



VILLAGE OF MOUNT MORRIS

117 Main Street • Mount Morris, NY 14510

Department of Public Works

(585) 658-4160 chris.young@mountmorrisny.us

SIDEWALK / DRIVEWAY APRON DEMOLITION / INSTALLATION PERMIT APPLICATION

Instructions: All excavations in the Village right-of-way must comply with Chapter 199 Streets and Sidewalks. Complete the information below and include liability, worker's compensation and disability insurance documentation. A licensed plumber is required for all water supply piping work.

Work described in this application is not to commence before receiving a Permit.
THIS IS NOT A PERMIT

Application Date: _____ Application #: _____
(Village use)

Is this application relevant to an open building permit? Yes No

PROPERTY INFORMATION:

Property location (street address): _____

Tax Map No.: _____

PROPERTY OWNER:

Last Name: _____ First Name: _____

Company: _____

Address: _____

Phone #: _____ Cell #: _____ Email: _____

APPLICANT INFORMATION: Same as Above Other

Last Name: _____ First Name: _____

Company: _____

Address: _____

Phone #: _____ Cell #: _____ Email: _____

CONTRACTOR INFORMATION:

Last Name: _____ First Name: _____

Company: _____

Address: _____

Phone #: _____ Cell #: _____ Email: _____

REQUESTED WORK AND INFORMATION:

Driveway Apron: New Replacement

Sidewalk: New Replacement

Will a curb-cut be required: Yes No

Will you be requesting the Village to remove rubble from the site: Yes No

Are new Lines and grades required: Yes No

Scheduled Start Date: _____ Projected Completion Date: _____

1) **INSURANCE CERTIFICATES:**

Appropriate forms showing compliance with applicable provisions of the New York State Worker’s Compensation and Disability Law must be submitted before an Application can be processed.

- a. Liability insurance, on the Accord format. General Liability Insurance limits shall cover \$1,000,000 per occurrence.
- b. Worker’s Compensation insurance, on the NY State 105.2 form or similar.
- c. Disability insurance presented on the NY State 120.1 form or similar.

Notate location of work on all forms.

All insurance forms must name the Village of Mount Morris as Certificate Holder, see below:
Village of Mount Morris
117 Main Street
Mount Morris, NY 14510

- 2) Where applicable, all documents prepared by a New York State Design Professional must bear a “seal” and original signature. Photocopies WILL NOT be accepted.
- 3) Documentation with general comments or generic details WILL NOT be accepted. EXAMPLE – A drawing with the statement “*Handrails to be installed as per code*” will be rejected – specific details must be submitted.

The permit will be issued subject to the provisions of Section 57 of the Workman's Compensation Law. In issuance of the permit the Village assumes no responsibility regarding the performance or quality of work, except as provided by law.

APPLICATION IS HEREBY MADE: to the Superintendent of Public Works pursuant to the Zoning Ordinances of the Village of Mount Morris as herein described. The applicant agrees to comply with all the applicable laws, ordinances and regulations.

The contractor or owner must make arrangements with the Superintendent of Public Works at least 24 hours in advance when work is ready for the applicable inspections. The contractor must meet this requirement with a verbal request directly with the Superintendent of Public Works - voicemail requests for inspections WILL NOT be accepted as meeting the minimum notice threshold. Failure to obtain an inspection as per the above guidelines may result in the uncovering of work completed.

OFFICE USE ONLY:

NA Yes No (Non-refundable) Fee Paid: \$ _____

NA Yes No Will a curb-cut be required: \$ _____

NA Yes No Are new Lines and grades required: \$ _____

NA Yes No Village Engineer Fee Paid: \$ _____

Installation approved by Superintendent of Public Works _____ Date _____

Installation approved by Building Inspector _____ Date _____

Approved by Village Engineer _____ Date _____

Fee Due: \$ _____ Check: _____ Cash: _____

Receipt #: _____ Permit No: _____

**RESPONSIBLE FOR ANY CONSULTANT FEES
(Village Engineer, Village Attorney, etc.) incurred during the application process.**

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including Legal, Engineering, Code Enforcement Review, other outside Consultants or Village Code updates. Applications submitted to the Mount Morris Joint Planning Board or ZBA may receive chargeback fees for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of Engineering, Legal, and other consultant review and preparation and will incur higher costs.

Applications for new construction may be referred to the Village Engineer for engineering review. The **Property Owner** will also be responsible for legal fees for applications submitted to the Mount Morris Joint Planning Board, Zoning Board of Appeals, or the Village of Mount Morris. A copy of the Villages' annual fee schedule is available upon request from the Code Enforcement Office or the Village Clerk's Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally, projects approved by the Mount Morris Joint Planning Board may be required to pay a parks and recreation fee as established by the Village Board (currently \$ 100 per unit) if required as part of the conditions of approval.

The property owner represents and agrees as a condition to the issuance of any permits that the development will be accomplished in accordance with the Village of Mount Morris Zoning Code and the New York State Uniform Fire Prevention and Building Code for the plans and specifications annexed hereto.

