



Dutchess County Department of Public Works  
626 Dutchess Turnpike  
Poughkeepsie, NY 12603  
Phone: (845) 486-2925  
Fax: (845) 486-2940

## *Highway Work Permit Application*

**Important information....please read first!**

### **FOR PERMIT ASSISTANCE**

- Please call 486-2925 for assistance with the permit application process.
- To contact this office via mail, our address is:  
Dutchess County Department of Public Works  
Engineering Division – Traffic/Permits Section  
626 Dutchess Turnpike  
Poughkeepsie, NY 12603
- Forms, policy manuals and fee schedules are available on the Dutchess County website at [www.dutchessny.gov](http://www.dutchessny.gov) or at the Dutchess County Department of Public Works (the Department) at the above address from 9:00 a.m. to 3:00 p.m., Monday through Friday.
- **Permit engineers are available for meetings by appointment only.** Please call 486-2925 to schedule an appointment.
- All Work must be done in accordance with the “Policy and Standards for Access and Utility Work on County Highways” (Highway Work Permit Policy Manual).
- All Work authorized, including restoration, shall be completed within one year from the permit issue date.

### **PERMIT APPLICATION PROCESS**

- To apply for a Highway Work Permit, complete the application form on the reverse side of these instructions.
- **The applicant must be the property or facility owner.** Proof of property ownership may be required at time of application.
- The Applicant and all Contractors performing the Work must sign the application.
- Upon receipt of the signed application, a permit engineer will review it to determine the fee and security deposit. The permit engineer will contact the Applicant within 5 business days to confirm receipt of the application, obtain additional details about the Work and request the appropriate fee and security deposit.
- The Department will not continue to process the application until the requested fee and security deposit have been received.
- During the application review process, the Department may require that the Applicant provide additional information to review before a Highway Work Permit can be issued.
- If an applicant fails to respond to requests for information or meetings, the Department may deem the application abandoned and any application fees may be forfeited. If an application is deemed abandoned, any security deposit held by the County shall be returned, provided there has been no work done within the right-of-way.

### **PERMIT INSURANCE**

- Insurance is required from each entity performing Work within right-of-way (Contractor). General liability and automobile liability coverage is required. Dutchess County shall be the certificate holder and named as additional insured. Refer to insurance requirements in the Highway Work Permit Policy.

### **PERMIT APPLICATION FEES AND SECURITY DEPOSITS**

- Permit application fees may be in the form of a personal or business check, certified check, bank check or money order made payable to Dutchess County Commissioner of Finance. **Cash will not be accepted.**
- The permit application fee is **NON-REFUNDABLE.**
- Security deposits **MUST** be provided by the Applicant and be in the form of a certified or bank check or money order made payable to Dutchess County Commissioner of Finance. Personal checks will **NOT** be accepted for security deposits.
- Security deposit will be refunded **to the Applicant only** upon acceptance of the completed Work by the Department.

**\*\*\* COMPLETE APPLICATION ON REVERSE \*\*\***

**DUTCHESS COUNTY DEPARTMENT OF PUBLIC WORKS  
APPLICATION FOR HIGHWAY WORK PERMIT**

Application is hereby made for permission under Section 136 of the Highway Law, to enter upon and construct the following facilities on the following named Dutchess County road:

**Applicant Information**

Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State, Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone/Cell Phone \_\_\_\_\_

**Contractor Information**

Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State, Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone/Cell Phone \_\_\_\_\_

*Note: if more than one contractor will be working in County right-of-way, complete Supplemental Contractor Form for all contractors.*

**Work Location**

County Route # \_\_\_\_\_ Parcel ID # \_\_\_\_\_  
 Address \_\_\_\_\_ Town \_\_\_\_\_  
 Description of Work \_\_\_\_\_  
 \_\_\_\_\_

All authorized Work including restoration shall be completed within one year from permit issue date. If Work cannot be completed by the date specified, Permittee must apply for renewal of the permit and pay the renewal fee. Permits can only be renewed for up to two (2) one-year periods.

If the Work that is the subject of the Highway Work Permit is conducted by the Permittee, the Permittee agrees to defend, indemnify and hold harmless the County of Dutchess and its employees from any and all losses, claims, liens, demands and causes of action, including but not limited to, judgments, penalties, interest and court costs and legal fees incurred by the County of Dutchess in connection with the Work that is subject of the Highway Work Permit.

If the Work that is the subject of the Highway Work Permit is conducted by the Contractor, the Contractor agrees to defend, indemnify and hold harmless the County of Dutchess and its employees from any and all losses, claims, liens, demands and causes of action, including but not limited to, judgments, penalties, interest and court costs and legal fees incurred by the County of Dutchess in connection with the Work that is subject of the Highway Work Permit.

