

**TOWN OF MAMARONECK  
HIGHWAY DEPARTMENT**

**740 WEST BOSTON POST ROAD**

**MAMARONECK, NY 10543**

**(914) 381-7825 Telephone**

**(914) 381-8473 Fax**

**Email: Highway@TownofMamaroneckNY.org**

**REQUIREMENTS FOR FILING AN APPLICATION  
FOR PERMIT TO OPEN AND/OR USE TOWN STREETS OR RIGHT-OF-WAY**

1. A completed Highway Application, requires the names, business addresses, telephone numbers, and email addresses of all contractors associated with the project.
2. All Applicants applying for a Highway Permit must have the following insurance documents:
  - A Certificate of Liability Insurance: Accord Form, listing the Town of Mamaroneck as the “Certificate Holder” as well as “Additional Insured”
  - A Certificate of Worker’s Compensation Insurance, Form C105.2
  - A Certificate of Disability Insurance, Form DB-120
3. One (1) set of plans fully describing the project. Plans must incorporate any Town Specifications pertinent to the scope of work including:
  - Details referencing Town of Mamaroneck standard construction specifications and restoration requirements within all Town right-of-way areas.
  - Drawing(s) showing proposed improvements referenced to current survey within the project limits.
  - A MUTCD maintenance and protection of traffic plan showing flagmen, signage, cones, and barricades if work will occur in the roadway.
  - A Road Closure Application may be required if any part of the roadway will be closed for a duration of time. Please fill out the following form if a road closure will be necessary, whether full or partial.
    - <https://www.townofmamaroneckny.org/documentcenter/view/2820> ).
  - The Town of Mamaroneck Police Department may be required to be retained at the expense of the applicant to support safe roadway conditions dependent on traffic conditions and the nature of work performed. Proposed work on designated high traffic roads will be referred for review of police support by the Town of Mamaroneck Police Department.
4. **Preconstruction photos** of the Town’s right-of-way including sidewalk and curbing is required for work that includes heavy equipment and/or vehicular traffic across such items.
5. Permits are reviewed within ten (10) business days upon receipt of applications and may be issued simultaneously with any Building Department Permits associated with the same work. The required forms and applications can be obtained in person from the Building, Engineering and Highway Department Office, located in Room 208 of the Town Center, 740 West Boston Post Road, Mamaroneck or they may be viewed and printed online at [www.townofmamaroneck.org](http://www.townofmamaroneck.org).
6. Prepare a complete application that includes all the components required printed out in a packet to be delivered to the Town of Mamaroneck Highway Department, in person or via mail to the Town of Mamaroneck Highway Department at 740 West Boston Post Road, Mamaroneck, NY 10543. Do not email your information to the Highway Department as we will not prepare the packet for you. **Town Center Hours: M-F 8:30 am to 4:30 pm/Summer Hours: 8:30 am to 4:00 pm**

7. Upon completion of work performed, please contact the Town of Mamaroneck Highway Department to schedule an appointment for a final inspection. Please be certain to provide a valid mailing address, upon close out of your permit for the Bond Release to be mailed to the correct party.

**PERMIT APPLICATION FEES:**

- Permit Fee: **\$200.00** minimum; or fee calculated per area of pavement disturbance. Fee shall be payable to the Town of Mamaroneck. (Reference the property address on the memo line on the check).
- Bond or Deposit: **\$1,200.00** or as determined by Town, made payable to the Town of Mamaroneck, (Reference the property address on the memo line on the check).

*(Deposit is returned within six (6) months following a final inspection)*

**SPECIAL NOTES:**

1. Upon completion of the job, **submission of an as-built plan** indicating detailed locations of all new/modified utilities, storm water and sanitary sewer lines/connections etc. is required prior to the bond or deposit release.
2. The contractor is required to call **Dig Safely New York at 1-800-962-7962 (Code #753)** and to maintain all utility identification markings through acceptable use of spray paint, flags or ribbons until the final inspection and approval for bond refund. No work shall begin without a complete mark out or positive response of all underground utilities.
3. The Highway Department will contact you when your permit is ready. You can pick it up at the Town Center at 740 west Boston Post Road, Mamaroneck, NY 10543 or it can be mailed. **The permit must be displayed at the job site and you may not commence the work until you have the permit.**
4. Enhance pavement restoration is required for work within Town road pavement where complete asphalt resurfacing was performed within five (5) years of the date of application submittal. Please contact the Town Highway Department office to determine whether enhanced pavement restorations will be required for the scope of work.