



# Village of Cooperstown

22 MAIN ST. P.O. BOX 346 COOPERSTOWN, NY 13326 (607) 547-2411 • FAX (607) 547-5487

## APPLICATION TO ALTER VILLAGE PROPERTY Within The Right of Way

*It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, and supporting documents, at least five (5) business days prior to the planned commencement of work, unless there is an emergency which could cause damage to other utilities, public and/or personal property, or be a risk to human health. Failure to submit a complete application will result in the denial of or delay in issuance of a permit.*

### PROPERTY INFORMATION

Owner's Name: \_\_\_\_\_

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

Job Description: \_\_\_\_\_ SEWER Repair / Hook Up \_\_\_\_\_ WATER Repair / Hook Up  
\_\_\_\_\_ Other: Describe \_\_\_\_\_

Date of Work: From: \_\_\_\_\_ To: \_\_\_\_\_

Is this situation an Emergency or sudden situation that if not corrected immediately, could cause damage to other utilities, public and/or personal property, or be a risk to human health? \_\_\_\_\_

Please Explain: \_\_\_\_\_

### CONTRACTOR'S INFORMATION

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### RESTORATION INFORMATION

\*If restoration of the property will not be completed by the contractor please indicate the appropriate party whom you plan to have complete the restoration including asphalt, concrete, seeding, and anything else that is disturbed.

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE APPLICATION:**

*Incomplete applications will **NOT** be processed, application fee will be forfeited and no permit will be issued.*

- A) **\$25 Permit Application Fee**
- B) **\$1,000 Bond Deposit per utility to be paid by property owner**
- C) **Valid UFPO Ticket Number** \_\_\_\_\_
- D) **Contractor’s Certificate of Insurance** naming the Village of Cooperstown as additionally insured with minimum coverage amounts of \$2,000,000 aggregate, \$1,000,000 occurrence.

**APPLICANT AFFIRMATION**

I, the undersigned, do hereby affirm that the information contained in this application is true to the best of my knowledge, and I further understand that intentionally providing false or misleading information is grounds for immediate denial of this and any future application on behalf of myself and/or my company.

I understand that it is my responsibility to repair all Village Property to the specifications indicated in the Street Repair and Replacement Guidelines and should the repair not be to those standards I will be charged for any necessary repairs at the specified rate. Please see and initial bullets below.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**PLEASE NOTE:**

- This application is not a permit and said work shall not start until issuance of a permit.
- Permits will not be issued without the required documentation including a valid UFPO Ticket Number and a certificate of insurance.
- Any person, whether owner, agent, builder, contractor, tenant or otherwise, who violates any provision of the Village ordinance on the use or alteration of Village property shall be subject to a penalty of not less than \$200 and not to exceed \$350. In addition, any person who has not obtained the required permit will be issued a “Stop Work Order.”
- Unless deemed an “Emergency” all applications must be received at least five (5) business days prior to the scheduled commencement of work.
- **Should the Village property not be returned to its original condition within twenty-one (21) days, the Village will complete the work at the following rates:**
  - **When Hot Mix Plant is open (Mid April – Mid November) - \$25 per square foot**
  - **When Hot Mix Plant is closed (Mid Novmeber – Mid April) - \$50 per square foot**

\_\_\_\_\_  
Property Owner’s Initials