



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Road Cut Permit Application Instructions

Overview: The Road Cut Permit is required for construction in (cutting into) a street, sidewalk, curb, or grass area in the *right-of-way* in the City of Syracuse. *Right of way* is defined as the land and facilities that are maintained and regulated for public use, typically roads and sidewalks and the utilities and amenities on, under, or above them.

Application Contents:

- Permit Requirements
- Application Checklist
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- Road Cut Permit Summary of Standards, pages 3 to 4
- Road Cut Permit Application, pages 5 to 6
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Permit Requirements:

- Application must be submitted **30 days** prior to the start date of work.
- If proposed construction includes curb alterations, the applicant must either submit proof of City approval or submit a Curb Cut Application so the proposed curb alterations can be reviewed.
- If metered parking spaces are affected by work, the applicant must also submit the Parking Meter Rental Permit Application with the Road Cut Permit Application submission.
- You must submit a location request with UDig NY online at udigny.org or by phone at 811 at least two working days but no more than 10 days, excluding weekends and legal holidays, before beginning any work.

Application Checklist:

- Completed Road Cut Permit Application.
- Completed Curb Cut Application (if applicable).
- Completed Parking Meter Rental Permit Application (if applicable).
- Insurance Certificates from Contractor, in the amount of \$1 million for General Liability and \$500,000 for Workers' Compensation, listing the City of Syracuse as additionally insured.
- Temporary Traffic Control (TTC) Plan:
 - Must show all traffic control devices being used (signage, cones, barricades, etc.), as well as how the applicant will block off the street or sidewalk where the work is occurring.
 - Must show how the applicant plans to route pedestrian/vehicular traffic around the work.
 - Must show dimensions of street/sidewalk left open to pedestrian/vehicular traffic.
 - Must be in accordance with the Federal Manual of Uniform Traffic Control Devices (MUTCD) most recent edition.
- 4 Sets of To-Scale Plans:
 - Must show proper orientation of existing utilities as they relate to proposed work.
 - Each map shall have a title block, site location, and arrow indicating the direction north.
 - All digging must be done in straight lines.
 - All work must be clearly indicated on each map.
- Electronic Plans: An electronic copy of plans should be emailed to permits@syr.gov if plans submitted are larger than 11x17.
- UDig NY Location Request Completed.



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Submittal and Payment Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fees, and additional documents must be submitted to:

City of Syracuse, Central Permit Office

One Park Place

300 South State St.

Syracuse, NY 13202

315-448-4754 | permits@syr.gov

3. Application Fees must be paid as two separate payments collected after the permit is issued. Checks or Money Orders payable to Commissioner of Finance:
 - Non-Refundable Fee: \$100 permit fee plus \$3.32 per square foot (sf) permanent maintenance fee.
 - Refundable Fee: \$10.50 per sf for an unimproved street and \$14.14 per sf for an improved street.
4. After restoration work is completed, you must request an inspection on your company letterhead. The letter must include the Permit Number, Check Number, Date of Check, and Refundable Check Amount and be sent to:

City of Syracuse Department of Public Works

Attn: Matt Fiato

1200 Canal St. Ext.

Syracuse, NY 13210

5. After restoration and inspection, the applicant may request the refundable fee by submitting the Refundable Deposit Application on page 7.



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Road Cut Permit Summary of Standards

Overview: All road cuts must adhere to City of Syracuse standard details and specifications on record with the City of Syracuse Department of Engineering. Any variance from these standards requires approval from the City Engineer. All construction must be per City specifications. This summary of standards details restoration and engineering guidelines from the Department of Water.

Restoration – to be as follows, but not limited to:

Pavement Standards:

- Minimum trench width of two feet for excavation.
- Backfill with approved material and compact to 95% in approved lifts.
- Cutback Number 1: 6-inch minimum parallel to CL (both/all sides) of trench after excavation for 12-inch road base and geo-textile fabric, compact to 95% and 8 inches of fiber reinforced concrete.
- Dowel concrete as detailed: contact the City Engineer for approval to eliminate dowels if concrete appears to be in poor condition.
- Cure time for concrete: 3 days minimum for HES concrete, 7 days minimum for regular. Placement of asphalt is prohibited until minimum cure times are achieved
- Cutback Number 2: 6-inch minimum parallel to cutback as described in Number 1 (both/all sides) to accommodate placement of asphalt layers.
- Paving: use tack coat on concrete base and sides, use appropriate roller, seal joints, etc.
- Must adhere to items 1-5 on detail sheet noted under the heading “Private Utility Street Cut Repair”.
- No diagonal cuts for laterals: must be perpendicular. If this is not possible, the cut must be squared.
- Based on the above information the minimum width of a trench repair is four feet. Anything less is substandard and will be removed and repaired as ordered by the City at the contractor’s expense.

