



**TOWN OF EAST HAMPTON**  
HIGHWAY DEPARTMENT  
258 SPRINGS FIREPLACE RD.  
EAST HAMPTON, NEW YORK 11937  
631-324-0925 / FAX 631-329-3369

STEPHEN K. LYNCH  
HIGHWAY SUPERINTENDENT

## Memo

To: ALL INTERESTED UTILITIES/COMPANIES/HOMEOWNERS

From: Stephen K. Lynch, SUP'T. OF HWYS *SKL*

Date: August 15, 2016

Re: EXCAVATIONS - in Town roads or right of ways (shoulders) require a Road Opening Permit

### Requirements:

No excavations less than 18" (eighteen inches) in width will be permitted in the pavement of any Town road. Clean, granular backfill will be utilized in 12" (twelve inch) lifts and compacted with vibratory compactors. Temporary asphalt (hot or cold) patch will also be mechanically compacted.

### Permanent Restoration shall include:

1. Saw cut of patch 4" (or more if necessary to reach sound pavement).
2. Remove temporary patch and excavate to a depth of 4".
3. Compact sub base.
4. Install 4" hot mix asphalt in two 2" lifts compacting each lift.
5. Seal edges with hot tar.

Absolutely no trenches within 24" of pavement edge.

No trench within 6" of tree trunk per inch of tree caliber. I.E. 12" tree requires 6' trench free zone.

**Driveways:** Excavations in the Town right of way for driveway installations or upgrades also require a road opening permit.

Each completed permit application **must** be accompanied with a sketch showing work to be done and the fee of \$250.00 per opening.

When the application has been approved the permit may be faxed, mailed, e-mailed or picked up at the Highway Office.

If you have any questions or concerns, please contact our office.



CALL 811  
BEFORE YOU  
DIG

Permit No. \_\_\_\_\_

Application and Permit for Excavation of Highways in the Town of East Hampton

To: Town of East Hampton Highway Department  
258 Springs Fireplace Rd  
East Hampton, NY 11937

Date: \_\_\_\_\_

Application is hereby made by the undersigned, a firm/corporation, whose place of business is located at:

\_\_\_\_\_  
Company Street  
City State ZIP to the Town of East Hampton

Highway Department for the permission under Ordinance "Forbidding Tearing Up Town Highways",  
adopted June 4, 1930 of the Town of East Hampton. Permit request must be with a non-refundable  
\$250.00 fee per opening. (Describe the work to be done:

Contractor if other then applicant: \_\_\_\_\_

On or across a Town Highway Located at:

\_\_\_\_\_ Address or street  
In the Town of East Hampton, County of Suffolk, State of New York, Known as

In accordance with the map and plan here to attached and forming a part hereof.

Respectfully, \_\_\_\_\_ Sign Here

This permit shall not be assigned or transferred without the written consent of the Superintendent of Highways.  
The work authorized by this permit shall be preformed under the supervision and to the satisfaction of the Superintendent of  
Highways or his representative.

The Superintendent of Highways shall be given one week's notice by this said applicant of the date when it intends to begin the work  
authorized by this permit, and prompt notice of completion.

The said applicant hereby agrees to hold the Town harmless on account of any kind of damages which may arise during the process of the  
work authorized by this permit or by reason thereof.

The Superintendent of highways reserves the right to at any time revoke or annul this permit should the said applicant fail to comply with the  
terms and conditions upon which it is granted.

The applicant agrees to pay all necessary expenses incident to supervision and inspection by reason of the granting of such permit, as certified  
by the Superintendent of Highways, such as payment to be made within 10 days from the rendering of the certified account

Work under this permit to be commenced within ninety days from date of permit and continued in a expeditious manner.

The applicant shall upon request of the Superintendent of Highway, submit a plan of structure to be built, with a description of proposed  
method of construction

Traffic Shall be maintained by the applicant on this section of highway while the work is in progress and until it is complete

Upon request of the Town Highway Superintendent, a certified check/bond in the sum of \$\_\_\_ payable to the Town of East Hampton to be  
deposited/is on file as security that the Highway will be restored to its original condition where disturbed at the expense of the applicant, as  
soon as the work has been completed, and the said Superintendent of Highways is hereby authorized to expend all or as much of said deposit  
as may be necessary for that purpose, should the said applicant neglect or refuse to preform the work.

I have examined the conditions referred to in the foregoing application and permission is herby granted/denied.

Dated at: \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Highways Town of East Hampton

ALL DRIVEWAY APRONS MUST BE 2 FEET FROM THE EDGE OF THE PAVEMENT. HOT ASPHALT IS TO BE USED BETWEEN EDGE OF PAVEMENT AND THE APRON. SAW CUT ASPHALT TO STRAIGHT EDGE AND SEAL SEAM.