

# Town of Brookhaven Highway Department



Daniel P. Losquadro  
Superintendent of Highways

## **INSTRUCTIONS FOR COMPLETING HIGHWAY WORK PERMIT APPLICATION FORM**

1. The SCTM (Suffolk County Tax Map) number can be found on the property tax bill. This number can also be obtained by calling the Assessor's Office at 631-451-6300 with the property owner's name and the property address.
2. The applicant's name may be the property owner, contractor or utility company name. The applicant's name and address will be used for all correspondence.
3. Give a brief description of proposed work.
  - a) **Planning Board Number** is required for new residential construction.
  - b) **Site Plan Log Number** is required for APPROVED site plans.
  - c) A full size, legible copy of survey MUST accompany the completed application for existing dwellings. Draw directly on the survey where you plan to do the work, and what you plan to do.
  - d) **Utility companies** must provide a sketch of the work area, including distance from nearest cross street. Also include job reference number.
  - e) **Land Divisions** – Map, Planning Board and Zoning Board Approvals, and any mitigation measures are required.
  - f) **Road Extensions** – 2 copies of Plan and Profile required.
4. **\$150.00 FEE**, payable by check, bank check or money order MUST accompany application to initiate the permit process. There is a \$75.00 fee for returned checks. Credit cards are accepted. A service charge will be applied to each transaction. We cannot accept cash. Applicant will be notified if additional fees are required. The additional fees are to be paid when the permit is issued.
5. **Insurance Requirements:** The Permit Holder/Contractor must furnish the Town of Brookhaven with a Landlord's & Owner's policy or Homeowner's Liability policy naming the Town of Brookhaven and Superintendent of Highways as ADDITIONAL INSURED in the following amounts: \$100,000.00 and \$300,000.00 personal injury and \$50,000.00 property damage. If the Permit Holder/Contractor already has liability insurance, a certificate naming the Town of Brookhaven and Superintendent of Highways as ADDITIONAL INSURED for the same amounts is required.

If you are using the contractor's insurance, the contractor must provide the above certificate of insurance and a letter on company letterhead, authorizing the applicant/property owner to use the contractor's insurance. We must have the **original** letter. This letter cannot be faxed or emailed.
6. **Bonding Requirements (if applicable):** Applicant will be notified of any bonding requirements and options prior to the permit being issued.
7. Check that the application has been completed and signed, and all the required items are attached. **It is important that you read the *Conditions and Restrictions* BEFORE signing the application.**

**\*\* CALL BEFORE YOU DIG \*\* ONE-CALL CENTER 1-800-272-4480 \*\***

**APPLICATION WILL NOT BE ACCEPTED WITHOUT THE PROPER DOCUMENTATION AND FEE**

**APPLICATIONS CANNOT BE FAXED OR EMAILED**

Town of Brookhaven Highway Department



Daniel P. Losquadro Superintendent of Highways

APPLICATION FOR A HIGHWAY WORK PERMIT

Application is hereby made for a Highway Work Permit on or across a road known as

in the hamlet of, Town of Brookhaven, in the County of Suffolk, State of New York.

SCTM # Section Block Lot Planning Board # Site Plan #

Name & Address of Applicant Print name Street City State Zip

Phone # Cell # Fax #

Brief description of proposed work :

CONDITIONS AND RESTRICTIONS

- The work authorized by the permit, when issued, shall be performed to the satisfaction of the Superintendent of Highways or his designated representative.
The said applicant hereby agrees to hold the Town harmless for any type of damage that may arise during the progress of the work authorized by the work permit or by reason thereof.
The Superintendent of Highways reserves the right to, at any time, revoke or annul the work permit should the said applicant fail to comply with the terms and conditions upon which it is granted.
Wheel Cutter or Pneumatic Hammer Asphalt Cutter to be used before trenching and before paving.
The work permit covers work done in the area of the Town right-of-way, up to the property line.
Traffic shall be maintained by the applicant on this section of highway while the work is in progress and until its final completion. Proper barricades and flares must be maintained for protection of persons and property, and road restored to its original condition.
TOPSOIL AND SEED MUST BE APPLIED TO ALL SHOULDER AREAS.
5" pavement on all road trench areas and patched immediately after installation. Seal-coating where necessary.
If and when necessary, Brookhaven Town Highway Department will, on matters of emergency or complaint, take steps to repave trenches on charge-back basis to the above applicant. The applicant is responsible for paying 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 10 days from the rendering of the certified account.

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APPROVAL OF THE REQUESTED HIGHWAY WORK PERMIT SUBJECTS THE PERMIT HOLDER TO THE RESTRICTIONS, REGULATIONS, AND OBLIGATIONS STATED ON THIS APPLICATION AND ON THE HIGHWAY WORK PERMIT.

Applicant's Signature Date