(I, We), the undersigned, accept the terms and conditions of the "Policy and Standards for Access and Utility Work on County Highways" (Highway Work Permit Policy Manual) established by the Dutchess County Department of Public Works and will perform all Work to the satisfaction of the Dutchess County Commissioner of Public Works or her designee.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Contractor Signature**

\_\_\_\_\_  
**Print Applicant Name**

\_\_\_\_\_  
**Print Contractor Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**

SEQRA Classification:

Type I (§617.4(b)\_\_\_\_\_)  Type II (§617.5(c)\_\_\_\_\_)  Unlisted  N/A

Lead Agency: \_\_\_\_\_

Permit # \_\_\_\_\_

Permit Type \_\_\_\_\_ Department Approval \_\_\_\_\_

<p><b>DATABASE RECORD NO: _____</b></p>
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**DUTCHESS COUNTY DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION**

**HIGHWAY WORK PERMIT FEE AND SECURITIES SCHEDULE**

*The Department may increase or reduce security deposit based upon project complexity and the fee and/or security deposit may or may not be required if an annual Memorandum of Understanding is in place.*

*Insurance is required from all entities performing work within the County right-of-way.*

*Please refer to the insurance requirements found in the DCDPW Policy & Standards for Access and Utility Work on County Highways.*

	<b>Permit Fee</b>	<b>Security Deposit</b>
<b>Residential Driveways</b>		
Single residential driveway (new construction)	\$30	\$500
Common residential driveway (new construction)	\$300	\$2,000
Existing driveway (improvements/paving/repaving)	\$30	\$500
Temporary construction access	\$30	\$500
<b>Field (Agricultural) Entrances</b>		
Field entrance (new construction)	\$30	\$500
<b>Commercial Driveways</b>		
Minor commercial driveway (new construction)	\$500	\$3,000
Major commercial driveway (new construction)	\$800	\$4,000
Minor commercial driveway (improvement/repaving)	\$200	\$2,000
Major commercial driveway (improvement/repaving)	\$400	\$3,000
Temporary construction access (logging, mining, etc.)	\$200	\$2,000
<b>Subdivision &amp; Local Roads</b>		
Subdivision road (4 or more lots, new construction)	\$625	\$5,000
Local road (new construction)	\$400	\$10,000
<b>Underground Utility Work</b>		
Service connection (open cut/bore)	\$200	\$1,500
Utility main (repair/replacement)	\$100+\$0.50/Ft	\$1,500
Utility main (open cut, new construction)	\$200+\$0.50/Ft	\$2,000
Utility main (bore, new construction)	\$375+\$5.00/Ft	\$5,000

	<b>Permit Fee</b>	<b>Security Deposit</b>
<b>Drainage Work</b>		
Drainage parallel to edge of pavement (new construction)	\$250+\$0.50/Ft	\$5,000
Drainage parallel to edge of pavement (repair)	\$250+\$0.50/Ft	\$2,500
Drainage open cut across pavement (new construction)	\$375+\$5.00/Ft	\$5,000
Drainage open cut across pavement (repair)	\$250+\$5.00/Ft	\$2,500
Drainage structure (manhole, catch basin, etc.)	\$150	\$1,500
Drainage bore/jack (new construction)	\$375+\$5.00/Ft	\$5,000
<b>Overhead Utility Work</b>		
New/replace poles & lines		
-up to 3 poles	\$125	\$2,500
-more than 3 poles	\$200	\$4,500
Utility pole removal only	\$0	\$2,500
<b>Miscellaneous</b>		
Occupying ROW (work crew, equipment, special events, etc.)	\$100	\$1,000
Miscellaneous work, including grading/sight line clearing/tree removal	\$200	\$2,000
Adopt-A-Highway	\$0	Adopt-A-Highway agreement required
Annual maintenance operations	\$250	\$1,500

	<b>Permit Fee</b>	<b>Annual Fee</b>
<b>Traffic Control Device</b>		
Regulatory sign (required for access permit)	\$250	\$0
Information/guide sign (commercial)	\$45	\$200 per sign
Information/guide sign (non-profit)	\$25	\$0
Temporary construction signs	\$100	\$200
Traffic signal	\$1,500	TBD



## **Dutchess County Department of Public Works**

### **Highway Work Permit Insurance Requirements**

#### Insurance Requirements

At all times during the term of the Permit, the Contractor and its sub-contractors, if any, shall maintain at its own cost the following insurance and shall provide proof thereof to the County, in the form of a Certificate of Insurance, prior to commencing work under the Permit:

1. Commercial General Liability with limits not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$1,000,000 and \$2,000,000 products-completed operations aggregate. Such insurance shall cover liability arising from premises, operations, independent contractors, product-completed operations for one year following project completion, personal and advertising injury and liability assumed under an insured contract. There shall be no endorsement or modification of the Commercial GL form arising from pollution, explosion, collapse, underground property damage or work performed by subcontractors.
2. Business Automobile Liability with a limit of not less than \$1,000,000 each accident, including owned, non-owned, leased and hired vehicles. This insurance shall include coverage for bodily injury and property damage. The County must be listed as additional insured.

