

Town of Owasco
2 Bristol Avenue
Auburn, New York 13021

J. Patrick Doyle
Code Enforcement Officer
Email: codes@owasco.ny.gov

Office Phone: 315-253-9021

Fax: 315-253-2683

Cell Phone: 315-729-3921

Application No. _____

Date: _____

Fee: \$ _____

Application for Building/Zoning Permit
(Not a Permit)

IMPORTANT INSTRUCTIONS, PLEASE READ CAREFULLY.

1. Application must be complete. Please type or clearly print in ink all necessary information.
2. Completed Application must be submitted to the Owasco Town Clerk with appropriate fee before review process can begin.
3. Application must be supported with the following documents:

MINOR PROJECT: A. Plot plan (see attached sample)
B. Sketch of project and/or specifications/materials list.

MAJOR PROJECT: A. Three (3) copies of plot plan signed
B. Three (3) copies of design drawings signed and sealed by a licensed architect or licensed professional engineer.
C. One (1) copy of approval from developer, if in Planned Development District.

PLEASE COMPLETE:

Location of property: _____
(Street or Firelane No., Lot No., Nearest Road)

Tax Map No.: _____

Name of Owner: _____

Address: _____

Phone, Email _____
(Phone) (Cell) (Email)

Application for Building/Zoning Permit (continued)

A. PROJECT CONTACTS:

Builder (If self, so indicate) _____

Address _____

Phone / Cell / Email _____

Architect or Engineer _____

Address _____

Phone / Cell / Email _____

B. NATURE OF WORK (CHECK ALL APPROPRIATE CATEGORIES BELOW):

Existing Structure(s)

- | | |
|------------------------------|--------------------------|
| 1. Repair (structural) _____ | 4. Removal _____ |
| 2. Addition _____ | 5. Demolition _____ |
| 3. Alteration _____ | 6. Other (specify) _____ |

New Structure(s)

- | | |
|--|--|
| 1. Single Family _____ | 3. Two Family _____ |
| 2. Accessory Buildings:
Garage: ___ Attached ___ Detached
Shed ___ | 4. Deck: ___ Covered ___ Open
5. Swimming Pool: ___ Above ___ Below
6. Other (specify) _____ |

C. PRINCIPAL CONSTRUCTION MATERIAL TO BE USED:

- | | |
|----------------|--------------------------|
| 1. Wood _____ | 3. Block _____ |
| 2. Brick _____ | 4. Other (Specify) _____ |

D. TYPE OF FOUNDATION:

- | | |
|--------------------------|---------------------|
| 1. Cellar _____ | 3. Basement _____ |
| 2. Slab _____ | 4. Crawlspace _____ |
| 5. Other (Specify) _____ | |

E. COMPLETE THE FOLLOWING:

1. **Water Source:** Public _____ Private Well _____ Other _____
2. **Sewage:** Public _____ Private* _____ None _____
- * If private, has sewage disposal permit been applied for Yes ___ No ___

- | | | |
|--|-----------|----------|
| 3. Will the project involve plumbing? | Yes _____ | No _____ |
| 4. Will the project involve H.V.A.C.? | Yes _____ | No _____ |
| 5. Will the project involve electrical ? | Yes _____ | No _____ |

F. COST OF THIS PROJECT: (all labor* and materials) \$ _____

* estimate your labor, if applicable.

Application for Building/Zoning Permit (continued)

G. ZONING DISTRICT OF PROPERTY (Circle One)

1. Residential 2. Agricultural/Residential 3. Lakeshore

H. PRINCIPAL USE OF PRESENT STRUCTURE(S) AND/OR LAND (Circle One)

1. Residential 2. Agricultural/Residential 3. Lakeshore
4. Other (Specify) _____

I. PRINCIPAL USE OF THIS PROPOSED PROJECT. (Describe) _____

J. DIMENSIONS OF TOTAL PROPERTY (If applicable)

Lot size: Length _____ (X) Width _____ (=) Total sq. ft. _____

Existing Buildings:

Length _____ (X) Width _____ (=) sq. ft. _____

Length _____ (X) Width _____ (=) sq. ft. _____

Length _____ (X) Width _____ (=) sq. ft. _____

Total square footage – Existing buildings _____

K. DIMENSIONS OF PROPOSED PROJECT (If applicable)

Length _____ (X) Width _____ (=) Total sq. ft. _____

Height _____ Number of stories _____

L. PROPERTY LINE SETBACKS OF PROPOSED PROJECT. (If applicable)

Front lot line setback _____ ft. Side lot line setback _____ ft.

Rear lot line setback _____ ft. Side lot line setback _____ ft.

M. ENCLOSED LIVING AREA. (If applicable) Total sq. Ft. _____

GENERAL INFORMATION PERTAINING TO THIS APPLICATION

This application will be reviewed by the Code Enforcement Officer and/or the Town Consulting Engineer. If disapproved, a letter of denial explaining reason(s) for denial will be issued to applicant. If approved, a BUILDING/ZONING PERMIT will be issued to the Applicant.

Work covered by this APPLICATION shall not commence prior to the issuance of a PERMIT. The PERMIT shall be valid for a period of twelve (12) months from the date of issuance. Construction under the PERMIT must be substantially complete within twelve (12) months or an extension must be obtained from the Code Enforcement Officer. A NOTICE OF PERMIT (issued by the Town) must be kept on the premises, publicly visible, throughout the progress of work.

Application for Building/Zoning Permit (continued)

This project may involve work requiring approval of various outside agencies. Certain outside agency approvals may be required prior to the issuance of a Permit. Final approval of all agencies involved must be submitted to the Code Enforcement Officer prior to the issuance of a Certificate of Occupancy or Compliance. Examples, not limited to the following, would be:

<u>Project Involvement</u>	<u>Agency</u>
1. Land division, SEQR, etc.	Owasco Planning Board
2. Zoning matters, SEQR	Owasco Zoning Board of Appeals
3. Public water, sewer	Owasco Water, Sewer Departments(s)
4. Private septic system	Cayuga County Health Department
5. N.Y.S. Roads	NYS Dept. of Transportation
6. Floodplains, wetlands	NYS Dept. of Environmental Conservation
7. Streams, Lakes, etc.	U.S. Army Corps of Engineers

Application for a CERTIFICATE OF OCCUPANCY OR COMPLIANCE is made concurrently with this filing. It is the responsibility of the owner or authorized agent to notify the Code Enforcement Officer when the project is completed in order to obtain a Certificate of Occupancy or Compliance.

The Town Code Enforcement Officer and/or Building Inspector, upon the display of proper credentials and in the discharge of his duties, shall be permitted to enter upon the premises covered by this application with out interference, for the purposes of inspecting, during normal working hours.

No person shall make any changes to the plans herewith submitted or of the specifications herein contained in the structural part of the project without the written consent of the Code Enforcement Officer.

.....

