Permit #_____

TOWN OF NEWSTEAD

5 Clarence Center Road, PO Box 227, Akron, NY 14001
(716) 542-4574
Fax (716) 542-3702

PUBLIC IMPROVEMENT CONSTRUCTION PERMIT APPLICATION

This application is for permission to construct the following public improvement in compliance with Town of Newstead Code Chapter 234 - Improvements, Public

_____

Applicant Name Address Phone

1. Date application submitted:_____
2. Date of final approval:_____
3. Type of improvement and estimated cost:

Type of Improvement	Estimated Cost
____Road construction	$_____
____Water line	$_____
____Drainage/Storm water management	$_____
____Sanitary sewer	$_____
____Lighting	$_____
____Sidewalks	$_____
____Other:_____	$_____
Total Estimated Costs	$_____

4. Subdivision or project name:_____
5. Street name(s):_____
   _____
   _____
6. Brief description of each proposed public improvement, including:
   Type:_____
   Location:_____
   Footage Total:_____
   Dimensions:_____
   Type of Material:_____
   Itemized Quantities:_____
   Depth of Improvement:_____
   Height of Improvement:_____

   Type:_____
   Location:_____
   Footage Total:_____
   Dimensions:_____
   Type of Material:_____
   Itemized Quantities:_____
   Depth of Improvement:_____
   Height of Improvement:_____

Type:_____
Location:_____
Footage Total:_____
Dimensions:_____
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Type:_____
Location:_____
Footage Total:_____
Dimensions:_____
Type of Material:_____
Itemized Quantities:_____
Depth of Improvement:_____
Height of Improvement:_____
(Attach additional sheets as necessary)

7. Contractor(s):_____
All contractors and subcontractors must be listed. Attach additional sheets if necessary.
Contractor address: _____
_____
Contractor phone: _____
Workers Comp expiration:_____Disability expiration:_____Liability expiration:_____

8. Applicant's Engineer:_____
Engineer address: _____
_____
Engineer phone: _____

9. Amount of surety bond:_____
Company supplying bond:_____
Company address:_____

10. Is the property subject to Homeowner's Association regulations or other private maintenance agreements?
Yes:_____ No:_____ If yes, have the appropriate easements, dedications, right-of-way deed and agreements been recorded? Submit copies of recorded documents and regulations.

FOR OFFICE USE ONLY:
WORK COMPLETION DATE _____
PUBLIC IMPROVEMENT ACCEPTANCE DATES: WATER _____
ROAD _____
DRAINAGE _____
PERFORMANCE BOND ISSUE DATE _____ $_____ BOND #_____
MAINTENANCE BOND ISSUE DATE _____ $_____ BOND #_____
INSURANCE CERTIFICATE DATE _____ CERTIFICATE #_____

DATE OF CODE ENFORCEMENT OFFICER REVIEW:_____
DATE OF TOWN ENGINEER REVIEW:_____
DATE OF HIGHWAY SUPERINTENDENT REVIEW:_____
DATE OF ZONING BOARD APPROVAL:_____
DATE OF PLANNING BOARD APPROVAL:_____
DATE OF TOWN BOARD APPROVAL:_____

By signing this application, the applicant represents he(she) is duly authorized to act on behalf of the applicant, and work under this permit shall be started within 60 days from date of approval and completed within one year from the date of approval. Any request for extension shall be addressed in writing to the Newstead Town Board.

In consideration of the granting of this permit, the undersigned hereby agrees that if such permit is granted, the applicant will comply with the terms thereof, the law and regulations of the State of New York and the law, regulations and/or ordinances of the Town of Newstead, conditions of which include but are not limited to:

A) All work will be performed in accordance with approved plans and specifications and requirements of Federal, State and local laws;
B) The owner/applicant will obtain and pay for all necessary permits;
C) The owner/applicant will notify the Town Engineer 72 hours before commencing work under this permit;
D) Inspection by the Town, its engineers or agents during construction is solely for the Town. The applicant, its contractors and agents are solely responsible for proper engineering, construction methods and materials, conformance with specifications and safety of workers and the public, and shall hold the Town of Newstead, its agents, engineers and consultants harmless from any and all liability arising from applicant's activities pursuant to the Public Improvements Construction Permit.
E) Underground installations must be inspected prior to filling in trenches.
F) As-built drawings will be submitted upon completion prior to issuance of Certificate of Approval.

