



# VILLAGE OF MOUNT MORRIS

117 Main Street • Mount Morris, NY 14510

**Department of Public Works**

(585) 658-4160 [chris.young@mountmorrisny.us](mailto:chris.young@mountmorrisny.us)

## **STREET OPENING 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:**

Size of Opening (In Feet) Width: \_\_\_\_\_ Length: \_\_\_\_\_ Depth: \_\_\_\_\_

**Project Description:** \_\_\_\_\_

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.

**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:** \_\_\_\_\_

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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.

**OFFICE USE ONLY:**

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

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: \_\_\_\_\_



# STREET OPENING PERMIT

This shall constitute a Street Opening 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.*