

## STREET OPENING PERMIT REQUIREMENTS

### STREET PERMITS WILL NOT BE ISSUED IF THE BELOW ITEMS ARE NOT SUBMITTED WITH YOUR APPLICATION, AND/OR THE APPLICATION IS NOT COMPLETELY FILLED OUT AND SIGNED

1. Certificate of Insurance **MUST** include the following:
  - a. Certificates must be an original
  - b. Certificates must list the Town of Greenburgh as “**ADDITIONAL INSURED**”
  - c. General Liability – (\$2,000,000.00 minimum)
  - d. Workman’s Compensation coverage
  - e. New York State Disability coverage
  - f. Certificate must be signed by the authorized insurance agent (original signature required)
2. A drawing of work to be performed must be submitted at the time permit is being applied for. Drawing must include: address and property description (Volume, Block, and Lot), which may be obtained from the Town Assessor’s office. Drawing must also include; length, width and depth of work being performed.
3. **CODE 53:** Before any excavations can begin in the Town Right-Of-Way, and with this application, you must provide a “Call Before You Dig” case number. Call 1-800-962-7962
4. A field meeting with a DPW representative is required prior to any excavation.
5. Control density fill (K-Crete) is required in all roadway trenches.
6. No excavation may be left opened unless special permission is authorized by the Commissioner of Public Works.
7. Greenburgh Police Traffic Control may be required for road/lane closures. Please contact the Police Department’s Traffic unit at [GPDtraffic@greenburghny.com](mailto:GPDtraffic@greenburghny.com)
8. Any container, pod or dumpster placed in the street is required to be surrounded by cones and/or caution tape.
9. One check in the (minimum) amount of \$50.00 dollars, payable to the Town of Greenburgh to cover the Permit fee.
10. A second check, also payable to the Town of Greenburgh, in the (minimum) amount of \$400.00 dollars to be maintained by the Town as a deposit toward the completion of proper restoration of the work performed. This amount is subject to change as designated by the Town Inspector (based on length, width, and depth of excavation).

**PLEASE NOTE: THIS OFFICE MUST BE NOTIFIED FOR A FINAL INSPECTION OF COMPLETED WORK PRIOR TO THE REFUND OF YOUR DEPOSIT.**

PLEASE CALL THE BUREAU OF ENGINEERING AT (914) 989-1583 OR EMAIL AT [CZUPCAK@GREENBURGHNY.COM](mailto:CZUPCAK@GREENBURGHNY.COM)

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/22/2010

<b>PRODUCER</b>  Insurance Producer's Name and Address	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b>  Insured's Name and Address	INSURER A:	Homeland Ins. Co. of NY
	INSURER B:	General Accident Insurance of America
	INSURER C:	PG Insurance Company
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	List Policy #	09/22/2009	09/22/2010	EACH OCCURRENCE \$ 2,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	List Policy #	09/22/2009	09/22/2010	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	<input type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	List Policy #	09/22/2009	9/22/2010	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000.00 E.L. DISEASE - EA EMPLOYEE \$ 100,000.00 E.L. DISEASE - POLICY LIMIT \$ 500,000.00
	OTHER				

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 THE TOWN OF GREENBURGH AS ADDITIONAL INSURED

<b>CERTIFICATE HOLDER</b>  THE TOWN OF GREENBURGH 177 HILLSIDE AVENUE GREENBURGH, NEW YORK 10607	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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Email Address: \_\_\_\_\_

Permit # -DPW- \_\_\_\_\_

**PERMIT ISSUED UNDER STREET EXCAVATION ORDINANCE  
TOWN OF GREENBURGH  
DEPARTMENT OF PUBLIC WORKS**

Applicant: \_\_\_\_\_ SITE CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

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

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

Owner : \_\_\_\_\_

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

Phone No.: \_\_\_\_\_

Opening – Street Name: \_\_\_\_\_

Purpose of Application : \_\_\_\_\_

Max. Size of Opening : WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_ DEPTH \_\_\_\_\_

TYPE OF PAVEMENT TO BE DISTURBED: \_\_\_\_\_

FEE RECEIVED \$.....CHECK #.....DEPOSIT RECEIVED \* \$.....CHECK #.....ADDITIONAL FEES \$.....CHECK #.....

INSURANCE \_\_\_\_\_ EXPIRATION DATE:: \_\_\_\_\_

START DATE: \_\_\_\_\_ DURATION OF WORK: \_\_\_\_\_

**REQUIREMENTS AND CONDITIONS:**

1. One, (1) sketch must be submitted showing location of work, size of openings and distance to nearest intersection.
2. Code 53: Before any excavations can begin in right-of-way, and with this application you must provide a **“Call Before You Dig” Case Number** \_\_\_\_\_ Call 1-800-962-7962
3. A field meeting with a DPW representative is required prior to any excavation.
4. Control density fill (K-Crete) is required in all roadway trenches.
5. No excavation may be left opened unless special permission is authorized by the Commissioner of Public Works.
6. Greenburgh Police Traffic control may be required for road/lane closures. Please contact the Police Department’s Traffic Unit at [GPDtraffic@greenburghny.com](mailto:GPDtraffic@greenburghny.com)
7. Recess road plates
8. Any container, pod or dumpster placed in the street is required to be surrounded by cones and/or caution tape
9. **UPON COMPLETION , PLEASE CALL THE ENGINEERING DEPARTMENT AT (914) 989-1583 OR EMAIL: [CZUPCAK@GREENBURGHNY.COM](mailto:CZUPCAK@GREENBURGHNY.COM) FOR AN INSPECTION.**

I certify that I have received due notice of the provisions of the Street Ordinance of the Town of Greenburgh adopted August 1, 1961 and amended, and agree to conform to all conditions contained therein as well as to the rules and regulations and specifications of the Department of Public Works.

APPLICANT \_\_\_\_\_

Permit issued by: \_\_\_\_\_ Date: \_\_\_\_\_

In authorizing this permit, nothing herein shall be construed or otherwise interpreted as a determination by the Applicant, The Town of Greenburgh, or any of its employees, officers or officials of the ownership rights of any portion of the street for which application is being made.

\*Deposit Refunds are made out to the party who issued the check only.