

<b>FOR OFFICE USE ONLY</b>	
Permit Issued:	_____
Permit Expires:	_____
Permit Denied:	_____
Permit Fee:	_____

Town of Bethel  
**Highway Department**  
 P.O. Box 300, 3695 Route 55  
 White Lake, NY 12786  
 845-583-4460 (P/F)  
 Email: tobblgdgdept@gmail.com

**DRIVEWAY & ROAD CUT APPLICATION**

DATE:	TELEPHONE NO.: (    )	Email:
PROPERTY OWNER/APPLICANT NAME:		
ADDRESS:		
CONTRACTOR/BUILDER (if any):		CONTRACTOR'S TELEPHONE NO: (    )
<b>LOCATION OF DESIRED ACCESS:</b>	<b>TYPE OF ACCESS:</b> (check one)	√
Section No:	Residential	<b>**FEE</b>
Block No:	Commercial (Type)_____	<b>\$50.00</b>
Lot. No:	Field / Wood Lot Entrance (Statement Required)	<b>\$100.00</b>
Site Location:	Multiple Residence (No. of Families ____)	<b>\$50.00</b>
Road Name:	Subdivision: (No. of Lots ____)	<b>Call for Fee Amount</b>
Nearest Mailbox or Utility Pole No.:	Other_____	<b>Call for Fee Amount</b>
Proposed Starting Date:	Road Cut Permit	<b>Call for Fee Amount</b>

**All fees must be received before application can be processed.  
 Checks made payable to the "Town of Bethel".**

The above permit fees include one inspection after receipt of notification of work completion. A fee of \$25.00 will be charged for each inspection thereafter. In the event the work is not completed to satisfaction, the Highway Department may make repairs at the permit holder's expense. Deposits that remain unclaimed for more than two years or for work that is not satisfactorily completed shall be forfeited to the Town of Bethel.

**ESTIMATED EXITS & ENTRIES PER DAY:** (check one)  
 1 - 6       6 - 12       12 - 18       over 18 (approx. #\_\_\_\_\_)

Enclose a copy of a survey map or sketch showing location of proposed access. Include distance and direction from any prominent landmark (**UTILITY POLE NUMBER, ROAD NAME, ETC.**) that will aid in locating the proposed access. **Please prominently mark the proposed access site and, if possible, the property corners at the site, and indicate the driveway access across from your proposed application site.**

A certified check or performance bond of \$15,000.00 minimum (depending on the type of permit), will be required at the time of execution of the permit and held by the Town of Bethel until satisfactory completion of the road access according to the specifications of said permit. **A copy of the General Liability and Workman's Compensation Insurance Certificates MUST accompany the application before a permit can be issued.**

**CALL BEFORE YOU DIG: 1-800-962-7962**

811 UDIG NY TICKET #: \_\_\_\_\_ (Example 12345-678-901-00)

**Work shall not begin on the proposed access until the executed permit is received.  
 PLEASE ALLOW 10 WORKING DAYS FOR PROCESSING.**

## EXCAVATION SPECIFICATIONS

- No excavation permit will be issued without first obtaining a signed "authorization" permit from the Highway Department.
- All street excavations must be scored or cut before digging.
- All excavations must be inspected by an agent from the Village Highway Department before and after backfilling.
- Any material taken out of excavation must be kept a minimum of 15 feet away from any backfill material and the excavation site.
- Backfill material must be approved.
- Backfill must be crusher run (compacted every eight (8) to twelve (12) inches) to within four (4) inches of surface and blacktopped to final grade with blacktop.
- Some excavation locations may be backfilled with run of bank gravel, depending on location. These areas must be pre-approved and inspected at time of completion.
- Any materials used in the roadways must be NYS approved crusher run.
- In cases of excavation for water and/or sewer, backfill material must be approved by the appropriate Department for immediate area around pipes. From that level on, the above material and procedures will apply.
- All excavations for building and water installations shall be adequately guarded with barricades and with lights while work is in progress until job is finished.
- All work shall be done in conformance with OSHA and NYS Construction Safety Code. Any excavation that is deeper than 4 ft in depth from grade is required trench protection. If trench protection will be required, the local Fire Dept must be notified 48 hours before excavation may begin.
- All excavations for building water or sewer installations shall be adequately guarded with barricades and with lights while work is in progress until job is finished.
- Backfilling of building sewer shall conform to the following:
  - Minimum of 6" of crushed stone foundation in wet conditions under the pipe.
  - 6" of sand foundation under normal conditions.
  - 12" of a select granular fill (or sand) over the pipe.
  - Select run off trench material to finished grade or follow Highway Department backfill specifications in all Village streets and rights-of-way.
- Any work performed on weekends, holidays or after hours shall not be backfilled until it is inspected by Town personnel. Any work that is backfilled without an inspection will be required to be exposed for inspection.
- Owner or contractor must call Dig Safely New York 1-800-962-7962 a minimum of 48 hours before excavation begins.

Any questions regarding these regulations or if you need any additional information, please call the following:

Highway Department at 845-583-4460

Wastewater Sewer Plant at 845-583-4356

I, the undersigned have been supplied a copy of these excavation requirements. I have read all these requirements and I understand that failure to meet these requirements will result in the forfeit of the bond check for this project.

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Printed Name, Contractor/Property Owner  
Owner

Sign, Contractor/Property