



VILLAGE OF SARANAC LAKE
 Community Development Department
 39 Main Street, Suite 9
 Saranac Lake, NY 12983
 Tel: (518) 891-4150
 Fax: (518) 891-1324
www.saranaclakeny.gov

DPW Permit Application
Water Tapping, Sewer Tapping, Street and/or Sidewalk Opening

1. Project Information	
Application Type:	Tax Map #
Project Address:	
Project Description:	
Type of Work (Check all that apply): <input type="checkbox"/> Water Tap ¾" <input type="checkbox"/> Water Tap 1" <input type="checkbox"/> Water Line ¾" <input type="checkbox"/> Water Line 1" <input type="checkbox"/> Water Meter ¾" <input type="checkbox"/> Water Meter 1" <input type="checkbox"/> Sewer Tap <input type="checkbox"/> Asphalt <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curb	

2. Owner Application Information					
Property Owner Name(s):			Applicant Name (if different):		
Address:			Address:		
City:	State:	Zipcode:	City:	State:	Zipcode:
Phone:	Email:		Phone:	Email:	
24-Hour Contact Name:			24-Hour Contact Phone:		

3. Detailed Project Description

Office Use Only				
Application Completeness	✓	Land Use Conformance	Yes	No
Application Form		Permitted use?		
Required Plans & Specifications		Material change of use?		
Liability Insurance Documentation		Meets dimensional requirements?		
Workers' Compensation Documentation		Historic district?		
Application Fee: _____		Floodplain?		
The enclosed application was reviewed and is deemed complete.			Assigned Project #	
_____ Staff Reviewer Signature			_____ Date	



DPW Permit Application

4. Contractor/Design Professional Information

Contractor Name:			Design Professional:		
Address:			Address:		
City:	State:	Zipcode:	City:	State:	Zipcode:
Phone:	Email:		Phone:	Email:	

5. Insurance Information

Liability (Select One): Liability Certificate Homeowner Exemption

Workers' Compensation (Select One): NYS Insurance Fund (Form U-26.3) Private (Form C-105.2)
 Exemption Certificate (Form CE-200) Homeowner Exemption (Form BP-1)

6. Application Submissions

Info submitted with application (Check all that apply):	<input checked="" type="checkbox"/>	Notes/Explanation:
Application Form	<input type="checkbox"/>	
Liability Insurance Documentation	<input type="checkbox"/>	
Workers' Compensation/Disability Documentation	<input type="checkbox"/>	
Sketch/Site Plan	<input type="checkbox"/>	
Plans/Schematics	<input type="checkbox"/>	
Road Closure Submission	<input type="checkbox"/>	

7. Water/Sewer Dig Safe Acknowledgement

All work done under this permit shall be done in accordance with Chapter 66-26 of the Village Code. All precautions necessary for public safety and convenience are to be taken by the applicant and/or his agent. The applicant assumes all responsibility from accidents or damage that accrue by reason of the work done under this permit, and agrees to hold harmless and indemnify the Village of Saranac Lake against any and all claims, suits or liabilities resulting from the permittee's acts by reason of this permit.

After payment is received and this permit is approved by Code Enforcement, the Village DPW will contact you to coordinate/schedule the work, no street and/or sidewalk opening work is to commence prior to verbal approval from the Village of Saranac Lake, DPW Superintendent.

Two working days before you dig, drill or blast the applicant and/or his agent must call Dig Safely New York (800) 962-7962 and the Village of Saranac Lake, DPW Superintendent (518) 891-4160.

Calling the DPW & Dig Safely New York before digging is a critical safety precaution! Every year damages caused by excavation equipment result in thousands of interruptions to vital utility services, such as natural gas, telephone, cable television, water and sewer. These damages often have effects beyond the loss of service. Road closures and evacuations frequently occur, disrupting the residents and businesses in our communities. Sometimes, the consequences are even more severe, including destroyed buildings, serious injuries, or even fatalities.

Check this box to certify that applicant and/or agent has read, understands and agrees to the terms and conditions of the Water/Sewer Acknowledgement.



ROAD CLOSURES

Check which one applies:

Distances may be adjusted based on street length.



