

# Village of Medina



**Building Department**  
**600 Main Street**  
**Medina, NY 14103**

**ORLEANS COUNTY • Medina, New York 14103**

PHONE 585-798-0770 FAX 585-798-5018  
www.villagemedina.org

## Section I. Applicant Information

**Important:** The following information must be completed unless otherwise noted. Applications not fully completed will not be received by this department. Applicants must read and understand all conditions of this permit application prior to signing. Applicant is responsible to identify and obtain any other necessary permits required.

Work Location \_\_\_\_\_

Description of work \_\_\_\_\_

Contractor \_\_\_\_\_ Property Owner \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Fax \_\_\_\_\_

## Section II. Type of Permit (check all that apply and indicate size in space provided if applicable)

☐ Street Opening \_\_\_\_\_ ☐ Waterline \_\_\_\_\_

☐ Sidewalk Opening Or Replacement \_\_\_\_\_ ☐ Driveway Construction \_\_\_\_\_

☐ Sanitary Sewer Connection \_\_\_\_\_ ☐ Utility Work \_\_\_\_\_

☐ Curb Replacement or Lowering \_\_\_\_\_ ☐ Other \_\_\_\_\_

## Section III. Drawings

- A. Drawing must be submitted for all applications
- B. Drawings submitted must be at least 8" X 11"
- C. Street name and house number must be clearly identified
- D. Location, size, and type of trees on Village right-of-way must be shown
- E. Indicate existing catch basins, manholes, culverts, guardrails, curbing, sidewalks, signs, traffic control devices, and other structures in right-of-way
- F. All work in right of way must comply with Village of Medina standards

***Copies of Village of Medina standards are available in the Building Department***

## Section IV. Storm Drain Connection

Connections shall only be made into a structure AND approved by the Department of Public Works.

## For Office Use Only

Location \_\_\_\_\_

Permit number \_\_\_\_\_ Date \_\_\_\_\_

Fee \$ \_\_\_\_\_

\_\_\_\_\_  
Code Officer Signature

## Section V. Requirements and Conditions

- A. Work area to be marked out in the field in WHITE PAINT
- B. Final restoration dimensions to be determined by Department of Public Works
- C. Temporary pavement shall be placed in all trenches not using control density fill
- D. Open trenches must be properly covered with adequate sized steel plates every night to the satisfaction of the Department of Public Works
- E. A minimum of 24 hours notice must be given to the Department of Public Works prior to the start of any work

## Section VI. Additional Requirements for Sewers and Water

- A. Sewer main to be inspected by Department of Public Works prior to connection
- B. A sewer pipe saddle must be used to connect laterals to the sewer main
- C. Department of Public Works must inspect lateral connection prior to placement of concrete or backfill  
***No stormwater connections allowed to the sanitary sewer (sump pumps, leaders, trench drains, etc.)  
Sewer or drain connection may be Smoke Tested or Dye Tested***

## Section VII. Insurance Requirements

The application shall also be accompanied by a certificate of insurance, with the Village of Medina named as an added insured. Unless otherwise required by special specifications, each policy shall have limits of not less than the following:

### **Bodily Injury Liability**

Single Limit

\$1,000,000 each person

\$1,000,000 each occurrence

### **Property Damage Liability**

Single limit

\$1,000,000 each occurrence

*The following endorsement must be read, understood.*

"It is agreed that the liability insurance policy submitted for this permit insures the Village of Medina, its officers, servants and agents against any liability within the limits hereof, for personal injury or property damage, directly or indirectly resulting from or arising out of the granting by the Village of Medina a permit for work within a right-of-way to:

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(Insert company name, address)

or for any negligent act or omission in connection therewith on the part of the permittee, his (its) servants or agents."

## Section VIII. "Code 753"

Before any excavation work can begin in right of way and with this application you must provide a "Call Before You Dig" Case Number \_\_\_\_\_ Call 1-800-962-7962

## Section IX. Signature

I do certify that I am duly authorized to file this application: that all statements contained in this application are true to the best of my knowledge and belief: and that the work will be performed in the manner set forth in the application, plans and specifications filed herewith in compliance with the applicable laws, ordinances, codes, rules, regulations and directives of the Village of Medina. The plans and specifications have been prepared so as to include all necessary data to show compliance with the State, County and Village of Medina regulations. The undersigned understands that the filing of this application amounts to the written consent to all necessary inspection by the Department of Public Works in connection with this application.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant (print) \_\_\_\_\_ Title \_\_\_\_\_