I certify that the answers to the questions set forth in this APPLICATION are true, correct and complete. Additionally, I agree that, in the event the PERMIT is approved, to comply with the provisions of all State of New York and Federal Government laws, rules and regulations, as they pertain this APPLICATION.

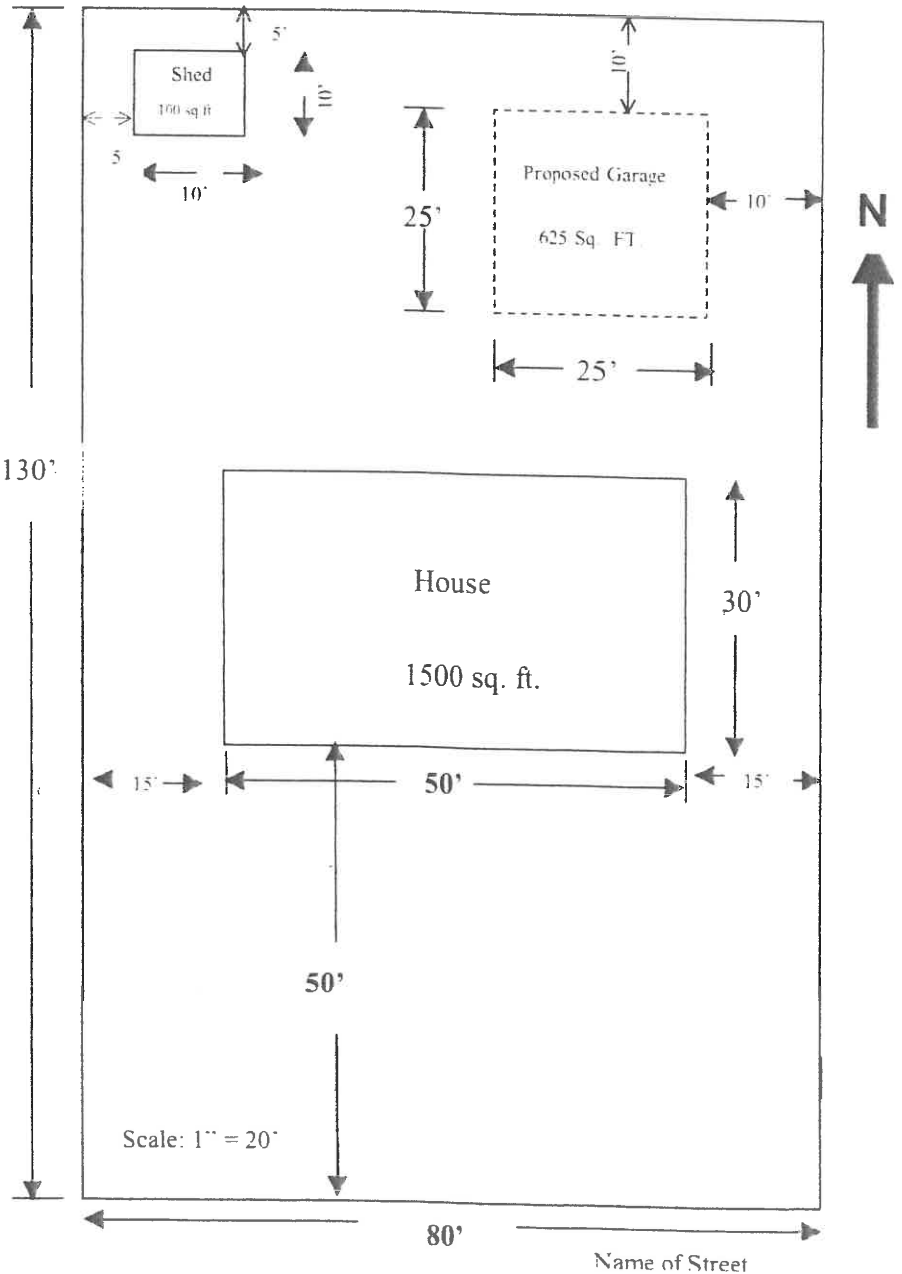
Signature: _____
(Owner or authorized agent)

TOWN OF OWASCO
2 Bristol Avenue
Auburn, New York 13021

PLOT PLAN SHOULD CONTAIN:

SAMPLE PLOT PLAN

- A. Name of Owner
- B. Address of Property
- C. Tax Map No.
- D. Dimensions of lot to scale.
indicate north per compass.
- E. Draw existing structures on lot to scale.
draw with solid lines.
- F. Draw proposed structures to scale.
draw with dotted lines.
- G. Indicate square footage of **all structures.**
- H. Distance from all structures to lot lines.
- I. Identification of adjoining property.
ie; Street, Lake, neighbors by name.



ZONING

150 Attachment I

Town of Owasco
 Table of Dimensional Requirements
 [Amended 9-9-2004 by L.L. No. 2-2004; 6-11-2009 by L.L. No. 2-2009]

Zoning District	Permitted Uses	Special Use	Minimum Lot Size (acres)	Minimum Lot Width (feet)	Principal Building Lot Line Setbacks			Detached Garage/Carports and Accessory Buildings With Floor Area Greater Than 120 Square Feet			Detached Accessory Buildings With Floor Area Less Than 120 Square Feet			Maximum Height		Maximum Impervious Material Coverage ⁶	Minimum Green Space
					Front (feet)	Side (feet)	Rear (feet)	Rear ³ (feet)	Side ³ (feet)	Side ³ (feet)	Rear ³ (feet)	Rear ³ (feet)	Side ³ (feet)	Principal Building (feet)	Accessory Buildings (feet)		
AR	Single-family farm dwellings		10	300	50	25	40	10	10	5	5	5	35	20 ⁴	10%	10%	80%
AR	Barns and other farm buildings		10	300	50	25	40	10	10	5	5	5	50 ⁵	50 ⁵	10%	10%	80%
AR	Single-family dwellings		3	300	50	25	40	10	10	5	5	35	20	20	10%	10%	80%
AR	Two-family dwelling		3	300	50	25	40	10	10	5	5	35	20	20	10%	10%	80%
AR	Churches	X	3	300	100	100	100	100	100	100	100	100	50	20	30%	30%	40%
AR	Private schools	X	3	300	100	100	100	100	100	100	100	100	50	20	50%	25%	25%
AR	Private club/lodge	X	3	300	100	100	100	100	100	100	100	100	35	20	30%	30%	40%
AR	Hospital/nursing home	X	3	300	100	100	100	100	100	100	100	100	50	20	40%	30%	30%
AR	Riding academy		10	300	100	100	100	100	100	100	100	100	50	20	30%	30%	40%
R	Single-family farm dwellings	X	10	300	50	15	50	10	10	5	5	35	20 ⁴	20 ⁴	10%	10%	80%
R	Barns and other farm buildings	X	10	300	50	25	40	10	10	5	5	50 ⁵	50 ⁵	50 ⁵	10%	10%	80%
R	Single-family dwellings ¹		1	100	50	15	40	10	10	5	5	35	20	20	10%	10%	80%
R	Single-family dwellings ²		1/2	100	50	15	40	10	10	5	5	35	20	20	20%	20%	60%
R	Two-family dwelling ¹		2	100	50	15	40	10	10	5	5	35	20	20	10%	10%	80%
R	Two-family dwelling ²		1	100	50	15	40	10	10	5	5	35	20	20	20%	20%	60%
R	Churches	X	3	300	100	100	100	100	100	100	100	100	50	20	30%	30%	40%
R	Private schools	X	3	300	100	100	100	100	100	100	100	100	50	20	50%	25%	25%
R	Private club/lodge	X	3	300	100	100	100	100	100	100	100	100	35	20	30%	30%	40%
R	Hospital/nursing home	X	3	300	100	100	100	100	100	100	100	100	50	20	40%	30%	30%
L	Single-family dwellings and cottages ¹		1	100	50	15	40	10	10	5	5	35	20	20	10%	10%	80%
L	Single-family dwellings and cottages ²		1/2	100	50	15	40	10	10	5	5	35	20	20	10%	10%	80%
L	Two-family dwellings ¹		2	100	50	15	40	10	10	5	5	35	20	20	10%	10%	80%
L	Two-family dwellings ²		1	100	50	15	40	10	10	5	5	35	20	20	20%	20%	60%
L	Churches	X	3	300	100	100	100	100	100	100	100	100	50	20	30%	30%	40%
L	Private schools	X	3	300	100	100	100	100	100	100	100	100	50	20	50%	25%	25%
L	Private club/lodge	X	3	300	100	100	100	100	100	100	100	100	35	20	30%	30%	40%