Owner's Signature: _____ **Date:** _____

The undersigned hereby makes this application pursuant to the Code of the Village of Mount Morris and affirms that the information furnished by the undersigned in support of this application is true and correct to the best of my knowledge. All work in connection with the proposed project will comply with all applicable laws and ordinances whether specified herein or not. The granting of a permit for this project does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction, land use or the performance of construction. The undersigned hereby acknowledges that it is his/her responsibility to acquire, read, and understand the requirements relating to this application and project and hereby certify that he/she has done so. **The undersigned further acknowledges that he/she is aware of the inspection requirements relating to any permit and acknowledge that proceeding with or continuing construction without first obtaining the necessary inspections may result in the undersigned having to remove the work that was completed in order to obtain an inspection, solely at his/her liability and expense.**

Property Owner Signature: _____ Date: _____
(I certify that all information is true and correct.)

Print Property Owner Name: _____

Applicant Signature: _____ Date: _____
(I certify that all information is true and correct.)

Print Applicant Name: _____

N.Y. Penal Law 210.45 – Making a Punishable False Written Statement. A person is guilty of making a punishable false written statement when he knowingly makes a false statement, which he does not believe to be true, in a written instrument bearing a legally authorized form notice to the effect that false statements made therein are punishable.

Making a punishable false written statement is a class A misdemeanor. Upon conviction of a Class "A" misdemeanor, a court may sentence an individual to a maximum of one year in jail or three (3) years probation. In addition, a fine of up to \$1,000 or twice the amount of the individual's gain from the crime may be imposed.

Note: Property Owner **must** be the same as that which is listed in the most recent Official Tax Roll of the Village of Mount Morris. If the Property Owner is different from the Tax Roll, documentation certifying this discrepancy must be submitted with this Application.

Please DO NOT send payment with this application. Payment shall not be made until the
(Non-refundable) fee is determined by the Code Enforcement Office.



SIDEWALK / DRIVEWAY APRON PERMIT

This shall constitute a Sidewalk / Driveway Apron Permit when the (Non-refundable) fee has been paid and is endorsed below by the Superintendent of Public Works.

PROPERTY INFORMATION:

Property location (street address): _____

Tax Map No.: _____

Approved by: _____

Title: _____ **Date:** _____

Superintendent of Public Works may add additional requirements as appropriate.

INSTALLATION & INSPECTION:

The contractor or owner must make arrangements with the Superintendent of Public Works at least 24 hours in advance when work is ready for the applicable inspections. The contractor must meet this requirement with a verbal request directly with the Superintendent of Public Works - voicemail requests for inspections WILL NOT be accepted as meeting the minimum notice threshold. Failure to obtain an inspection as per the above guidelines may result in the uncovering of work completed



IMPORTANT NOTICE, IT'S THE LAW!

PROTECTION OF UNDERGROUND FACILITIES 16 NYCRR Part 753

Timing of notice for excavation or demolition, (a)(1) Before commencing or engaging in any non-emergency excavation or demolition, each excavator shall provide notice of the location and date of the planned excavation or demolition to the one-call notification system serving the vicinity in which the excavation or demolition is to take place. (A)(2) Such notice shall be served at least two but not more than ten working days, not including the date of the call, before the commencement date of the excavation or demolition.

**Call Dig Safely New York at
1-800-962-7962**

If Someone is Planning To Dig On Your Property, Or You Are Doing The Excavation . . . Please Do Your Part!

Look For:

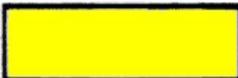
- Pad Mounted Electric Transformers
- Utility Service Wires (Cables attached to the side of the utility pole and entering the ground.)
- Telephone Or Cable Television Pedestals
- Water Valves Or Hydrants
- Regulator Stations, Gas Meters, Valves or Test Stations
- Warning Signs Or Markers
- Manhole Rings and Covers

When you call, please have the following information available:

- Municipality – county, city or township
- Location – street address
- Nearest intersection of streets and roads
- Extent of work ■ Type of work
- Start date and time excavation is scheduled to begin
- Caller's name
- Excavator/contact person and phone number

Even When All Precaution Are Taken, Accidents Can Still Happen. If An Underground Facility Is Hit Or Even Scratched, Please Notify The Facility Operator.

**APWA UNIFORM COLOR CODE
FOR MARKING
UNDERGROUND UTILITY LINES**

	PROPOSED EXCAVATION
	TEMPORARY SURVEY MARKINGS
	ELECTRIC POWER LINES, CABLES, CONDUIT AND LIGHTING CABLES
	GAS, OIL, STEAM, PETROLEUM OR GASEOUS MATERIALS
	COMMUNICATION, ALARM OR SIGNAL LINES, CABLES OR CONDUIT
	POTABLE WATER
	RECLAIMED WATER, IRRIGATION AND SLURRY LINES
	SEWERS AND DRAIN LINES

A Valid Certificate of Insurance must be submitted with this permit (or prior to the commencement of the work) listing the Village of Mount Morris as additionally insured and must remain valid until the job has been successfully completed and meets with the regulations and standards as set forth by the Village of Mount Morris.