The owner also warrants that he/she is cognizant of the fact that the Public Improvement fee is based on work being performed during normal working hours (7AM to 5PM) Monday through Friday, except for legal holidays and that deviations from such schedule or hours will require Town Supervisor approval and may also involve imposition of additional fees.

Public Improvement Projects - $0-$250,000----------10%
- $250,001-$500,000----------9.5%
- $500,001-$750,000----------9%
- $750,001-$1,000,000----------8.5%
- $1,000,001 and up----------8%

*Under $1,000,000 fees are to be paid to Town prior to start
*Over $1,000,000 – 50% of fee to be paid to Town prior to start and when 50% is down to 25%, balance is due
*Additional inspections may be required by Town Engineer
*Performance bond not to exceed 120% of cost of installation for improvements
*Maintenance guarantee not to exceed 2 years 25% of cost

Review & Approval Fee Paid:	Inspection Fee Paid:	Additional Inspection required by Town Engineer:
Down payment:$_____	$_____	$_____
Balance due: $_____		
Final payment: $_____		

_____
Applicant's signature

Sworn to before me this _____ day of

_____, _____.

_____
Applicant's name (Please Print)

_____
NOTARY PUBLIC

Town Board Approval:_____**Date:**_____
Town Engineer Approval (where highways are involved):_____**Date:**_____
Town Highway Superintendent (where highways are involved):_____ **Date:**_____
Certificate of Approval Date:_____

PUBLIC IMPROVEMENT CONSTRUCTION PERMIT APPLICATION – INSTRUCTIONS

Prior to Construction:

____ Obtain application, instructions and copy of "Chapter 234 Improvements, Public" of the Town of Newstead Code.

____ Upon application submission, applicant shall pay the fees according to the fee schedule.

____ The Town shall review the PIP application, plans and specs, insurances and bonds, dedication and other agreements and advise applicant of any deficiencies.

____ Application must be submitted in quadruplicate to the Building Department and must include:
____4 complete sets of drawings (prints)
____4 complete copies of shop drawings (submittals)
____Descriptions to include locations, dimensions, type of material and detailed itemized quantities prepared and stamped by a professional engineer or architect licensed by the State of New York
____Proof of insurance
____Bonds

____ Applications must be received by the Building Department a minimum of 30 days prior to a scheduled Town Board meeting for consideration at that meeting.

____ Applicant shall provide insurance policies for general liability, public liability coverage, including contractor's liability insurance and owner's liability insurance for review by the Town Attorney. The Town of Newstead, its agents and employees shall be named as insured on such policies, and the policies shall provide that they may not be cancelled without prior notice. The applicant shall also provide proof of worker's compensation coverage.

____ Upon approvals required and inspection fee paid, a PUBLIC IMPROVEMENT CONSTRUCTION PERMIT will be issued, which must be displayed at all work sites at all times.

After Construction is complete, but prior to Town Board Acceptance:

____ Owner shall provide the following documents to the Town Engineer for review and approval
____2 complete sets of as-built drawings (drainage and sanitary sewer rims and inverts, detention pond topographic survey, etc.)
____1 complete set of as-built drawings in AutoCAD format
____Legal descriptions of all proposed easements and roadway dedication (if applicable)
____Maintenance Bond

____ Upon satisfactory completion of all work included in the permit in a manner satisfactory to the Town Engineer and receipt and processing of all easements, dedications, bonds and agreements in a manner acceptable to the Town Attorney, the Town Board shall accept the improvements and the Code Enforcement Officer will issue a CERTIFICATE OF APPROVAL. See Town Code section 234-6 for items that must be completed.