NOTES:
¹ Property not served by sanitary sewer system.
² Property served by public sanitary sewer system.
³ Where the side or rear lot line is adjacent to a street, the distance from the accessory structure to the lot line shall be a minimum of 50 feet.
 Accessory structures attached to the principal structure shall be subject to the setback requirements for the principal structure.

⁴ Does not apply to barns and farm buildings.
⁵ Silos and grain elevators shall be exempted from these height restrictions.
⁶ Includes driveways, sidewalks, porches, patios without roofs and any areas paved with asphalt, concrete, brick, or stone.

TOWN OF OWASCO

ATTACHMENT TO APPLICATION FOR BUILDING/ZONING PERMIT

APPENDIX E - EROSION & SEDIMENT CONTROL PLAN FOR SMALL
HOMESITE CONSTRUCTION

In accordance with the Town of Owasco Town Board Resolution 08-060 dated March 13, 2008, I acknowledge receipt of Appendix E - Erosion & Sediment Control Plan for Small Homesite Construction and agree to comply with the regulations set forth in said Appendix E. Failure to comply with these regulations will result in the issuance of a stop work order by the Code Enforcement Officer.

Signature: _____
(Owner or authorized agent)

Date: _____

10 Steps to Stormwater Pollution Prevention on Small Residential Construction Sites

Stormwater management on small residential construction sites need not be complicated.

1 Protect Any Areas Reserved for Vegetation or Infiltration and Preserve Existing Trees

If you will be installing infiltration-based features such as rain gardens or bioswales, make sure these areas are designated as off limits to avoid compaction.

Save time and money by preserving existing mature trees during construction.

Preserving mature trees minimizes the amount of soil that needs to be stabilized once construction is complete, and minimizes the amount of runoff during and after construction activity.

2 Stockpile Your Soil

EPA's CGP requires operators to preserve native topsoil on site unless infeasible and protect all soil storage piles from run-on and runoff. For smaller stockpiles, covering the entire pile with a tarp may be sufficient.

3 Protect Construction Materials from Run-On and Runoff

At the end of every workday and during precipitation events, provide cover for materials that could leach pollutants.

4 Designate Waste Disposal Areas

Clearly identify separate waste disposal areas on site for hazardous waste, construction waste, and domestic waste by designating with signage, and protect from run-on and runoff.

5 Install Perimeter Controls on Downhill Lot Line

Install perimeter controls such as sediment filter logs or silt fences around the downhill boundaries of your site.

6 Install Inlet Controls

Sediment control logs, gravel barriers, and sand or rock bags are options for effective inlet controls. Make sure to remove accumulated sediment whenever it has reached halfway up the control.

7 Install a Concrete/Stucco Washout Basin

Designate a leak-proof basin lined with plastic for washing out used concrete and stucco containers. Never wash excess stucco or concrete residue down a storm drain or into a stream!

8 Maintain a Stabilized Exit Pad

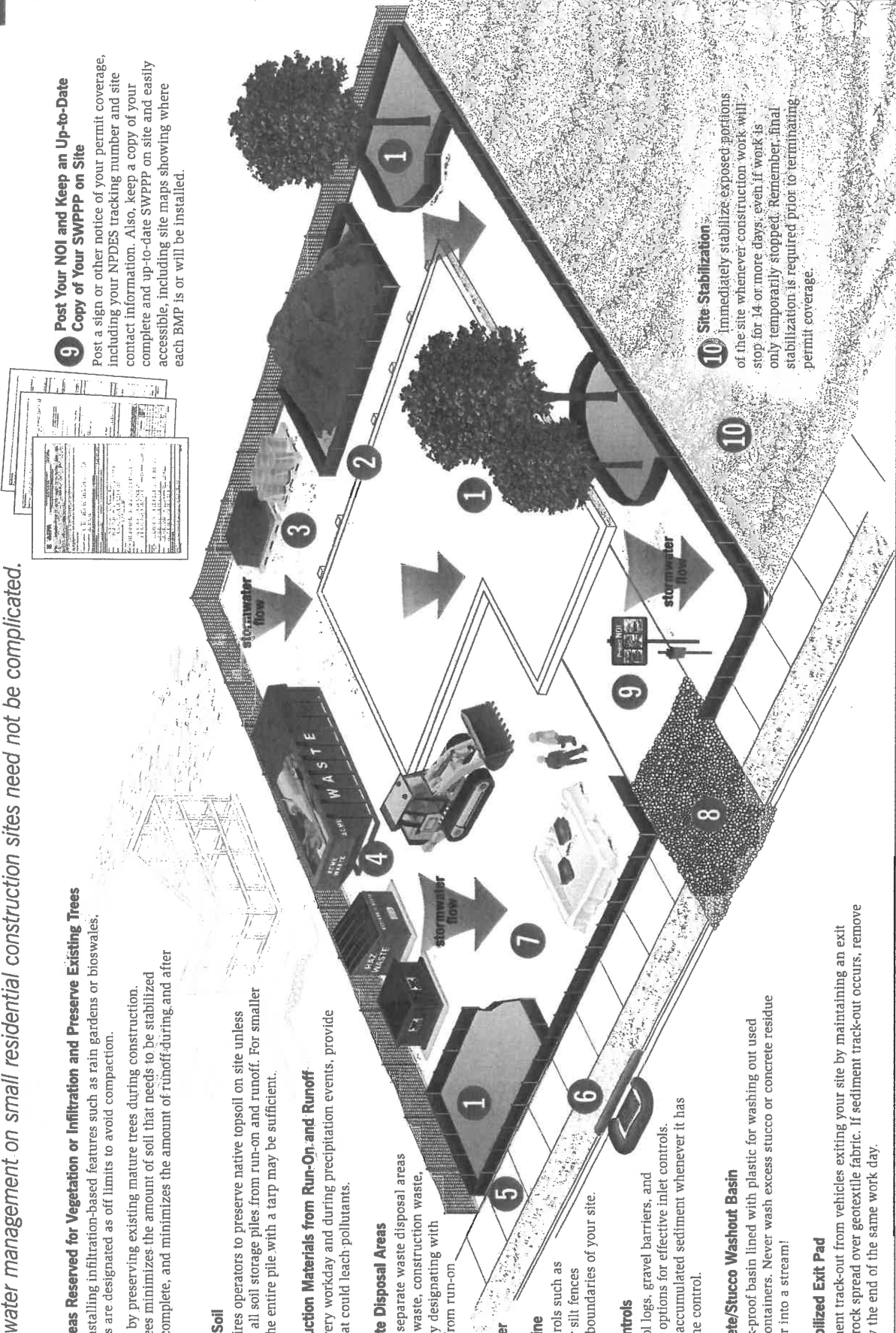
Minimize sediment track-out from vehicles exiting your site by maintaining an exit pad made of crushed rock spread over geotextile fabric. If sediment track-out occurs, remove deposited sediment by the end of the same work day.

