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Supervisor

TOWN OF GREECE

DEPARTMENT OF PUBLIC WORKS

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To Whom It May Concern:

All work within the Town right-of-way requires a Highway Permit. A permit must be obtained before any work within the right-of-way takes place. The Town Code provides significant sanctions and/or penalties for non-compliance.

Enclosed are the Highway Permit Application and Permit Fee Worksheet. Please review this letter and retain it for future reference. Your application for a Highway Permit assumes that you have read and understand all of the "General Conditions and Restrictions". Pay particular attention to the section on insurance requirements. These need to be met before your permit can be processed.

"Special Conditions" will be checked during the review process by the Dept. of Public Works, as the need arises. "Special Conditions" may include the Town needing to replace concrete, the road is tentatively scheduled on the Road Program, and/or a new driveway for new construction requiring a reinspection of the proposed driveway prior to paving. You will need to abide by these additional requirements if the permit so indicates.

The general procedures for obtaining a Highway Permit are as follows:

1. All insurance certificates must be submitted prior to processing of the permit application. Insurance requirements under the "General Conditions and Restrictions for a 149 Permit". The certificate holder is to be the Town of Greece DPW, 647 Long Pond Road, Greece, New York 14612.
2. Complete the Fee Worksheet. If this is a new driveway, or if changes are made to the driveway's dimensions, a drawing must be submitted with the permit application. Make sure the drawing includes dimensions. The applicant is the contractor and will need to sign at the bottom of this page.
3. Complete the front of the next page entitled "Permit Under Highway Law Section 149". If you are the property or facility owner, and you are proposing to perform the work yourself, do not be concerned with the reference to a "co-applicant". However, **a contractor proposing to perform work for a property or facility owner would be considered the "co-applicant". Both the owner and the contractor are required to sign at the bottom of this page.**

4. Bring (or mail) the permit application in its entirety, including the fee worksheet and insurance documentation, to the Town of Greece Department of Public Works, 647 Long Pond Road, Greece, New York 14612. Only the permit application is required. **Do NOT include payment with the application, payment will be accepted at the Town of Greece Clerks office AFTER the permit is processed.
5. The assembled package will receive a cursory review for completeness before being assigned to the appropriate personnel for review and comment.
6. In most cases, when the review and comment portion of this process is completed, the “Special Conditions” will be noted as necessary and the accuracy of the fee computation will be checked. In some cases, the permit may be returned to the applicant at this stage if approval is not possible as submitted.
7. When all preliminary requirements are met, special conditions applied as necessary, and the appropriate fee has been determined, the Commissioner of Public Works will sign the form.
8. The Highway Permit, with the Commissioner of Public Works approval noted, will then be sent to the Town Clerk. You will be notified when this occurs so that you may make arrangements to pay the clerk the fee, which will be indicated on the permit.
9. Once the Town Clerk’s office has received payment as indicated, they will stamp the permit and enter the issue date. If paying in person, you will then be provided with a copy of the complete, approved permit, subject to all the “General Conditions and Restrictions”, along with any “Special Conditions” which may have been required. If paying by mail, you will receive a copy of the complete, approved permit by mail.
10. The original permit will be returned to the Department of Public Works, where the requirements that have been noted, along with the work itself, will receive follow-up attention as necessary.
11. If applicable, the owner of the property or facility will also receive a copy of the approved permit along with a Highway Permit Notice to be posted at the location.
12. A copy of the complete permit must be kept on the job at all times. Refer to number 6 of the “General Conditions”.

Please be advised there is a modified permit which will be used to allow work outside of the highway right-of-way, but within areas still controlled by the Town. While this modified permit may not usually pertain to the work you are proposed, it may be required if your work involves Town property, Town easements or Town right-of-way not involving a dedicated roadway.

It is recommended that you make double-sided copies of the permit form and fee worksheet for future use. Please discard any old forms or worksheets as they will no longer be acceptable.

If you have any questions or concerns please call the office at (585)723-2273.

REQUIRED INSURANCE

Work within the Town right-of-way requires current proof of insurance to be filed with the Commissioner of Public Works. This must be done before any work takes place. Proof of insurance includes the following:

- A. General liability insurance for bodily injury and property damage in the amounts of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 annual aggregate, **except** when the work to be performed exceeds the value of \$1,000,000.00. In that case, the amounts of general liability insurance must not be less than \$3,000,000.00 per occurrence and \$5,000,000.00 annual aggregate.
- B. The Town is to be listed as “Additional Insured”, and the additional insured endorsement is to be provided along with the Certificate of Insurance. A Certificate of Insurance alone is not acceptable.
- C. Workmen’s Compensation coverage in the amount of not less than \$100,000.00 per accident or disease, and \$500,000.00 policy limit, submitted on one of the following forms as is appropriate for your situations: CE-200; Revised C-105.2 (9/07); U-26.3; SI-12; or GSI 105.2. Applicant certifies that all persons concerned with the actual work under this permit are duly covered by Workmen’s Compensation Insurance and Disability Benefit Insurance. The Town shall be held harmless on account thereof.
- D. Disability benefits coverage submitted on one of the following forms as is appropriate for your situation: CE-200; DB-120.1; or DB-155.

- PLEASE NOTE:** 1. The CE-200 form is not valid for multiple permits. Applicants using the CE-200 form must submit a new CE-200 form with each and every new permit applied for.
2. The “Acord” forms are not acceptable proof of New York State Worker’s Compensation or Disability benefits coverage.

The Certificate Holder on insurance certificates should be:

Town of Greece DPW
647 Long Pond Road
Greece, NY 14612

Insurance certificates may be faxed to the Greece DPW at (585) 225-4855 and a hard copy must be mailed by your insurance company as well.