ROAD CLOSURE

SUBMIT A SKETCH

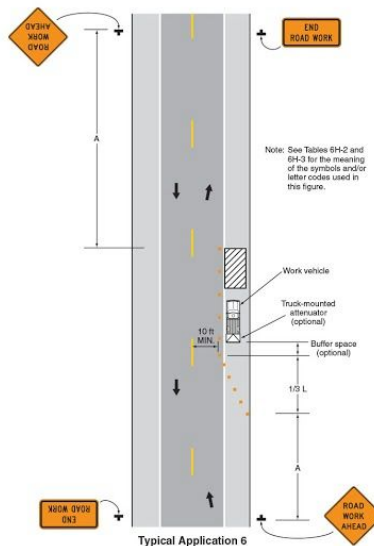
Items to be included:

- Proposed road closure
- Detour route
- Roads to be closed
- Road closed ahead sign locations



SHOULDER WORK

Figure 6H-6. Shoulder Work with Minor Encroachment (TA-6)



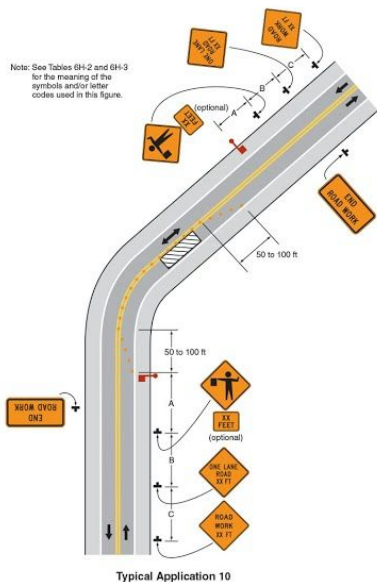
December 2009

Sec. 6H.01



LANE CLOSURE W/ FLAGGERS

Figure 6H-10. Lane Closure on a Two-Lane Road Using Flaggers (TA-10)



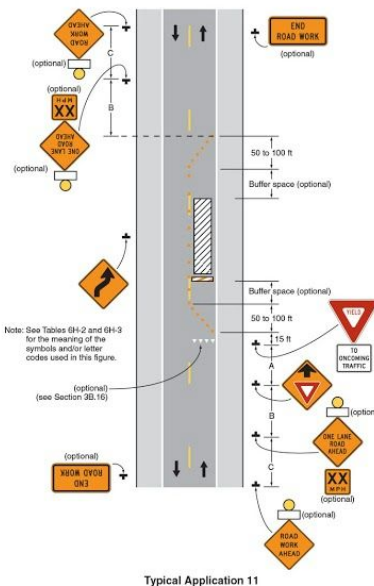
December 2009

Sec. 6H.01



LANE CLOSURE W/ LOW TRAFFIC

Figure 6H-11. Lane Closure on a Two-Lane Road with Low Traffic Volumes (TA-11)



December 2009

Sec. 6H.01



DPW Permit Application

8. Fee Calculation			
Service	Unit Price	Enter Quantity	Applicable Fee
Work completed by the owner/contractor			
Sewer tap	\$250 each		
Work completed by Village DPW			
Water tap 3/4"	\$690 ea.		
Water tap 1"	\$720 ea.		
Water line installation 3/4"	\$77 per lineal foot		
Water line installation 1"	\$83 per l.f.		
Water meter 5/8"	\$584 ea.		
Water meter 1"	\$780 ea.		
Asphalt replacement	\$288 0-60 square feet		
	\$4.80 ea. additional sq. ft.		
Sidewalk replacement	\$440 0-20 sq. ft.		
	\$22 ea. add. sq. ft.		
Curb replacement	\$220 0-5.5 l.f.		
	\$40 ea. add. l.f.		
TOTAL:			

9. Certification		
<p>I certify that I am the owner of the property identified in the application, or duly authorized by the owner of the property, and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge. I acknowledge that nothing contained herein, including any permit issued by the Village of Saranac Lake, shall be construed as an assertion of compliance with any requirements of the provisions of any State or Federal Agency.</p>		
<p>_____</p> <p>Print Property Owner/Authorized Representative Name</p>	<p>_____</p> <p>Property Owner/Authorized Representative Signature</p>	<p>_____</p> <p>Date</p>

Permit Application Instructions

Please take time to fill out the permit application completely. Failure to provide all necessary information will result in a delay in the processing the application. If you have any questions, please contact the Village of Saranac Lake Department of Public Works at (518) 891-4160 or dpw1@saranaclakeny.gov.

1. Project Information

Tax Map ID #: This can be found on the property tax bill or by using the online GIS applications provided by the county real property tax service departments for Franklin (<http://www.spatialwebhost.com/franklinwebmap/Index.html>) or Essex (<http://rpts-web.co.essex.ny.us/rpts/website/EssexCountyGISPublic/>) Counties.

