



Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 209

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: _____

