



**Town of Oneonta**  
**PO Box A**  
**3966 State Highway 23**  
**West Oneonta, NY 13861**

### **Highway Permit Requirements**

- 1** Please complete, sign, and return the attached Application and Indemnification Agreement.
- 2** Please remit the \$250 permit fee and \$1,000 deposit with completed permit form.  
Deposit will be retained for one (1) year.  
Deposit will be returned upon inspection and approval by Highway Superintendent.
- 3** **CALL BEFORE YOU DIG - Call UDig NY @ 811**
- 4** All applicable utilities must be notified.
- 5** Protection must be provided for all existing structures at excavation site at Contractor/Excavator expense.
- 6** **All permanent pavement repair shall meet the following specifications:**  
Backfill shall be placed in 12" layers and compacted to 95% of AASHO standards until excavation has been filled to grade of existing pavement. Grade shall be maintained open to traffic for a minimum of seven(7) days after which 8" shall be excavated and 6" of plant mix ashpalt base compacted asphalt to grade of surrounding pavement.  
Permittee is required to guarantee work for a period of one (1) year after acceptance.
- 7** **Insurance Information Requirement:**  
Contractors/Excavators Must Provide compliance with Section 57 of the Workers Compensation Law by producing one of the following:  
C-105.2 / C105.21 / U-26.3 / SI-12 / CE200 Exemption Certificate



## Town of Oneonta

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### Application for Highway Permit

#### Town of Oneonta

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Curb \_\_\_\_\_  
Driveway Approach \_\_\_\_\_  
Street Excavation \_\_\_\_\_  
Sidewalk \_\_\_\_\_

Deposit Paid \_\_\_\_\_  
Restoration Cost \_\_\_\_\_  
Amount Refunded \_\_\_\_\_

#### Contractor

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Field Contact: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Project Location: \_\_\_\_\_

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Work Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Insurance Information Requirement/Attached:

C-105.2       C105.21  
 U-26.3       CE200 Exemption Certificate  
 SI-12

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Contractor Signature

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Highway Superintendent Signature/Approval



**Town of Oneonta**  
**Highway Department**  
**PO Box A, 3966 State Highway 23**  
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**Highway Department**  
**Regulations/Specifications**

**1 Permit Required:**

Unless acting under a contract with the Town, it shall be unlawful for any person other than a duly authorized Town Official or employee in the course of his employment, to make or cause or permit to be made any excavations or opening in or under the surface or pavement of any street, road, sidewalk, or other public place within the Town or construct, reconstruct, repair, alter, or grade any driveway or street on the public streets without first obtaining or having in force a permit so to do. Such permit shall be issued by the Highway Superintendent's Office.

**2 Guarding Excavations and Obstructions:**

Any person making or causing to be made any excavation or opening in any street, road, sidewalk, or other public place or within twenty-five(25) feet of the line of any street shall, between sunset and sunrise on every night that the same remains open or danger exists therefrom, keep such excavation or opening fenced and barricaded with substantial barriers to assure public safety, and adequate warning lights placed so as to properly warn all persons of such excavation or opening and all obstructions. No unauthorized person shall remove or interfere in any way with any such lights, danger signal, or any such barriers. Pavement must be cut or sawed before digging so that there are no jagged edges. If the person who made the excavation fails to provide adequate protection, the Town may perform such services and charge same to such person.

**3 Restrictions on Issuance of Permits:**

No person shall be issued a permit for street openings until he shall have furnished satisfactory proof to the Highway Superintendent that he is qualified to perform the work under the provisions and conditions of the permit and that he has provided a completed Indemnification Agreement to the Town Clerk.

**4 Change in Street Grades:**

No change of grade shall be made on any Town street or road. All pavement must be saw cut.



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**5 Protection of Existing Structures and Notice Required:**

It shall be the duty of any person who is making an opening in the Town streets or roads to first call the Town of Oneonta Highway Department and Call Udig NY @811. It is required by NYS Code Rule 53 that two(2) working days notice be given prior to work date.

**6 Backfilling:**

**A. Use of Gravel:** Gravel shall be used for backfilling and shall consist of natural bank run gravel having durable particles graded from fine to course in a reasonable uniform combination with no boulders or stones larger than two(2) inches in size. It shall be free from slag, cinders, ashes, refuse, or other deleterious or objectionable materials. It shall not contain excessive amounts of loam or clay and shall not be lumpy or frozen. Backfill gravel shall be used in the top eighteen(18) inches of backfill of all ditches in the paved areas of Town streets and roads. The pipe or conduit shall be bedded in sand or gravel to a thickness of not less than six(6) inches and be covered to a thickness of not less than six(6) inches compacted. Run-of-bank sand shall not contain more than ten(10) percent of material finer than #200 sieve.

**B. Placing:** Backfill shall be placed in six(6) inch layers and each layer tamped by mechanical means to insure good compaction. Care shall be taken not to disturb the pipe or conduit located in the ditch. Excavating or backfilling shall not be done in freezing weather except by permission of the Town Highway Superintendent. NO fill shall be made where the material already in the trench is frozen. Complted backfill shall be two(2) inches above the pavement surface.



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**7 Restoration of Pavement:**

All permanent restoration of pavement shall be done by the permittee. The pavement is to be saw cut. The backfill shall be placed in six(6) inch layers and compacted to 95% of AASHO standards until the excavation has been filled to the grade of existing pavement. This grade shall be maintained opened to traffic for a minimum of seven(7) days after which the top six(6) inches shall be excavated and filled with asphalt concrete-type 7 (top course) as defined in the NYS DOT Standard Specifications to the grade of existing pavement. All asphalt is to be compacted.

The permittee shall be required to guarantee this work for a period of one(1) year after acceptance.

**8 Permit Fee and Duration of Permit:**

The fee for the permit for street openings shall be as follows:  
Two checks shall accompany the completed application. One in the amount of \$50 for the permit fee and inspection, and one in the amount of \$350 as a deposit.

The deposit will be kept for a one(1) year period.

If the installation does not meet the standards as outlined above or the contractor neglects to make repairs as required, the Town Highway Superintendent will effect the necessary repairs. Any and all costs incurred for repairs made by the Highway Department will be deducted from the deposit. The balance, if any, will be returned to the applicant. The applicant will be billed for the excess, as the case may be, at the completion of the paving restoration.

**9 Driveways:**

No person shall construct a driveway approach without obtaining a permit from the Highway Superintendent. All inspections shall be done by the Highway Superintendent.

**NO PERMITS WILL BE ISSUED FROM OCTOBER 15 TO APRIL 1 UNLESS A  
SPECIFIC NEED ARISES AND SPECIAL PERMISSION IS GRANTED BY THE  
HIGHWAY SUPERINTENDENT.**