**Village of Mount Morris
Department of Streets
Concrete Sidewalk and Driveway Apron
Standards and Specifications**

(A) Purpose

1. The purpose of these Standards and Specifications is to promote the maintenance of safe and adequate sidewalks for pedestrian use by regulating the manner of construction, reconstruction, repair and maintenance of sidewalks and the materials to be used in the grades and the widths thereof in the Village of Mount Morris; to prohibit any construction, reconstruction or repair which does not comply with such regulations; and to provide guidelines for assuring the safety of such sidewalks; and to delineate the responsibility of the Village of Mount Morris and of the property owner.

(B) Standards and specifications for concrete sidewalks.

1. Quality of concrete, grade, thickness and width of sidewalks and other standards of construction and installation shall be determined by specifications provided by the Superintendent of Streets and adopted by Mayor and Village Board. Copies of the specifications will be available at the Village Department of Public Works or the Village Office upon request. Unusual circumstances, which may affect installation or cause a deviation from these specifications may be approved on a case-by-case basis after investigation by the Superintendent of Streets or authorized representative. All agreed to deviations must be listed on the permit.

(C) Permits.

1. No sidewalk or driveway apron shall be constructed or work thereon commenced unless and until the owner of premises abutting upon such sidewalk or driveway shall receive a permit therefore issued by the Code Enforcement Officer. The fee for the filing of said permit shall be as established by the Mayor and Village Board by resolution from time to time.
2. No permit shall be issued until the Superintendent of Streets shall first certify his approval of the lines and grades thereof, and at the request of the Superintendent of Streets, such permit shall specify the lines and grades of such construction and may make such additional requirements and restrictions in respect to the construction thereof in addition to the specifications provided in the Standards and specifications **(B) 1.** for concrete sidewalk.
3. The permit fee shall be charged to the abutting property owner for each application to repair, reconstruct or install a sidewalk, curb cut or driveway apron; said fee shall also be charged to the abutting property owner when such repair, reconstruction or installation has been so ordered by the Village of Mount Morris.

(D) Curb cuts.

1. Curb cuts in any public street shall be made at the expense of the adjoining property owner. Likewise, the cost of restoring any curb cuts shall be at the expense of the adjoining property owner. The Superintendent of Streets shall ascertain the cost and cause a bill for the amount to be sent to the property owner.

(E) Supervision of work.

1. The work of constructing, repairing or relaying sidewalks, curb cuts, or driveway aprons shall be performed under the supervision of the Superintendent of Streets. All work will be subjected to periodic and a final inspection.

(F) Applicability

1. All sidewalks, driveway aprons or pavements laid upon any private street or on the streets of any new development shall be subject to the same regulations and must comply in all respects with the regulations governing streets, the title to which is vested in the village.

- The repair or replacement of existing sidewalks, and driveway aprons shall conform to the standards in effect the day the permit is issued for the repair or replacement.

(G) Lines and grades.

- The repair or replacement of existing sidewalks and driveway aprons shall conform to the existing established lines and grades, unless required changes are directed by the Superintendent of Streets.

(H) Base Aggregate Materials and Preparation.

- All concrete sidewalks shall have a minimum of a 6" (six inches) compacted crusher run stone base. Aggregate material shall be Crusher Run Type 2 stone that shall meet the NYSDOT Spec. 304-2.02.
- Concrete sidewalks situated through driveway areas shall have the base increased to a minimum of 8" (eight inches) compacted crusher run stone.

(I) Concrete Specifications and Placement.

- All concrete sidewalks shall be a minimum of a 4" (four inches) thick and shall be poured with 4000 PSI concrete that shall meet the NYSDOT Class A, Air Entrained Concrete Specifications.
- Concrete sidewalks situated through driveway areas shall have the thickness increased to a minimum of 7" (seven inches) and shall be reinforced with a 6"X6" (10 Gauge) wire reinforcement mesh.
- All New sidewalk installations shall have a minimum width of 5' (five feet). Any deviations from this requirement shall require prior approval of the Village of Mount Morris Superintendent of Streets.
- A 1/4" (one quarter inch) per foot cross slope shall be maintained with the slope allowing drainage toward the street.

(J) Contraction Joints and Finishing

- Contraction Joints shall be every 5' (five feet) in the sidewalk. They shall be struck in wet concrete and shall be a minimum of 1 & 1/4" (one and one quarter inches) in depth. Contraction Joints can also be sawed once the concrete has had a minimum of 24 hours setting time.
- Each defined section of sidewalk blocks between contraction joints shall have a "window effect" finished edge applied while concrete is still wet. The edges shall be finished using an edging tool with a corner radius of 1/4" (one quarter inch).
- Apply a non-slip broom finish. Immediately after float finishing, slightly roughen concrete surface by brooming with fiber bristle broom perpendicular to main traffic route.