Duct Bank Standards:

- Minimum cover of 36 inches.
- Encase duct bank in 2,500 psi concrete.
- Two warning strips must be placed as follows: one above the duct bank and two that are 18 inches below finished grade.

Sidewalk and Curb Standards:

- Replace section of sidewalk disturbed in full flags.
- All construction must be per City specifications and standards.
- Bricks shall be reset to match existing pattern and City standards.
- Any curb or curb under drain disturbed shall be reset with new under drain.
- Any curb damaged shall be reset with new curb to City standards.
- If Medina curb is disturbed, it must be replaced with granite.



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Road Cut Permit Summary of Standards (continued)

Water Engineering Guidelines:

- Use UDig NY guidelines for all underground installation and UDig NY color standards on document submittals (the color blue corresponds to water mains).
- Include all water mains (both parallel mains and cross mains) on proposal drawings.
- Include dimensions of proposed facilities from the centerline of the road.
- Include trench cross-section details on each drawing showing encasement materials, width, and depth of proposed facilities.
- Standardize all drawing scales to one-inch equals 10, 20, 30, 40, 50, 60, or 100 feet (the Department of Water's preference is 1 inch equals 40 feet).
- Identify the method of installation (i.e. open cut, directional boring, insertion into existing facilities, overhead, etc.) on each drawing.
- Include a legend for all abbreviations and color codes.
- Maintain a minimum five feet edge-to-edge horizontal separation from all water mains.
- Maintain a minimum three feet horizontal separation from all water valve boxes, curb boxes, water service lines, and hydrants.
- When crossing a water main or water service line, maintain a minimum 18-inch vertical clearance.
- The maximum trench depth shall be 42 inches below grade.
- Provide these guidelines and all permit documents to the supervisor or foreman on site.
- Send a fax to the Department of Water Division of Water Engineering (315-473-2608) one business day prior to commencement of work. This should include the location of the site, name of the job supervisor, name of the site foreman, and a contact telephone number.



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Road Cut Permit Application

Company Name: _____

Address: _____

Contact Name: _____

Home Phone: _____

Cell Phone: _____

Fax: _____

Email: _____

Request (check all that apply):

_____ Partial Street Closure

_____ Full Street Closure

_____ Dumpster

_____ Partial Sidewalk Closure

_____ Full Sidewalk Closure

_____ Other: _____

For a partial sidewalk closure, the applicant must verify there is 3 feet of uninterrupted sidewalk space for pedestrians.

For a dumpster, the Waste Hauler must be licensed to operate in the City of Syracuse pursuant to the [City of Syracuse Solid Waste Collection and Disposal Ordinance](#).

Waste Hauler Business Name: _____

Location of Work: _____

Task to Perform: _____

Does the proposed Road Cut include curb alterations (raising, lowering, widening, narrowing, adding, removing, or relocating curbs)?

Yes

No



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If yes, has the City approved the proposed curb alterations?

- Yes, the site plan was approved by the Office of Zoning: Date _____ Case Number _____
- Yes, a Curb Cut Permit was previously approved: Date _____ Permit Number _____
- No, a curb cut application is submitted with this Road Cut application.

Start Date: _____

End Date: _____

Start Time: _____

End Time: _____

Applicant's Signature: _____ Date: _____

Please Print Name: _____

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Date Received: _____

TTC Plan Attached: ___ Yes ___ No

Insurance Certificate Attached: ___ Yes ___ No

Expiration Date: _____

Workers Compensation Included: ___ Yes ___ No

Expiration Date: _____

Date TTC to DOT for review: _____

Date TTC back from review: _____

Comments: _____

Waste Hauler Information:

Waiver #: _____



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Refundable Deposit Application

Overview: The Refundable Deposit Application is required to request the refundable portion of your payment. The application must be submitted after work is completed and inspected by the Department of Public Works.

Date of Refund Request: _____

Name of Permit Holder: _____

Permit Number (PC-XXXX-XX): _____ Check Number: _____

Check date: _____ Check Amount: _____

Street(s) Affected by Work: _____

Date backfill and/or restoration accepted by the Department of Public Works: _____

Refundable Deposit will be forfeited if not claimed within 24 months of Acceptance Date.

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Comments: _____

Date of Refund: _____ Amount of Refund: _____

Inspector Signature: _____

Print Name: _____