

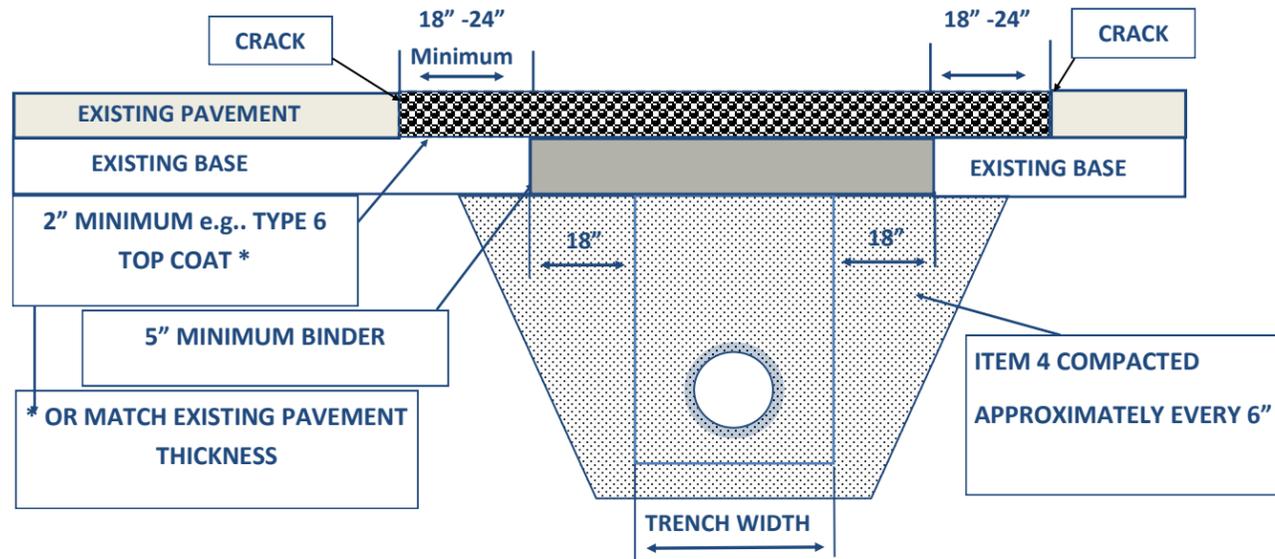
KINGSTON DPW  
EXCAVATION PERMIT



CITY OF KINGSTON  
DEPARTMENT OF PUBLIC WORKS  
STREET/SIDEWALK/EXCAVATION PERMIT

PERMIT #

TYPICAL DETAIL OF 4' DEEP EXCAVATION



CONTACT INFORMATION

- » **Dept. Public Works 25 East O'Reilly St**  
*Joseph A Chenier, Superintendent (845) 331-0682*
- » **Ulster County Emergency Services -**  
**eoc@co.ulster.ny.us** *Steve Peterson, Director*  
(911 notification of closed streets/traffic pattern changes)
- » **Dept. Public Works - Emergency On Call**  
**(845) 338-2114**
- » **Manual on Uniform Traffic Control Devices (MUTCD)**  
<http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/mutcd2009r1r2edition.pdf>
- » **Dig Safely NY: 811 or 1 (800) 962-7962**  
5063 Britton Field Parkway East Syracuse, NY 13057
- » **Fire Department - 19 East O'Reilly St**  
Fire Chief Mark Brown—331-1216
- » **Police Department - 1 Garraghan Drive Kingston**  
*Chief of Police Egidio Tinti (845) 331-1671*
- » **Office of Planning & Tree Commission -**  
**420 Broadway Kingston**  
*Suzanne Cahill, Planner (845) 331-0080 x 3955*

DATE: \_\_\_\_\_ PROJECT START DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PROJECT END DATE: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_ PURPOSE OF PERMIT:

CONTRACTOR

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

24 HR PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Storm Sewer Connection

Sanitary Sewer Connection or Repair

Sidewalk Repair/Replacement

Blocking Sidewalk

Other— provide description below

DESCRIPTION OF WORK:

Plan of property showing length and location of opening and other pertinent information must be attached:

LOCATION OF EXCAVATION/WORK:

STREET: \_\_\_\_\_

CROSS STREET: \_\_\_\_\_

SIZE OF CUT: width \_\_\_ depth \_\_\_ length \_\_\_

CURRENT SURFACE MATERIAL: \_\_\_\_\_

NEW SURFACE MATERIAL: \_\_\_\_\_

EXCAVATION WILL DISTURB: Check All that Apply

Sidewalk  Driveway Apron

Street  Grass Area

Contractor Signature \_\_\_\_\_

**\*Sidewalk Repair/Replace/Block \$ 50.00**    **\*Street Excavation \$250.00**    **\*Emergency Fee \$100.00**

**\*Non Compliance \$250.00**    **\*Sewer Tap \$350.00**

FOR OFFICE USE ONLY:

