



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

rev. 07/15

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 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>DATABASE RECORD NO: _____</p> |
|---|