



County of Orleans

**Department of Highways and  
Buildings & Grounds**

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**ORLEANS COUNTY HIGHWAY DEPARTMENT PERMIT CONDITIONS FOR  
WORKING WITHIN HIGHWAY RIGHT-OF-WAY**

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1. All work completed within the Highway right-of-way must be done in accordance with the current manual of N.Y.S. Standard specifications and the requirements of the Orleans County Highway Department as they apply.
2. No materials or equipment will be brought on the job site before signs are in place and a work permit is issued by the Orleans County Highway Department.
3. Maintenance and protection of traffic shall conform to N.Y.S. Manual of Uniform Traffic Control Devices as to sign location, text, color, etc. as well as necessary lights, cones, barricades, etc.
4. All existing highway signs must be inventoried prior to start of construction. Upon and during completion of project, signs must be properly maintained in accordance with N.Y.S. Manual of Uniform Traffic Control Devices as to lateral offset, height, plumbness, etc.
5. No blasting will be allowed within or near Highway rights-of-way without prior approval of the Orleans County Highway Department.
6. No stockpiling or storage of any materials will be allowed on pavement or shoulders and no parking of equipment during nonworking hours will be allowed on pavement or shoulders.
7. Shoulders, pavement, ditch slopes and other area disturbed during construction shall be restored to the original condition and cross sections prior to final approval and shall be acceptable to the Orleans County Highway Department.
8. Where utilities are placed under paved area, or shoulders, backfill utility trenches with select granular fill.
9. Compaction shall meet N.Y.S. Department of Transportation Standard Specifications Construction and Materials.
10. Contractor will be responsible for both sides of the highway. If damage is done to either side by heavy loaded truck, equipment or through maintenance of traffic, Contractor will restore the area to the satisfaction of this department.
11. All drop inlets, catch basins and culverts will be flushed and cleaned before final acceptance.

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**ORLEANS COUNTY HIGHWAY DEPARTMENT WORK PERMIT**

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**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requests a Work Permit from Orleans County highway Department for completion of the following work:

\_\_\_\_\_, as per sketch or map attached. At the following location(s):

\_\_\_\_\_, permission is hereby granted to perform work under the following conditions:

**Conditions and Restrictions:**

- 1) This permit shall not be transferred or assigned without the written consent of the County Superintendent of Highways.
- 2) The work authorized by this permit shall be performed under the supervision and to the satisfaction of the County Superintendent of Highways or his representative. The highway, shoulders or ditches, when disturbed, shall be restored to its original condition. Backfill shall be of selected material thoroughly tamped. The roadway shall be left in a neat and orderly condition.
- 3) The County Superintendent of Highways shall be given one week's notice by said applicant of the date when he intends to begin the work authorized by this permit, and prompt notice of its completion.
- 4) The said applicant hereby agreed to hold the State, County and Town harmless on account of damages of any kind due to the installation, maintenance, use or existence of any facility of the permittee or which arises out of the activities of the permittee authorized by this permit. The work shall be adequately barricaded and suitably lighted by yellow lights at night.
- 5) The Orleans County Superintendent of Highways reserves the right to, at any time, revoke this permit should the applicant fail to comply with the terms and conditions upon which it is granted.
- 6) Work under this permit shall commence within ninety (90) days from the date of the permit and continue in an expeditious manner.
- 7) If required, the applicant shall submit a detailed plan of the structure to be built, with a description of the proposed method construction.
- 8) If approved, any cut in the pavement is to be backfilled and compacted in 6" layers with run of crusher stone up to the top of the subbase. Remainder of cut or trench to be constructed with the same materials and thickness as that of the existing pavement. At a minimum, pavement replacement shall be 4-inch base course and 2-inch surface course.

- 9) Unwarranted interruption of traffic is not permitted. Only half of pavement is to be opened at one time so traffic can be maintained at all times. Remove accumulated mud on pavement surface when necessary or when directed.
- 10) No County sign or traffic control device shall be disturbed.
- 11) Prior to commencing any work, the applicant shall contact all utility companies to locate their facilities in the construction area.
- 12) This permit shall be kept on the job site at all times.
- 13) Traffic shall be maintained by the applicant on this section of the highway while the work is in progress and until its final completion.
- 14) Applicant shall comply in all respects with the permit conditions attached.
- 15) Upon final completion of all work, the applicant shall notify the Orleans County Superintendent of Highways for a final inspection.
- 16) Applicant shall be required to provide to the County a performance bond or certified check in an amount as determined by the Orleans County Superintendent of Highways to secure full compliance with the permit conditions. The minimum amount of such bond or check shall be \$500. Such bond shall be written so as to continue in effect for at least twelve (12) months from the date of project completion or it shall then appear that there has been full compliance with all permit conditions.

***Special Permit Conditions***

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In consideration of granting this permit, the undersigned accepts it, subject to conditions described.

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Applicant	Date
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County Superintendent of Highways #671 (Permit.Cond)	Date
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