9 Post Your NOI and Keep an Up-to-Date Copy of Your SWPPP on Site

Post a sign or other notice of your permit coverage, including your NPDES tracking number and site contact information. Also, keep a copy of your complete and up-to-date SWPPP on site and easily accessible, including site maps showing where each BMP is or will be installed.

10 Site Stabilization

Immediately stabilize exposed portions of the site whenever construction work will stop for 14- or more days, even if work is only temporarily stopped. Remember, final stabilization is required prior to terminating permit coverage.



APPENDIX E
EROSION & SEDIMENT CONTROL PLAN
FOR SMALL HOMESITE CONSTRUCTION

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EROSION AND SEDIMENT CONTROL PLAN FOR SMALL HOMESITE CONSTRUCTION

Definition

Small homesite erosion and sediment control plans are a group of minimum erosion and sediment control practices and management techniques that apply to small homesite construction activity on a single residential lot, in order to prevent polluted discharge.

Purpose

This appendix lays out a series of minimum requirements for erosion and sediment control, and management practices that may be used to meet these requirements. Use of these templates will help show compliance with the general requirements for construction activities that require basic stormwater pollution prevention plans (SWPPP). This applies to the construction of small homesites. The owner/developer must complete the relevant conditions (1-4), or small parcel erosion and sediment control plan included in this section, and submit the NOI in order to meet compliance with the SPDES General Permit for Stormwater Discharges From Construction Activities.

Criteria

Generally, several types of practices are required on any one site for effective erosion and sediment control. There are three broad categories of construction-related practices for controlling erosion and sediment on small homesite developments:

1. **Cover practices** prevent erosion by protecting the soil surface from rainfall and runoff. Prevention of erosion is the most preferable and cost-effective approach. These practices include: protection of existing vegetation; temporary covering of exposed soil by mulching, matting, or covering; and permanent site stabilization by topsoiling, seeding, and/or sodding.
2. **Structural Practices** are structural controls that either reduce erosion, control runoff, or keep sediment on the construction site. Examples of these practices include stabilized construction entrances, filter fences, sediment traps, berms, and check dams.
3. **Management Measures** are construction management methods that prevent or reduce erosion potential and ensure the proper functioning of erosion and sediment control practices. Careful construction management can dramatically reduce the costs associated with erosion and sediment problems. Examples of these management measures include:

- Preserving existing trees and grass where possible to prevent erosion;

- Re-vegetating the site as soon as possible;
- Locating soil piles away from roads or waterways;
- Limiting tracking of mud onto streets by requiring all vehicles to use designated access drives;
- Removing sediment carried off-site by vehicles or storms;
- Installing downspout extenders to prevent erosion from roof runoff; and
- Maintaining erosion and sediment practices through sediment removal, structure replacement, etc.

Specifications

Each construction site is different. The owner/developer of a small construction site may choose and follow one of the four variations of ESC plans included in this section to develop a SWPPP in compliance with the SPDES Construction Permit For Stormwater Discharges From Construction Activities. However, because of the general nature of the following conditions, **the plans included in this section may not cover all of the resource protection needs on a particular site, and this form does not exempt an owner from the responsibility of filing an NOI.**

Small Homesite Minimum Requirements:

1. Stabilized Construction Entrance:

To prevent vehicles and equipment from tracking sediment and mud off-site, apply gravel or crushed rock to the driveway area and restrict traffic to this one route. This practice will help keep soil from sticking to tires and stop soil from washing off into the street. Carry out periodic inspections and maintenance including washing, top-dressing with additional stone, reworking, and compaction. Plan for periodic street cleaning to remove any sediment that may have been tracked off-site. Remove sediment by shoveling or sweeping and transport to a suitable disposal area where it can be stabilized.

2. Stabilization of Denuded Areas:

Stabilization measures must be initiated as soon as practicable, but in no case more than 14 days after the construction activity has ceased. In frozen ground conditions, stabilization measures must be initiated as soon as practicable. Where construction activity on a portion of the site is temporarily ceased, and earth-disturbing activities will be resumed within twenty-one (21) days, temporary stabilization measures need not be initiated on that portion of the site.

Stabilize denuded areas by implementing soil covering practices (e.g. mulching, matting, sodding). Exposed soils are the most prone to erosion from rainfall and runoff. Vegetation helps protect the soil from these forces and provides natural erosion control. Plan construction to limit

the amount of exposed area, and avoid grading activities during the rainy season (November through March) as much as possible. Clearing limits should be clearly marked and kept as small as possible. Once construction is completed, the site must be permanently stabilized with topsoiling, seeding and plantings, or sodding if needed.

3. Protection of Adjacent Properties:

Keep sediment on-site by using structural and source control practices (e.g. vegetative buffer strips, sediment barriers, soil berms or dikes, etc). See Sections 3, 4, or 5 as appropriate. Wherever possible, preserve a buffer of existing vegetation around the site boundary. This will help to decrease runoff velocities and trap sediment suspended in the runoff. Other structural controls such as filter fence or straw bale barriers should also be used to filter runoff and trap sediment on-site.