Project Address: The street address as it appears on the tax bill for the property.

Project Description: A one-line description of the proposed project (e.g. residential water tap & water meter installation).

Type of Work: Check all work that will be included in the permit application.

2. Owner Application Information

Property Owner: The name, mailing address and contact information for the current owner of the subject property.

Applicant: The name, mailing address and contact information of the applicant if it is different than the property owner.

24-Hour Contact: The name and phone number for someone who can be contacted in case of an emergency related to the property.

3. Detailed Project Description

A detailed description of the project. Any information that is not or cannot be shown in submitted plans and specifications that helps verify that the proposed project plan will comply with applicable laws and regulations should be included in the project description. Attached additional sheets if necessary.

4. Contractor/Design Professional Information

Contractor Name: The name, mailing address and contact information for the general contractor for the project. This information is required unless the project will be completed by the owner of the property.

Design Professional Name: The name, mailing address and contact information for the design professional for the project, if applicable.

5. Insurance Information

A permit cannot be issued for any work undertaken in the public Right-of-Way or which involves connecting to Village infrastructure unless proof of liability **and** workers' compensation insurance is on file. All insurance documentation can be submitted with the application, faxed to (518) 891-1324 or emailed to ceo@saranaclakeny.gov.

Liability: Select 'Liability Certificate' if the project involves a contractor or select 'Homeowner Exemption' if the homeowner is undertaking the project at his/her own home. The Liability Certificate must have the Village of Saranac Lake, 39 Main Street, Saranac Lake, NY 12983, listed as a certificate holder.

Workers' Compensation: One of the following four types of documentation must be selected. 1. If the contractor is insured by the NYS State Insurance Fund select 'NYS Insurance Fund' and submit Form U-26.3. 2. If the contractor is insured by a private carrier select 'Private' and submit Form C-105.2. Both forms are provided by the contractor's insurance agent. For more information talk to the contractor's insurance carrier or visit

<http://www.wcb.ny.gov/content/onlineforms/obtainC105.jsp>. Please note that the Village does not accept ACCORD forms as documentation for workers' compensation coverage. 3. If the contractor is a sole proprietor with no employees select 'Exemption Certificate' submit a Certificate of Attestation of Exemption, Form CE-200 issued to the contractor by the NYS Workers' Compensation Board. Contractors complete a Form CE-200 for every project. The form can be completed by the contractor and printed immediately using a web-based application available at

http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp or it can be completed and submitted by mail to the Workers' Compensation Board for processing and the certificate will be mailed to the contractor. Because this process can take up to 4 weeks for completion the Village strongly advises contractors to complete the certificate on-line. 4. If the project will be undertaken by the owner of a an owner-occupied 1, 2, 3, or 4 family residential building Select 'Homeowner Exemption' and submit a completed Form BP-1 Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence. The form is available at

<http://www.wcb.ny.gov/content/main/forms/bp-1.pdf>.

6. Application Submissions

Please indicate all documentation that will be submitted with the permit application. Required documentation varies with each project. Failure to submit required documentation will result in a delay in the processing of the application.

Liability Insurance Documentation: See #5 above. The application package must include proper liability insurance documentation unless the applicant is an owner undertaking the project on his/her own home.

Worker's Compensation Insurance Documentation: See #5 above. The application package must include one of the four types of workers' compensation insurance documentation described above.

Sketch/Site Plan: If the project includes the installation or replacement of underground utilities a sketch/site plan must be submitted. The drawing must be to scale and show the proposed improvements in relationship to all property lines and the Village ROW.

Plans/Schematics: Depending on the complexity of the project, detailed plans or schematics may be required to demonstrate all work will meet applicable laws and regulations.

Road Closure Submission: If any work requires a closure of the road shoulder or land submit a road closure sketch that demonstrates conformance to accepted road closure guidelines.

7. Water/Sewer Dig Safe Acknowledgement

Acknowledgement: The acknowledgement must be checked.

