

PROCEDURE FOR OBTAINING A ROAD OPENING PERMIT.

1. Are you bonded and insured with the Village of Freeport? (If Yes skip to # 3)
2. You must contact The Village Claims Examiner 516-377-2293 to apply to become a bonded and insured contractor. See insurance requirements. You must bring the proof of insurance (Form PB 109) to Public Works when applying for a permit.
3. All approved road opening contractors must apply for a road opening permit. Property owners will no longer be permitted to submit for the contractor. The Village will still accept personal checks from the homeowner as payment for the road opening.
4. All road openings must be submitted with:
 - Completed application
 - Sketch of proposed road opening location (see attached requirements for sketch)
 - Check for payment made out to the Inc. Village of Freeport.

Incomplete applications will not be accepted.

5. You will typically receive an approved road opening permit within 14 days of submitting.
6. You must notify the Engineering Department at the following stages of road opening:
 - Upon commencement of work
 - Upon completion of work

Failure to notify the Village at these stages will subject the applicant to additional inspection fees.

Cost for Road restoration is based on actual disturbed area needing to be restored. The current minimum cost for a road opening is as follows:

Road Opening Permit Fee (Curb to Curb)	\$2.00 per square foot of opening but not less than \$250.00 per opening
Road Opening Permit Fee (Behind Curb)	\$2.00 per square foot of opening but not less than \$150.00 per opening
Maximum Road Opening Permit Fee	\$3,000.00 per opening

5/30/18

Note: Verizon and National Grid can typically be given a verbal approval to open the road with the understanding that they will file a permit within 48 hours.

Form PB 109

Village of Freeport
 Road Opening Permit Application
 For work on Right of Way of Village Roads

One site drawing is required to be attached to this application (must be on 8-1/2" x 11" sheets)

Applicant Name:
 Address:

Phone/Fax:

I request permission to open: Road Grass area Sidewalk

on the _____ of _____ at a distance of
 _____ feet of _____

For the purpose of: (click where applicable)

- Gas
- Water Note: This application must be accompanied by a **Water Department application for Water** form.
- Sewer Note: This application must be accompanied by a **Sewer Department connection application** form.
- Electric
- Tel
- Catv
- Other _____

Final restoration must be performed by an approved road restoration contractor.

Approved Road Restoration Contractor

Name:
 Address:
 Telephone # :

FOR OFFICIAL USE ONLY

Approve Signed: _____ Date: _____

Disapprove: _____

Road opening Fee A2560.000	Road restoration Fee 1710.000	Water Fee WE469.300/630.3	Sewer fee 2590.000	Total Fee

Comments:

THIS FORM MUST BE FILLED OUT AND EMAILED TO THE VILLAGE OF FREEPORT
 ENGINEERING DEPARTMENT AT roadopenings@freeportny.gov