When excavating basement soils, move the soil to a location that is, or will be, vegetated, such as in the backyard or side yard area. This will increase the distance eroded soil must travel, through vegetation, to reach the storm sewer system. Piles should be situated so that sediment does not run into the street or adjoining yards. Soil piles should be temporarily seeded and circled with silt fence until the soil is either replaced or removed. Backfill basement walls as soon as possible and rough grade the lot. This will eliminate the large soil mounds, which are highly erodible, and prepare the lot for temporary cover. After backfilling, grade or remove excess soil from the site quickly, to eliminate any sediment loss from surplus fill.

4. Concentrated Flow:

For constructed drainage ways, or other areas of concentrated flow, install check dams according to the specifications on page E.12 to reduce erosion in the channel. As with other erosion controls, check dams must be inspected regularly. Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying

sediment over the dam. Replace stones as needed to maintain the design cross section of the structures. Sediment removal is crucial to the effectiveness of the dam—if not maintained, high flows could cause erosion around the sides of the structures, adding significant sediment loads downstream.

5. Maintenance:

Maintain erosion and sediment control practices through regular inspection. Regular maintenance is extremely important for the proper operation of structural practices. After initial groundbreaking, the builder shall conduct site inspections at least once every 14 calendar days and within 24 hours of the end of a storm event of 0.5 inches or greater.

6. Other Practices:

Use additional practices as required by the local plan approval authority to mitigate effects of increased runoff. This may include providing additional controls to a locally protected stream or resource area, protecting riparian corridors (vegetative stream buffers), etc. Individual homeowners and/or developers are responsible for researching additional requirements related to erosion and sediment runoff control established by their local jurisdictions.

