

**TOWN OF SOUTHAMPTON HIGHWAY DEPARTMENT  
APPLICATION FOR ROAD OPENING**

ALTERATION OR EXCAVATION OF HIGHWAYS AND ERECTION OF POLES  
TO THE:

TOWN OF SOUTHAMPTON  
20 JACKSON AVENUE  
HAMPTON BAYS, NY 11946

DATE: \_\_\_\_\_

Driveway \_\_\_\_ Road Opening \_\_\_\_

<p><b>PERMIT #</b> _____ Approval to perform work</p> <p><b>PERMIT #</b> _____ Final Inspection</p>
---

Application is hereby made by the undersigned, a firm/corporation/home owner, whose Name, phone number and physical address (Po Box if applicable) are:

\_\_\_\_\_  
\_\_\_\_\_

To open an area in the Town R.O.W. located at:

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

Will there be any work performed in the paved roadway? \_\_\_\_ Yes \_\_\_\_ No  
In the Town of Southampton, County of Suffolk, State of New York, in accordance with the map and plan hereto attached and forming a part hereof.

\_\_\_\_\_  
(Sign Here)

Directional Bore from shoulder to shoulder \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

Sketch of job & list of materials: **Please complete on a separate piece of paper or on a copy of the survey/plans.**

Final Inspection for Curb Cuts (DRIVEWAYS) Only:  
Contact the Highway Department upon completion of said work for a final inspection. The permit will not be issued until final inspection complete.

\_\_\_\_\_  
(Sign Here Acknowledging Required)

**Conditions and Restrictions**

SUBJECT TO THE RIGHT OF OTHERS: \*must be initialed by the applicant\*

- This permit shall not be assigned or transferred without the written consent of the Superintendent of Highways. \_\_\_\_\_(initial)
- The Superintendent of Highways shall be given one weeks' notice by said applicant of the date when it intends to begin the work authorized by this permit and prompt notice of it completion. \_\_\_\_\_(initial)
- The said applicant hereby agrees to hold the Town harmless on account of any kind of damages which may arise during the process of the work authorized by this permit or by any reason thereof. \_\_\_\_\_(initial)
- The Superintendent of Highways reserves the right at any time to revoke or annul this permit should the said applicant fail to comply with the terms and conditions upon which it is granted. \_\_\_\_\_(initial)
- Sleeves shall be driven UNDER the highway for all highway crossings, unless permission to cross otherwise is given in writing by this office. The applicant shall substantiate the need for any pavement opening. \_\_\_\_\_(initial)
- Work under this permit to be commenced within ninety days from date of permit and continued in an expeditious manner. \_\_\_\_\_(initial)
- If and when necessary, Southampton Town Highway Department will on matters of emergency or complaint, take steps to repair opening on charge back basis to the above applicant. \_\_\_\_\_(initial)
- Applicant shall be responsible for restoration for one year after completion unless extended by the Superintendent of Highways. \_\_\_\_\_(initial)
- Applicant has read and understands terms for a Special Condition Permit as outlined on pg. 3 of this application. \_\_\_\_\_(initial)
- All loose stone (ex: pea-gravel) driveways require aprons of concrete or asphalt no exception \_\_\_\_\_(initial)
- Restoration requirements are attached. \_\_\_\_\_(initial)

\_\_\_\_\_  
**(Applicant Signature)**

\_\_\_\_\_  
**(Date)**

**A processing fee (non-refundable) in the sum of \$150.00 for Driveways and \$300.00 for any residential hookups or work with test pits in the roadway. Checks made Payable to the Town of Southampton. Any job started prior to permit being accepted by the Highway Department will be subject to a \$300.00 fee.**

**Highway Department Official Use:**

Special Condition signed by contractor/home owner, received by Highway. Work may begin. Final inspection pending.

\_\_\_\_\_  
Department Head/Designee—**Special Conditions Only**

\_\_\_\_\_  
**(Date)**

The applicant has examined the conditions referred to in the foregoing application and permission is hereby granted.

\_\_\_\_\_  
Department Head/Designee—**Final Inspection**

\_\_\_\_\_  
**(Date)**

**NOTICE TO CONTRACTORS: PER NYS LAW NYCRR PART 753 PRIOR TO ANY WORK COMMENCING, CALL 1-800-272-4480 FOR YOUR CASE NUMBER. THIS PERMIT IS INVALID WITHOUT YOUR CASE NUMBER WRITTEN ON IT.**

HIGHWAY SPECIFICATIONS

TOWN OF SOUTHAMPTON HIGHWAY DEPARTMENT REVISED 12/8/99

Highway pavement is NOT to be undermined.

Sidewalk where disturbed, shall be replaced to full panels of minimum size of 4' X 4' or as marked where found.

Drainage along highway is not to be obstructed.

Pedestrian and vehicle traffic is to be protected and maintained.

Barricades, whether in sidewalk or roadway area, shall have prominently displayed, for police convenience, the address and telephone number of 24-hour availability of someone who will re-establish it, in emergency.

Pedestrian and vehicle traffic is to be protected and maintained. There shall be no unprotected or unlighted drop offs or obstacles at any time. Open holes shall be fenced or guarded. The permittee is required to pay all costs involved by the Town, including man-hours, and equipment used necessary to correct any unsafe condition this office finds necessary to correct, on a charge back basis.

The applicant shall furnish this office with a telephone number of availability (24-hour Basis) where a demand for emergency repairs shall be immediately honored. Otherwise, he is required to pay the cost of hire by this office of any available contractor to make these emergency repairs. The applicant is required to thus assume all obligation for emergency repairs which are made whether the need arises as a result of his contractor's work or by storm damage done to his work or by any other means which renders his contractor's work area unsafe in the opinion of this office; and he agrees that all such charges for emergency repair done by or at the request of the Town will be paid by the Contractor.

Access to adjacent properties shall be maintained.

No trees may be cut or trimmed, either above or below the ground, without permission being received from this office. The applicant agrees herewith to pay for or replace any trees damaged with permission and as directed by this office.

The applicant agrees to pay all necessary expenses incident to supervision and inspection by reason of the granting of such permit, as certified by the Superintendent of Highways, such payment to be made within ten days from the rendering of the certified account. Contractor also agrees to contact 1-800-272-4480 to obtain Case Number per the requirements of NYS law# 753. This permit is not valid without the required case number and is the sole responsibility of the Contractor.

Topsoil and grass seed must be applied to all shoulder areas. All work shall be done to the satisfaction of the Town Superintendent of Highways and restoration shall be done to his/her satisfaction. Town specifications shall apply in all cases where pertinent; this is to be determined by the Town Superintendent of Highways.

**Special Condition:** should one be required you will receive a separate Road Opening application with specific requirements for repair work in the right-of way or on a Town road. This form needs to be signed and returned therefore agreeing to the Towns terms of restoration/repair to the Highway office. A copy of your original application granting permission to perform work will then be given.

A final inspection will be required at completion of restoration prior to receiving the final required case number for your permit.