITEM 403.1701, 1.5" MIN.

EXISTING ASPHALT OVERLAY TO BE REMOVED
ITEM W841, 1.5" DEEP
EXISTING ASPHALT OVERLAY
ITEM 633.0202, CLEANING EXISTING PAVEMENT
ITEM 633.05, CLEANING, SEALING AND FILLING JOINTS & CRACKS

BEGIN AND END RESURFACING
NOT TO SCALE
DEPRESSED CONCRETE CURB ELEVATION

NEW CONCRETE CURB

As shown on plans

Expansion Joint

1" REVEAL

18"

18"

DEPRESSED CONCRETE CURB SECTION

MEAS ESSO "B" OR 1" MIN. TOP COURSE: MYS DOT ITEM # 453.16

ROADWAY REPAIRS: SAWCUT PAVEMENT, HOT SEAL EDGE AND REPAIR ASPHALT OVERLAY AS REQUIRED

EX. PAVEMENT

SUBBASE

FLUSH GROUT VOID

NEW CONCRETE CURB

DRIVEWAY APRON
1. Temporary pavement replacement will be allowed only when asphalt plants are not in operation. When temporary pavement is 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-Keft backfill to the ordered depth and replace with 4000 PSI concrete and the required thickness of 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 PSI concrete plug is deemed passable.

4. Steel plates shall be placed as required to prevent movement during winter. All steel plates shall be accessed.
DETAIL OF PERMANENT CONCRETE PAVEMENT REPLACEMENT FOR COUNTY ROADS

NOTES:

1. TEMPORARY PAVEMENT REPLACEMENT WILL BE ALLOWED ONLY IF PAVEMENT PLUGS ARE NOT IN OPERATION. WHEN TEMPORARY PAVEMENTS ARE INSTALLED, CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE AND UPHOLDING OF SAND PATCH UNTIL PERMANENT PATCH IS INSTALLED.

2. UPON THE AVAILABILITY OF ASPHALT, THE CONTRACTOR SHALL PERFORM THE "K-KRETE" BACKFILL TO THE ORDERED DEPTH AND REPLACE WITH 4000 PSI CONCRETE AND THE ADJACENT 2" THICK ASPHALT TO THE LIMITS AND SPECIFICATIONS AS SHOWN IN FIG. (I).

3. STEEL PLATES OF APPROPRIATE SIZE SHALL BE PLACED OVER ALL TRENCHES UNTIL THE 4000 PSI CONCRETE PLUG IS INSTALLED.

4. STEEL PLATES SHALL BE REMOVED AS REQUIRED TO PREVENT DAMAGE DURING WINTER. ALL STEEL PLATES SHALL BE REMOVED.