Figure E.1 Erosion Control Plan Condition 1

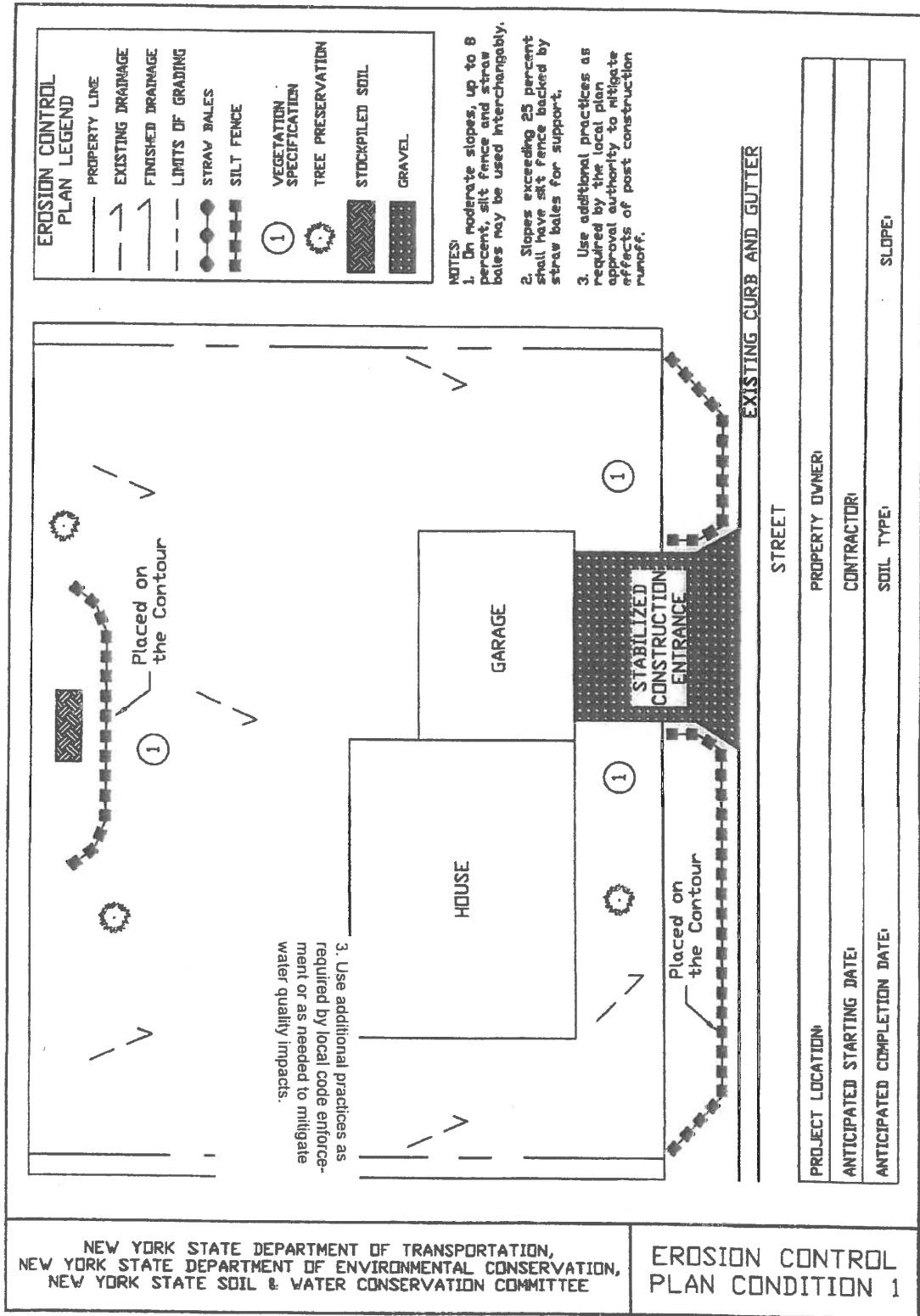


Figure E.2 Erosion Control Plan Condition 2

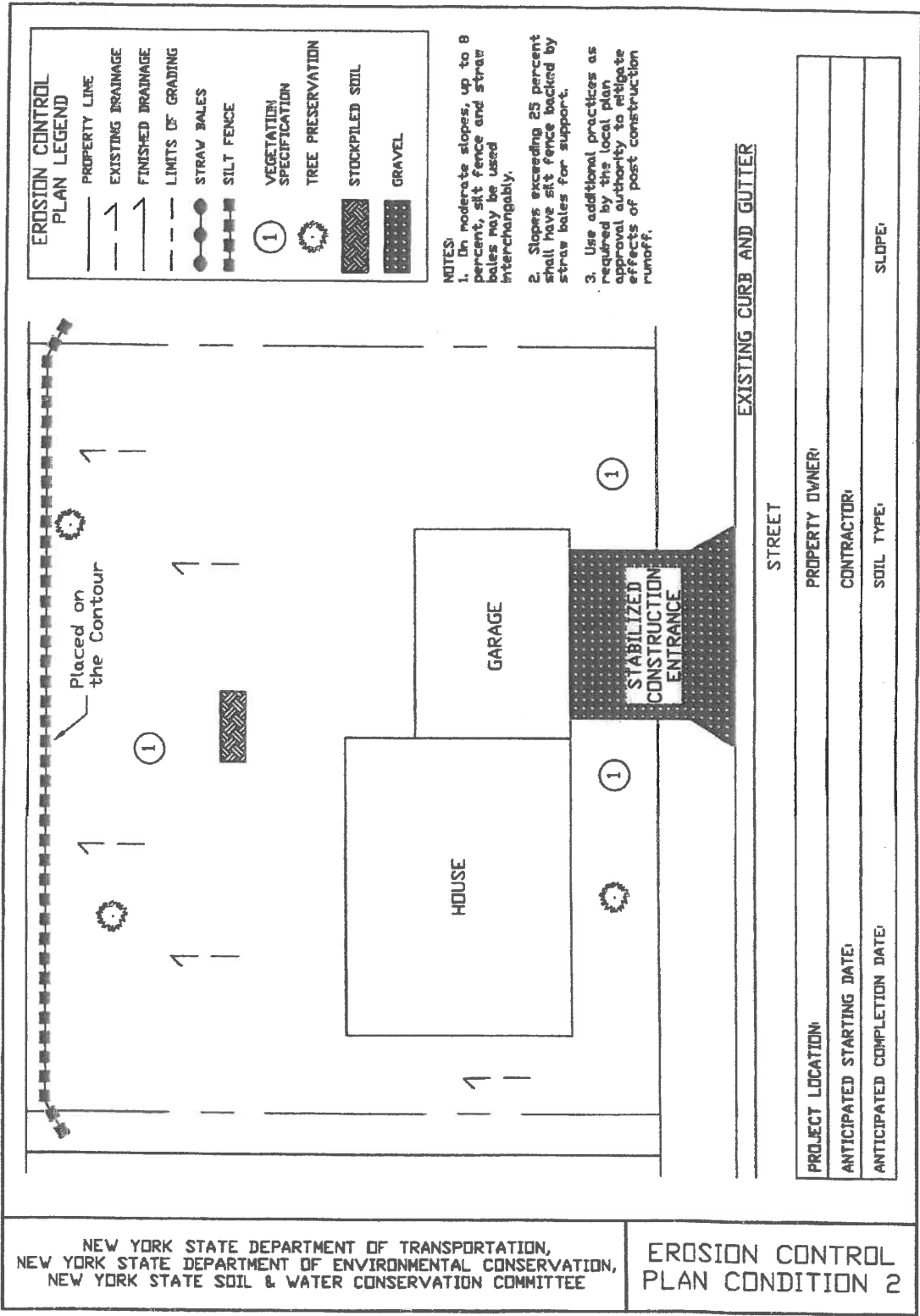


Figure E.3
Erosion Control Plan Condition 3