Completed Application    Type of Permit Issued \_\_\_\_\_

Description of Work/Plan Submitted    Date Permit Issued \_\_\_\_\_

Bond Received    Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_

Liability Insurance Received    Receipt # \_\_\_\_\_

Workman's Compensation Received    Permit Issued By \_\_\_\_\_

Disability Insurance Received    Superintendent/Designee Approval \_\_\_\_\_

Dig Safely \_\_\_\_\_

Fee Paid \_\_\_\_\_

1. **Permit Requirement**—No person, firm or organization, shall excavate in any street highway or sidewalk in the City of Kingston without obtaining a permit from the Department of Public Works. Applicant must apply at least 48 hours prior to commencement of work.
2. **Commencement of Work**—The Superintendent of Public Works reserves the right to deny the commencement of work to be performed on any street that has been resurfaced or reconstructed within 5 years prior to the date of the application. The Superintendent may require full surface restoration as per his specifications.
3. **Trees**—When performing any excavation or repair, no tree in any street or other public place may be removed, cut or trimmed without first obtaining permission from the Office of Planning in conjunction with the Department of Public Works.
4. **Emergency Work**—Emergency work necessary after hours, non-business days, or legal holidays, to correct a situation endangering public safety or interruption of utility service may not begin until DPW has been notified via on call service. Emergency fee may apply as well as possible overtime reimbursement for DPW personnel. Permit must be filed by 10:00am of the next business day.
5. **Dig Safely**—No work may commence in any area until clearance has been provided by the Dig Safely provisions.
6. **Unattended Openings**—All unattended street openings or excavations, including intersections, shall be plated and secured in place, except as otherwise approved by the Superintendent of Public Works.
7. **Detours/Safety Devices**—Barricades, signs, lights and other approved safety devices shall be displayed at excavation/street opening in accordance with the NYS or Federal Manual of Uniform Traffic Control Devices and approved detours shall be established.
8. **Approved Site**—In no case shall permitted site have a greater area of surface removed or perform work in another location other than that specified on the original application without first obtaining permission from the Superintendent of Public Works or his designee.
9. **Excavated Material**— All paving materials must be removed with the least possible loss of ground. The excavated material must be placed where it will cause the least possible inconvenience to the public or impact to utilities. Sheeting, shoring and or bracing shall be used when the excavation or opening is five feet or more in depth. In case of slips or slides of the excavation, the same shall be trimmed to solid earth and the top surface put back to the limit of the same before backfilling may begin.
10. **OSHA**—All excavations must meet OSHA requirements and standards for excavation and trenching safety.
11. **Back Fill**—All openings shall be back filled and temporarily resurfaced on or before the time

fixed in the permit. Such temporary resurfacing shall be maintained by the person to whom the permit is issued until such time as a permanent resurfacing can be completed. Subject to weather and product availability only.

12. **Cut Away Requirements**—All materials used for backfill and street restoration should be consistent with cutaway drawing provided on page 4 of this application. Material shall be in good condition and comparable or better to those which have been removed.
13. **Notification**—Applicants are required to notify the City of Kingston Police and Fire Departments and all emergency services prior to the commencement of work.
14. **Attend to Site**—Applicants shall be responsible for work site up to 18 months from completion of work..
15. **Closing Additional Streets**—The Mayor, Superintendent of Public Works, Chief of Police or other safety officials may recommend the closing of additional streets, avenues or highways for any portion of the permitted work. It will be the responsibility of the applicant to follow all guidelines for traffic control on these additional streets.
16. **Insurance**—Prior to commencement of work, the applicant shall submit to the DPW office, proof of worker compensation and disability insurance, liability insurance and a good and sufficient bond of indemnity with surety in the sum of \$15,000 (fifteen thousand), indemnifying the city against any and all claims, demands, actions or causes of action in any way connected with or growing out of the making of such cut, trench, repair or excavation. Detailed information regarding insurance requirements available upon request.
17. **Winter Excavation**—No excavation other than an emergency on any city street, avenue or highway between November 15th and March 15th will be permitted without explicit approval of the superintendent or his designee.
18. **Inspection**—Must call DPW office for inspection prior to closing excavation site.

#### **PROTECTED STREETS**

1. No permit to open any street, except for emergency work shall be issued to any person within the five year period after the completion of the construction of a capital project relating to such street, requiring resurfacing or reconstruction unless such person demonstrates the need for the work could not have reasonably been anticipated prior to or during such construction.
2. No street opening shall be allowed, except for emergency work without the permission of the Superintendent of Public Works in a street for a period of five years from the completion of the street reconstruction or resurfacing. All provisions for restoration shall apply to these streets.
3. Applicants are responsible for contacting the Office of Public Works to determine whether a street has been or is scheduled to be rebuilt under a street reconstruction or capital project.