

# Town of Rhinebeck Highway Department

119 Rhinecliff Road, Rhinebeck, NY 12572

845-876-6263

rhinebeckroads@hvc.rr.com

Kathy Kinsella, Superintendent

Bob Wyant, Foreman

## APPLICATION FOR UNDERGROUND INSTALLATIONS

Address where permission to work is requested:

\_\_\_\_\_

Parcel Tax ID: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Phone numbers: (day) \_\_\_\_\_ (alt.) \_\_\_\_\_

Is applicant the owner of the property? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please describe relationship to the property owner: \_\_\_\_\_

Name of property owner, if different from applicant: \_\_\_\_\_

Address of property owner: \_\_\_\_\_

Phone number of property owner: (day) \_\_\_\_\_ (alt.) \_\_\_\_\_

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Purpose of work to be performed: \_\_\_\_\_

\_\_\_\_\_

Description and dimensions of work area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Equipment to be used: \_\_\_\_\_  
\_\_\_\_\_

Please describe all proposed installations: \_\_\_\_\_  
\_\_\_\_\_

Who will be the owner of the proposed installation? \_\_\_\_\_

Who will be responsible for the maintenance of the described installation? \_\_\_\_\_

Does this work require:	Zoning board approval?	_____no	_____yes
	Planning board approval?	_____no	_____yes
	Building dept. approval?	_____no	_____yes
	Town Board approval?	_____no	_____yes
	Dept. of Health approval?	_____no	_____yes
	Other agency approval	_____no	_____yes, name: _____

What is the speed limit of the road on which work is requested? \_\_\_\_\_ m.p.h.

Describe the surface area that will be disturbed and its proposed restoration: \_\_\_\_\_  
\_\_\_\_\_

What is the estimated cost of the proposed work? \_\_\_\_\_

Will other properties be affected by the proposed work? \_\_\_\_no \_\_\_\_yes

If yes, please list the owner and address of each property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date work is proposed to begin: \_\_\_\_\_ Date of anticipated completion: \_\_\_\_\_

**Please attach the following, if applicable, and indicate attachment with a check mark:**

\_\_\_\_\_ If the applicant is not the owner of the property, please attach a letter signed by the owner authorizing the applicant to represent the owner in this application and proposed project. Please note that the property owner is ultimately responsible

\_\_\_\_\_ Plans showing the location of the work, area to be disturbed, existing utilities or infrastructure and proposed utilities or infrastructure (ALWAYS REQUIRED)

\_\_\_\_\_ Letter from utility, contractor, service provider, or private owner authorizing a connection to existing infrastructure

\_\_\_\_\_ If a lane closure is requested please attach the proposed traffic control plan

\_\_\_\_\_ A title search showing ownership of the parcel to be excavated and all parcels adjacent to the proposed excavation

\_\_\_\_\_ Proof of public liability insurance naming the Town as an additional insured (\$1,000,000) and an agreement to hold the Town harmless

\_\_\_\_\_ Declaration of responsibility (section 6, paragraph H of LL#2 of 2011)

\_\_\_\_\_ An easement approved by the Attorney for the Town of Rhinebeck and filed with Dutchess County Clerk, for the installation of any private improvements, temporary or permanent easement, and maintenance agreement in town property or the right-of-way

\_\_\_\_\_ A maintenance agreement

\_\_\_\_\_ Application fee \$ \_\_\_\_\_

\_\_\_\_\_ Escrow Deposit \$ \_\_\_\_\_

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***I acknowledge that I have read and understand Local Law # 2 of 2011 and agree to conduct all work in accordance with that law, and in accordance with all laws, statues and ordinances of the Town of Rhinebeck and any other applicable laws and regulations, and within the rules, regulations and guidelines of the Town of Rhinebeck Highway Department and in accordance with any other conditions that may be imposed by the Highway Superintendent or the Superintendent's representative.***

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***Applicant's Signature*** ***Applicant's Printed Name*** ***Date***

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***Property Owner's Signature (If different from applicant)*** ***Owner's Printed Name*** ***Date***

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**PERMISSION TO WORK**

Permission to work is subject to the following outlined conditions:

Performance Bond Requirements: \_\_\_\_\_

Maintenance Bond Requirements: \_\_\_\_\_

Additional Insurance Requirements: \_\_\_\_\_

It is the responsibility of the applicant or applicant’s representative to call “Dig Safely New York” at 1-800-962-7962 before excavation, demolition, or installation work.

Work must be conducted in a manner that minimizes adverse impact to traffic on the town road. Equipment and materials may not be stored on the town road or in the town’s right-of-way. The town road must be kept free from debris, including tools, equipment, earth, storm water, vehicles, and construction materials at all times. The road must be clean and passable to traffic at all times.

Work must be available for inspection by the Highway Department during normal business hours and at any other time with 24 hours’ notice to the permittee.

The Highway Superintendent reserves the right to restrict hours that work may take place due to traffic, safety, weather or any other condition.

The Highway Superintendent or the Superintendent’s representative reserves the right to halt work, revoke, or cancel a permit at any time. If a permit is revoked, no lawful access to the town road is granted.

Applicant agrees to notify the Highway Superintendent when the work has been completed.

Permission to work may not be transferred.

All work shall commence within 90 days of the permit issuance, or the permit will be considered canceled.

This permit shall expire one year from the date of issuance, noted below.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permission to commence work granted (date): \_\_\_\_\_

Highway Department Official’s Signature: \_\_\_\_\_