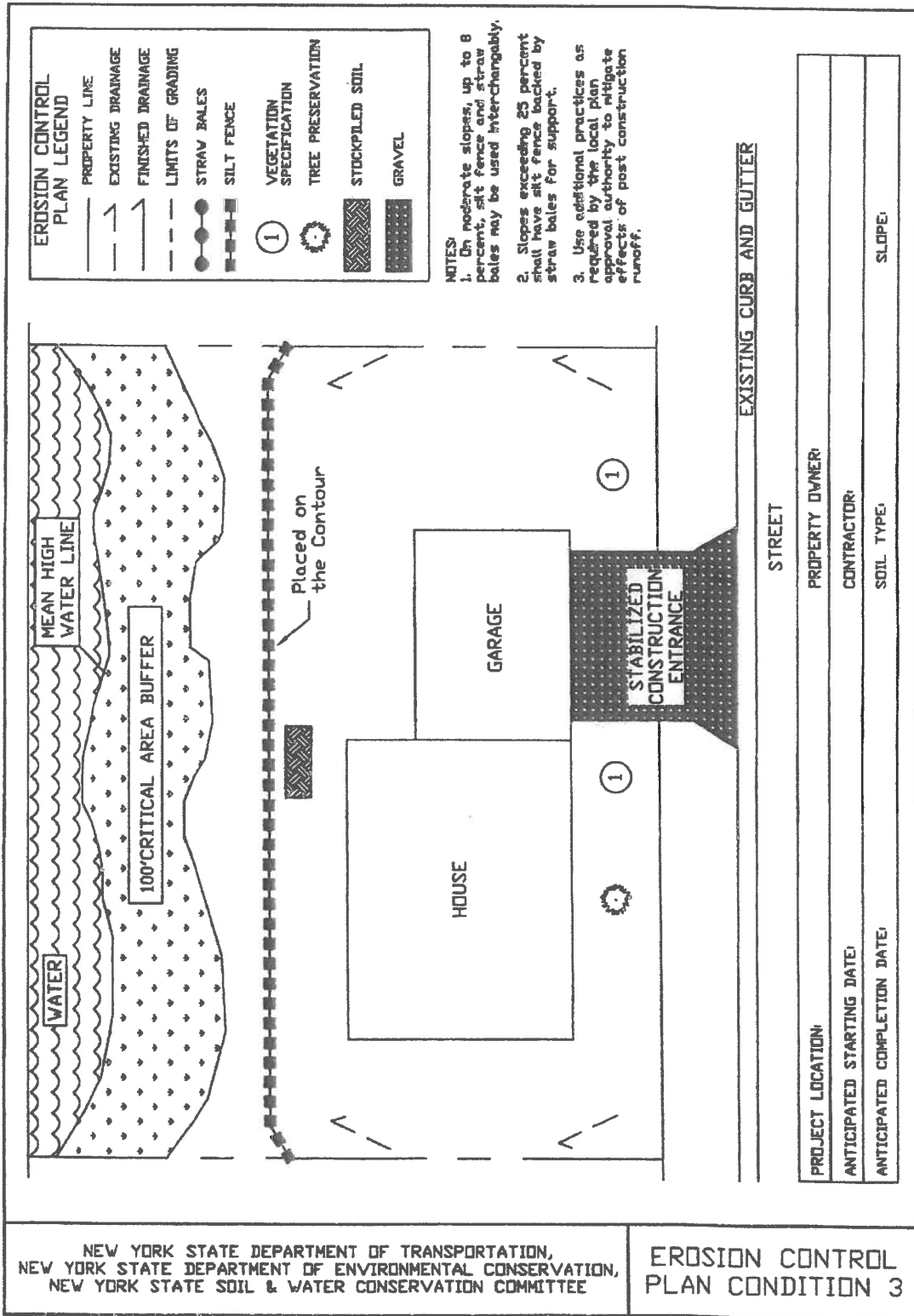


Figure E.4
Erosion Control Plan Condition 4

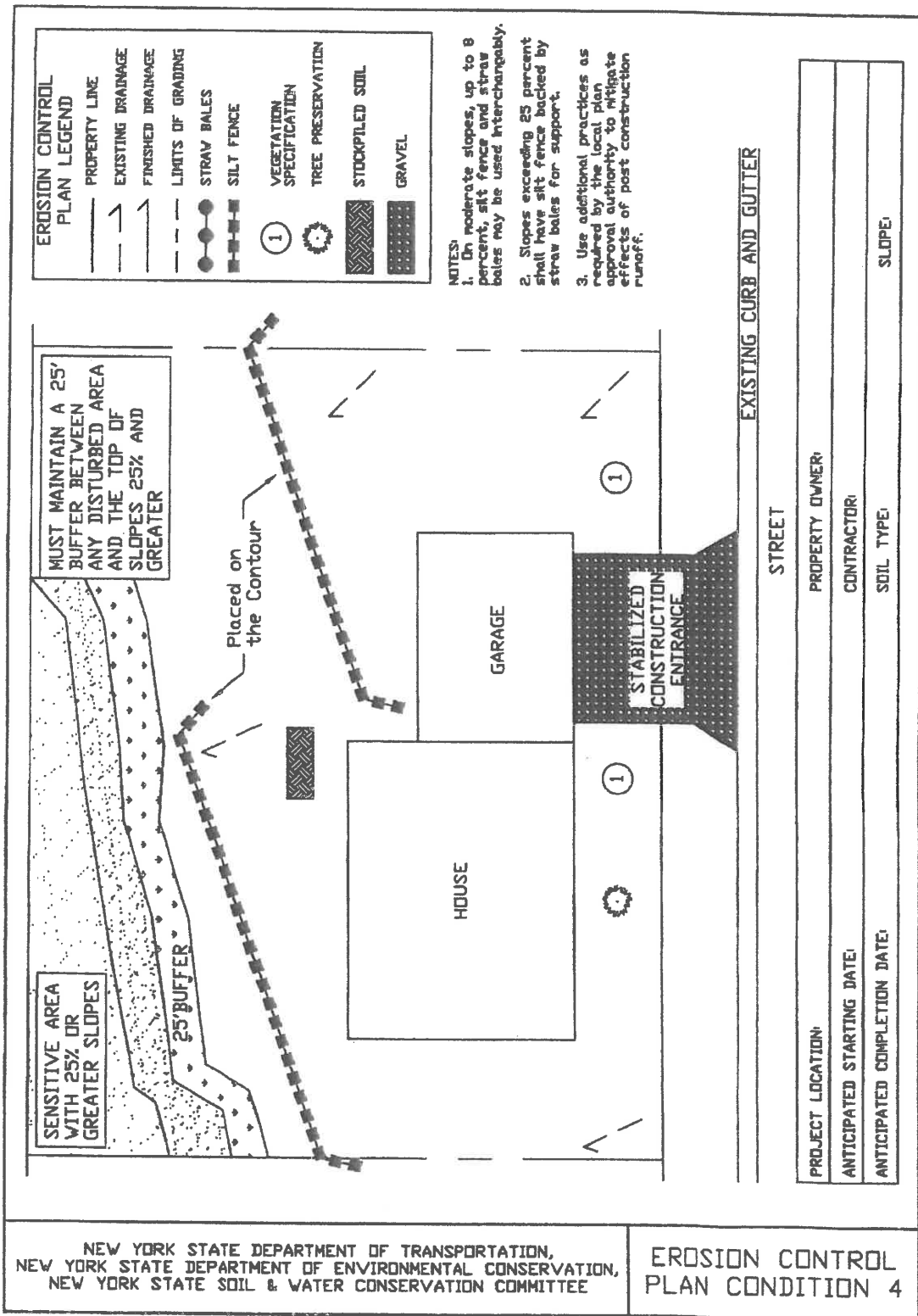
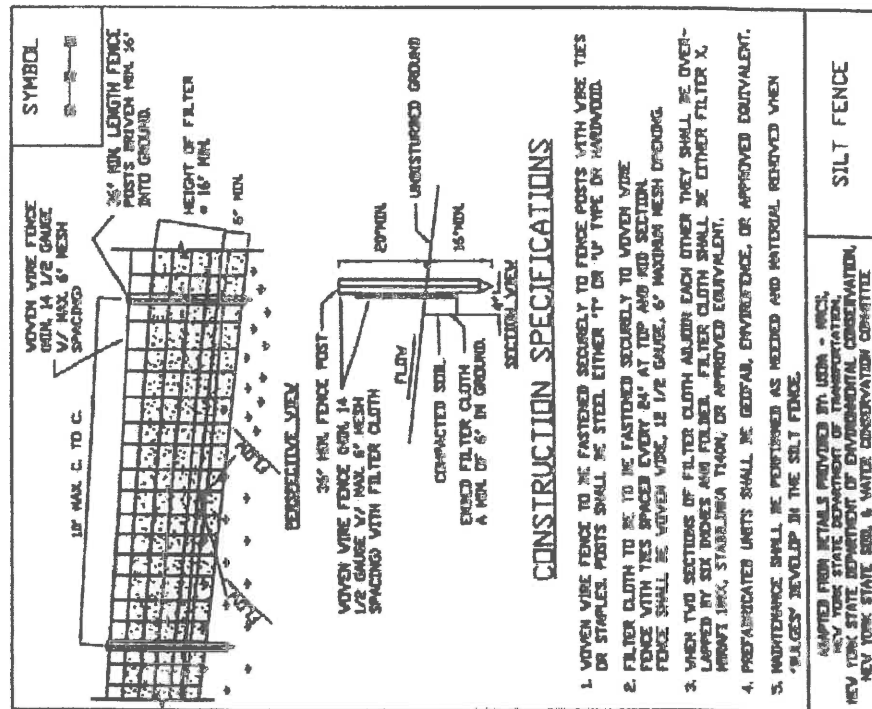
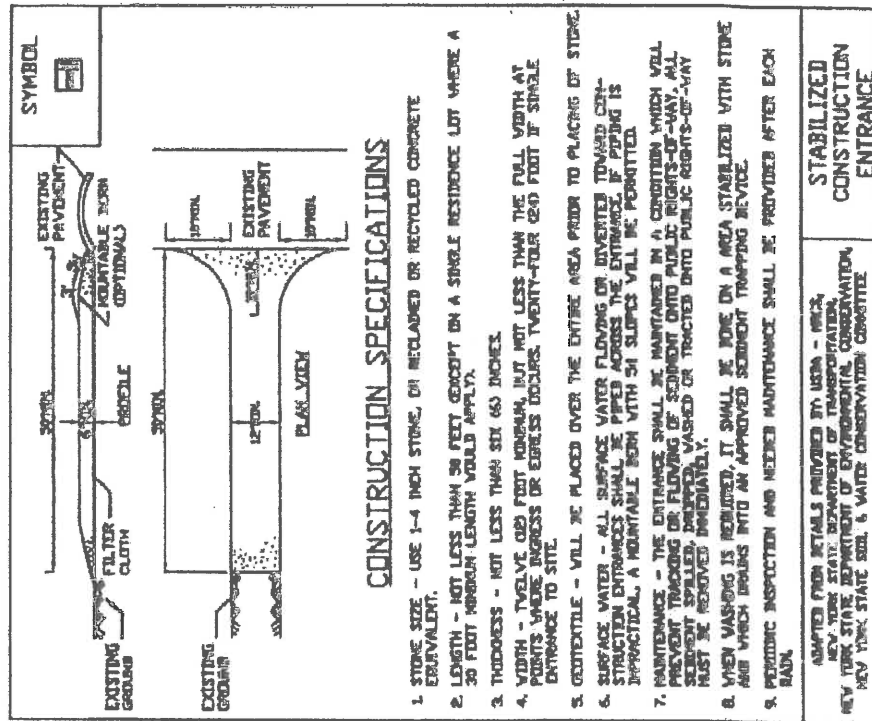