The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations.

The Acord form certificate of insurance must contain the following provisions:

The County of Dutchess is to be included as an additional insured on a primary, non-contributory basis (using CG 2010 07/04 and CG 2037 10/01 or its equivalent) for the Commercial General Liability. The Commercial General Liability will have no exclusions for New York State "labor law" claims and/or claims for injuries to sub-contractor employees.

The commercial general and automobile policies are primary and noncontributory.

All losses of County property shall be adjusted with and made payable directly to the County.

All Certificates of Insurance shall be approved by the County's Director of Risk Management or designee prior to commencement of any work under the Permit.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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## New York Consolidated Laws, Highway Law - HAY § 136. Permits for work within the county road right of way

1. Except in connection with the construction, reconstruction, maintenance or improvement of a county road or operations of a corporation pursuant to the provisions of section twenty-seven of the transportation corporations law or sections twenty-one , eighty-nine , ninety-one , ninety-three , ninety-three-a and ninety-three-b of the railroad law , no person, firm, corporation or municipality shall construct or improve, within the county road right of way an entrance or connection to such road, or construct within the county road right of way any works, structure or obstruction, or any overhead or underground crossing thereof, or lay or maintain therein underground wires or conduits or drainage, sewer or water pipes, except in accordance with the terms and conditions of a work permit issued by the county superintendent or his duly designated agent, notwithstanding any consent or franchise granted by any town superintendent, or by any other municipal authority. Any municipal corporation may enter upon any county road for the purpose of widening the pavement or for any other purpose authorized by this section, but only after securing a permit as provided herein. Notwithstanding the limitations in any general or special law, every municipal corporation shall have and is hereby given authority to deposit with the county superintendent such a sum of money or a security bond as may be required as a condition precedent to the granting of the permit provided in this section.
2. The county superintendent shall establish regulations governing the issuance of highway work permits, including the fees to be charged therefor, a system of deposits of money or bonds guaranteeing the performance of the work and requirements of insurance to protect the interests of the county during performance of the work pursuant to a highway work permit. With respect to driveway entrance permits, the regulations shall take into consideration the prospective character of the development, the traffic which will be generated by the facility within the reasonably foreseeable future, the design and frequency of access to the facility, the effect of the facility upon drainage as related to existing drainage systems, the extent to which such facility may impair the safety and traffic carrying capacity of the existing county road and any proposed improvement thereto within the reasonably foreseeable future, and any standards governing access, nonaccess or limited access which have been established by the county superintendent.
3. Upon completion of the work within the county road right of way, authorized by the work permit, the person, firm, corporation, municipality, and his or its successors in interest, shall be responsible for the maintenance and repair of such work or portion of such work as set forth within the terms and conditions of the work permit.
4. An advertising sign, display or device, or any part thereof, erected in violation of this section shall be removed from the county road right of way by the owner or the party responsible for its erection. The county superintendent shall make a demand by mail, to the last known address of the owner, apparent owner or party responsible for the erection of such advertising sign, display or device, for its removal and, if it is not removed within twenty (20) days from the date of the mailing of such demand, the county superintendent may remove any such advertising sign, display or device, or any part thereof, from the county road right of way.

5. The term “county road right of way” shall, for the purposes of this section, mean the entire width between the boundary line of all property which has been purchased or appropriated by the county for county road purposes, all property over which the county superintendent or his predecessors has assumed jurisdiction for county road purposes, all property over which the county superintendent has assumed jurisdiction during the period of construction, reconstruction or improvement and all property which has become part of the county road system through dedication or use.

6. Any person, firm or corporation violating this section shall be liable to a fine of not less than twenty-five dollars nor more than one thousand dollars for each day of violation, to be recovered by the county superintendent and paid in to the county treasury to the credit of the county road fund created under this article for the construction, reconstruction and maintenance of county roads on the county road system in accordance with the provisions of this article, and may also be removed therefrom as a trespasser by the county superintendent upon petition to the county court of the county or to the supreme court of the state.