

Town of Mina



HIGHWAY WORK PERMIT REQUIREMENTS

The Town of Mina Highway Department provides critical services to our community that allows for safe, efficient travel along town roads and bridges. The highway department has to manage roads, bridges and culverts, signs and markings, guide rails, ditches and slopes.

It is important to understand that public safety is always the highest priority for the Town of Mina Highway Department. Road safety means designing and maintaining roads that efficiently allow the traveling public to make it to their destinations safely and to eliminate obstructions or barriers that can curtail access by emergency vehicles.

The Town of Mina requires a work permit for any work that is proposed in a town road right-of-way or any obstruction that is proposed to be placed in a town road right-of-way.

All local roads are under the jurisdiction of the Town of Mina Highway Department. This policy covers the following Town of Mina roads:

Ball Diamond	Kress	Sinden
Bailey Hill	Kidder	Sulphur Springs
Camp	Klondyke	Shadyside
Case	Kopta	Shadyside Extension
Division	Lakeview	School
Eighth Avenue	Meadows	Tanner
Fox	Mina Cemetery	Skellie
Greenman	Miller	West Mina
Gaswell Hill	Pleasant	West Mina Hill
Hazen	Parsonage	Woodland Shores Drive
Post	Pelton	Woodland Shores Extension
Harrington Hill	Stetson	

A Town of Mina road right-of-way (ROW) is approximately 25' from the center of the paved or gravel road surface. This may vary to some extent based upon property surveys.

Obstructions – It is the responsibility of citizens to not obstruct highways or street rights-of-way. Such obstructions can interfere with highway maintenance duties and thus impede a town highway department from carrying out its duties with respect to the maintenance of roads. Unauthorized obstructions may be removed by the Town Highway Department under procedures delineated by State legislation and local regulations.

Winter Maintenance – Municipalities have a duty to keep roads free from obstructions. The removal of snow is necessary to keep the roads unobstructed and available for public use. Snow and ice should not be deposited or stockpiled on or along a town road as this activity poses a hazard and is illegal according to New York State Vehicle and Traffic Law section 1219. The municipality is not liable for damage to any item (mailboxes, fences, plantings, etc.) if such damage was caused by snow removal activities.

A Highway Work Permit issued by the Town of Mina Highway Superintendent is required to work within a Town of Mina road right-of-way as delineated under Section 149 of the New York State Highway Law. Additionally, this policy requires a permit issued by the Town of Mina Highway Superintendent to place any obstruction on a Town of Mina road right-of-way including plants, fences, landscaping timbers/pavers, mailboxes, etc.

Highway Work Permit Application – A property owner or contractor must complete an application along with pertinent drawings (see attached) and submit to the Town of Mina Highway Superintendent. The Town of Mina Highway Superintendent will respond within 14 working days and written approval from the Highway Superintendent must be received prior to any work commencing on any project in a road right-of-way. The Town of Mina Highway Superintendent may revoke a permit upon the applicant's failure to comply with any conditions.

Highway Work Conditions and Restrictions – Specific conditions and restrictions are outlined on the permit application including insurance and bonding requirements.

Highway Work Ditch Guidelines – Specific ditch guidelines and construction standards are itemized below:

Construction Standards:

- The line shall be sleeved in the highway right-of-way. The size of the bore will be consistent with the size of the sleeve to be placed under the road. Jacking or pushing is preferred over boring.
- The sleeve shall be a minimum depth of five (5) feet below the pavement and a minimum depth of three (3) feet below the standard or existing ditch invert.
- The boring pit shall be located behind the normal ditch line or toe of slope and, in no instance shall the edge of the excavation nearest the pavement be less than ten (10) feet, measured laterally, from the edge of the shoulder.
- All disturbed areas within the highway right-of-way shall be returned to normal, seeded and mulched to prevent erosion.

Ditch Guidelines:

- There must be sufficient back slope to allow for proper cover of the pipe.
- The shoulder slope can be a consistent $\frac{3}{4}$ " per foot to a point over the pipe.
- The property owner supplies all materials, including pipe, drop inlets, grave and/or stone, top dirt, mulch and seeding. In the future, if pipe needs replacing, the property owner is still responsible for all materials.
- Size and location of pipe is to be determined by the Town of Mina Highway Superintendent or his/her designee.
- The property owner or his/her contractor should provide a sketch of the job.
- It is recommended that there is at least one (1) foot of cover over the pipe, with the last two (2) or three (3) inches to be top soil, with fabric between stone and top soil.
- Should be seeded or mulched when finished. Erosion control recommendations as provided by Chautauqua County Soil and Water.
- End of pipe to be sodded or flared end sections.
- Work to be done between May 1st and October 1st.
- The contractor is to call DIG SAFELY.

Town of Mina



HIGHWAY WORK PERMIT APPLICATION

Submit Application to:
Bill Himelein, Town of Mina Highway Superintendent
PO Box 38, Findley Lake, NY 14736
716-499-1766
whimelein@gmail.com

Property Owner Name

Contractor Name

Phone Number

Email Address

Town of Mina Address

Town Road Name

Owner's Liability Policy Holder (if applicable)

Contractor Insurance Policy

The permit is requested to complete the following work (written plans are to accompany the application):

CONDITIONS AND RESTRICTIONS

Permittee shall not seek to hold the Town of Mina liable for any claims or damages arising from the permittee's negligence or the permittee's contractor's negligence in the operations covered by the Permit. Permittee shall indemnify and hold harmless the Town of Mina from any and all liability claims or damages arising from the permittee's negligence or the negligence of the permittee's contractor's in the work covered by the Permit. Permittee or Permittee's contractor shall have protective liability insurance in effect during the period the work is being performed within the Town highway right-of-way. Such insurance shall not be less than a combined single limit for bodily injury and property damage of \$_____ per occurrence. If the Permit is for a strictly residential application and the property owner performs the work, property owner must provide evidence for general liability insurance (i.e. home owner's policy or insurance certificate) prior to issuance of a Permit. Commercial general liability shall not be required in this situation.

The Town of Mina Highway Superintendent may, at his/her discretion, require a surety device, such as a performance bond, cash or check, certificate of deposit in favor of the Town of Mina to protect the Town of Mina against the costs of completing construction or correcting deficiencies in permitte work. If such a surety is required, the Town of Mina may retain such a surety for a period of one year after completion of construction as a construction maintenance guarantee. The amount of surety shall be the in the Town of Mina Highway Superintendent's discretion. However, the amount shall be related to the estimated cost of correcting any deficiencies.

The Permit is subject to the specifications and conditions attached hereto. The Permittee acknowledges reviewing such specifications and understands the same.

Permittee Signature

Date