



VILLAGE OF MOUNT MORRIS

117 Main Street • Mount Morris, NY 14510

Department of Public Works

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

WATER / PRIVATE FIRE SERVICE / SEWER CONNECTION APPLICATION

Instructions: An application for water, private fire service or sewer must be submitted under Chapter 226-10 & 71 Water, and Chapter 182-21 Sewer Use respectively, of the Village Code. 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 CONNECTIONS AND INFORMATION:

Use of property where connection is requested: Residential Commercial / Institutional Industrial
Connection status: New Replacement
Type of connection(s): Water Fire service Gravity Sewer Sewer Force Main Other _____
Size of water connection: ¾" 1" 2" Other _____
Size of sewer connection: 4" 6" 2" (force main to gravity) Other _____
Abandon water/sewer service: Water Sewer Both Water/Sewer
Length of sewer connection: _____ (feet) Number of proposed cleanouts: _____ (1 per 75 feet min.)
Distance from building to water main (may require the installation of a meter pit): _____ (feet)
Estimated daily water consumption gallons: _____

Type of effluent that will be produced and discharged into the Wastewater System. Industrial permits will require additional plans, specifications or other information as required by Chapter 182. Sewer Use, Article X. Discharge Permits and Pretreatment Requirements and the Village Engineer : _____

Will a street need to be opened in order for the utility connection to be made? Yes No
Length of water utility trench in the street ROW: _____ (feet) NA
Length of sewer utility trench in the street ROW: _____ (feet) NA
Owner of the street or ROW that will be opened for the utility connection work: Village State NA

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.

1 INSTALLATION & INSPECTION EXPECTATIONS:

New or replacement water services to commercial buildings will require a backflow prevention device for the water connection and/or a grease trap for the sewer connection, all applications will be inspected by the village engineer. The village engineer may establish other requirements. New or replacement water services to one or two family and multiple-family (three or more units) residential buildings will require installation of an acceptable backflow prevention device.

- 2 Connection inspections. The applicant for the water/sewer connection permit shall notify the Superintendent of Public Works when the connections are ready for inspection and connection is to be made to the water main or the main sewer. The connection shall be made under the supervision of the Superintendent of Public Works.
- 3 Trench inspections. When trenches are excavated for the laying of building lateral pipes or for laying of street lateral pipes, such trenches shall be inspected by the Superintendent of Public Works. Before the trenches are backfilled, the person performing such work shall notify the Superintendent of Public Works when the laying of the building lateral is completed, and no backfilling of trenches shall begin until approval is obtained from the Superintendent of Public Works.
- 4 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.

ANY SIZE WATER SERVICE LINE INSTALLED:

The Village of Mount Morris supplies the following: Material and engineering requirements and inspections.

The applicant supplies the following: Tap into existing water main, corporation stop, curb stop, curb box (box & rod), copper pipe and meter. All work from existing water main to house piping. Street and right-of-way restoration.

METER PIT:

Buildings located more than 75 feet from the street, a property does not have a basement or more than one building may be supplied from a single meter installation.

The Village of Mount Morris supplies the following: Material and engineering requirements and inspections.

The applicant supplies the following: Meter Pit and meter. All work.

WASTEWATER CONNECTION:

The Village of Mount Morris supplies the following: Material and engineering requirements and inspections.

The applicant supplies the following: Tap into existing sewer main, cleanout. All work from existing sewer main to building piping. Street and right-of-way restoration.

TWO-INCH (2") TAP –FORCE MAIN:

NOTE: Force main connection requires engineering plans and report to be submitted to and approved by the village engineer and a sewer service agreement to be signed.

The Village of Mount Morris supplies the following: Material and engineering requirements and inspections.

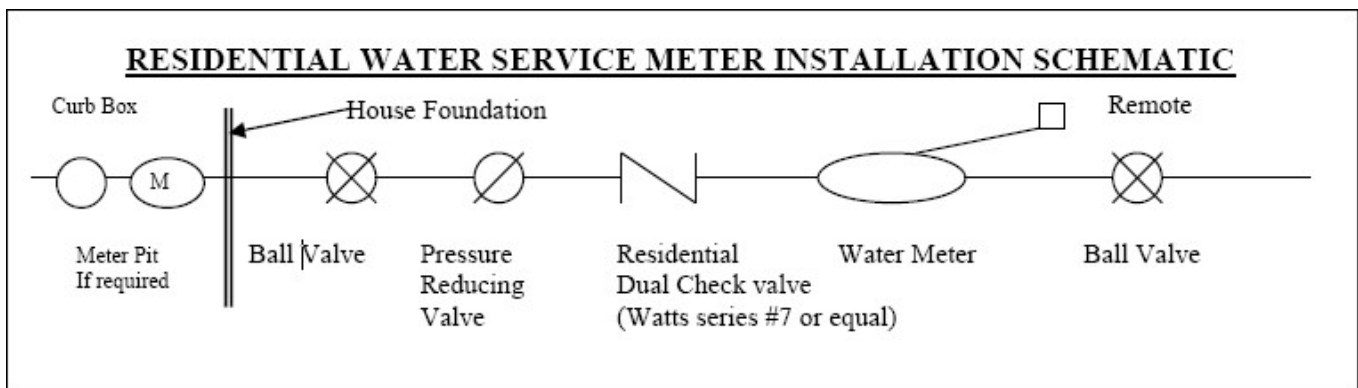
The applicant supplies the following: All work from corporation stop to building piping.

WASTEWATER SERVICE LINE INSPECTION:

NOTE: This fee covers the inspection of sewer lines without a cleanout that are in need of replacement for existing lines.

The Village of Mount Morris supplies the following: Material and engineering requirements and inspections.

The applicant supplies the following: All work from corporation stop to building piping.



**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, SEQ, 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 acknowledged 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: \$
NA Yes No The water service line and meter installation covered by this permit has been inspected and are satisfactory for issuance of a certificate of occupancy if required.
NA Yes No The sewer service line covered by this permit has been inspected and are satisfactory for issuance of a certificate of occupancy if required.

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: _____



WATER / PRIVATE FIRE SERVICE / SEWER CONNECTION STREET OPENING PERMIT

This shall constitute a Water / Private Fire Service / Sewer Connection 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:

Connection inspections. The applicant for the water/sewer connection permit shall notify the Superintendent of Public Works when the connections are ready for inspection and connection is to be made to the water main or the main sewer. The connection shall be made under the supervision of the Superintendent of Public Works.

Trench inspections. When trenches are excavated for the laying of building lateral pipes or for laying of street lateral pipes, such trenches shall be inspected by the Superintendent of Public Works. Before the trenches are backfilled, the person performing such work shall notify the Superintendent of Public Works when the laying of the building lateral is completed, and no backfilling of trenches shall begin until approval is obtained from the Superintendent of Public Works.

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:

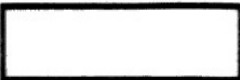
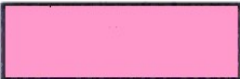

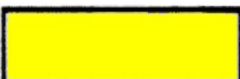




- Pad Mounted Electric Transformers
- Utility Service Wires (Cables attached to the side of the utility pole and entering the ground.)
- Telephone Or Cable Television Pedestals
- Water Valves Or Hydrants
- Regulator Stations, Gas Meters, Valves or Test Stations
- Warning Signs Or Markers
- Manhole Rings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