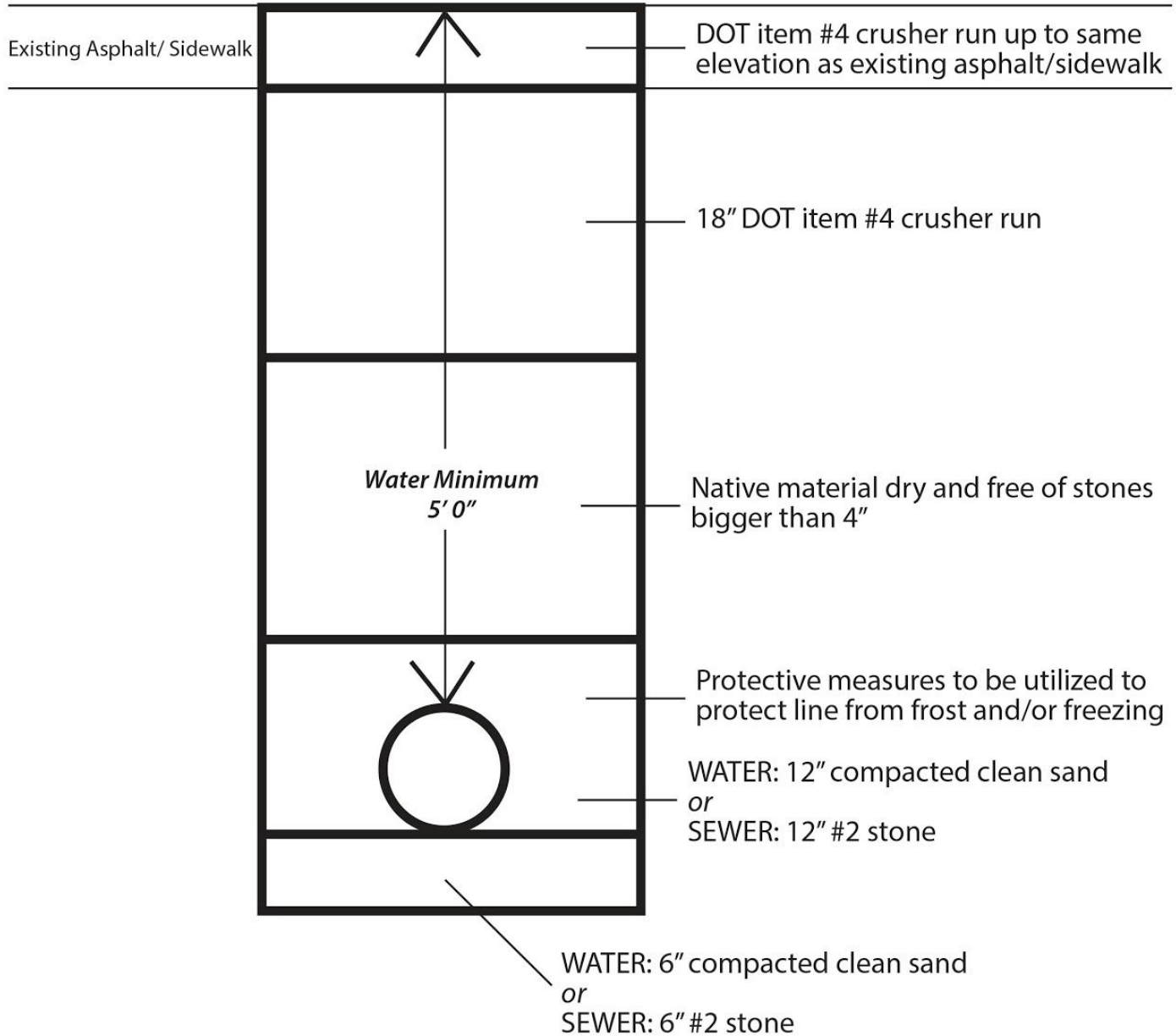
8. Fee Calculation

Enter the quantity, either in number, lineal feet, or square feet for all services that are required. Multiply the unit price by the quantity to get the applicable fee for the service. Add all applicable fees to get the total application fee. For asphalt, sidewalk and curb replacement estimate the total area or lineal feet to be disturbed or contact the Department of Public Works for an estimate. If either estimate exceeds the actual replacement amount the difference may be refunded.

9. Certification

The certification must be signed by the owner of the property or an authorized representative. An unsigned application will not be processed.

WATER/ SEWER PIPE TRENCH DETAIL



Notes:

1. All fill material must be placed in 6" lifts and compacted.
2. Sewer pipe must be heavy wall SDR26 or heavy wall SDR35.

All excavation and backfill work shall be performed by the property owner/ contractor in accordance with the instructions/detail as shown above.