Figure E.5
Construction Details for Stabilized Construction Entrance and Silt Fence



Requirements for businesses applying for government permits, licenses, or contracts

Workers' Compensation Law Requirements

Businesses must provide proof of insurance or exemption from workers' compensation and/or disability and Paid Family Leave benefits insurance coverage when requesting permits, licenses, or contracts from state or municipal entities. Certain forms must be provided to the government entity, as described below. The information on the form submitted must exactly match the name and federal identification number of the entity that is applying for a permit, license, or contract.

For workers' compensation insurance:

- **Insured businesses** must request a *Certificate of Workers' Compensation Insurance (Form C-105.2)* from their insurance carrier or licensed New York State insurance agent. The Board cannot issue insurance certificates directly to the business. Upon the business's request, the insurance carrier will send this form to the government entity. The State Insurance Fund uses its own version of this form (*Form U-26.3*).
- **Self-insured businesses** must request a *Certificate of Workers' Compensation Self-Insurance (Form SI-12)*, from the Board's Self-Insurance Office at **(518) 402-0247**. If the business needs a copy of their self-insurance certificate, the business can email the Board's Self-Insurance Office at selfinsurance@wcb.ny.gov. For a *Certificate of Participation in Workers' Compensation Group Self-Insurance (Form SIG-105.2)*, the business should contact their group self-insurance administrator.

For disability and Paid Family Leave benefits insurance:

- **Insured businesses** must request a *Certificate of Insurance Coverage under the New York State Disability and Paid Family Leave Benefits Law (Form DB-120.1)*. Upon the business's request, the insurance carrier will send this form to the government entity.
- **Self-Insured businesses** must request a *Compliance with the Disability and Paid Family Leave Benefits Law (Form DB-155)* from the Board's Self-Insurance Office at **(518) 402-0247**. If the business needs a copy of their self-insurance certificate, the business can email the Board's Self-Insurance Office at selfinsurance@wcb.ny.gov.

Exempt businesses must obtain a *Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability and Paid Family Leave Benefits Coverage (Form CE-200)*. To apply for this exemption, please visit New York Business Express at businessexpress.ny.gov.

Note: ACORD forms are not acceptable proof of New York State workers' compensation coverage under WCL §57.

Call Before You Dig!

Dig Safely New York

800-962-7962

www.digsafelynewyork.com

New York City & Long Island One Call Center

800-272-4480

www.nycli1calldsi.com

1. You must call for a location request at least 2 working days but not more than 10 working days before any excavation starts. (Excluding holidays & weekends).
2. You must call regardless of where the excavation is located. Even if it is on private property, out in the middle of a field, or on a street that has no name...you must call.
3. You must call even if you are only excavating a few inches or just surface grading. If you move material... you must call.
4. You must call even if the property owner tells you the site has no buried facilities, or they know where buried facilities are located.
5. Make sure you have a proper location request, don't rely on old marks, or another excavator's marks or stake out request.
6. Mark out the area you plan to excavate with White Paint, Flags, or Stakes. (See page 5 for details.)
7. When Investigators from the Public Service Commission (P.S.C.) inspect an excavation site or investigate damage, they will check to see if you have a proper location request.
8. Review the Location Request Information Sheet so you will know what you need when you call (see page 4).
9. Part 753 defines an emergency as: Any abnormal condition which presents immediate danger to life or property including discontinuance of a vital utility service necessary for the maintenance of public health, safety and welfare.
10. For emergency excavations notify your one call center with the location of the emergency excavation as soon as possible!



WATER DEPARTMENT

TOWN OF OWASCO, 2 BRISTOL AVE., AUBURN, NY 13021 253-9021

WATER SERVICE PIPE APPLICATION

I hereby request of the Town of Owasco, Water Department to supply water, through a _____ inch service connection, at the premises No. _____ Auburn, NY 13021.

Upon completion, in consideration of this privilege, I hereby agree to pay for all materials and labor for tapping the main, service pipe to curb, curb box and cock, at such rates as are, or may be established, and to receive the water subject to the conditions, rules and regulations of the Owasco Water Districts now in force, and such others as it may, from time to time adopt.

\$1,200.00 Water line tapping fee **\$75.00 Inspection fee of Existing Tap**
To be paid when the completed application is submitted to the Town

Payment Received: Date _____, 20____ Check No. _____ By _____

Present or New Owner: _____ Address: _____

Tax Map No. _____ Date: _____, 20____

PHONE: _____ CELL: _____

Sewer: YES NO Sewer District: 1 2 3

Water Turned on _____, 20____ Meter Installed: _____, 20____

Meter Out – Reading _____ S/N _____ Date: _____

Meter In – Reading _____ S/N _____ Date: _____

Remote _____ S/N _____

Comments: _____

\$1200.00 Tapping Fee _____ **\$75.00 Inspection** _____ **Account #** _____

\$ _____ **METER PIT**

\$ _____ **TOTAL**

For Office Use Only

This project was inspected on _____, 20____ in the presence of the Owner, Contractor or other (circle one) and was found to be:

Acceptable _____

Unacceptable _____

Reason: _____

Inspector _____

Water Inspector

PLEASE INITIAL ORIGINAL WITH TOWN CLERK

Original To: Town Clerk _____ Address Book _____

Added to taxes _____

Copies To: Assessor _____

Bookkeeper _____

Code Enforcement Officer _____

Sewer Superintendent _____

Water Superintendent _____

Water billing Clerk _____

Recorded in computer _____

SEWER DEPARTMENT

TOWN OF OWASCO, 2 BRISTOL AVE., AUBURN, NY 13021 253-9021

SEWER APPLICATION

I hereby request permission from the Town of Owasco to connect an _____ inch sewer lateral to the existing public sewer system. It is further understood that I will be responsible for notifying the Sewer Superintendent when the service is being installed by prior to backfilling same.

Additionally, I agree that all costs associated with the sewer connection will be at my expense and that said installation will be in conformance with all Federal, State and Local Rules & Regulations applicable to this project.

\$1,200.00 Sewer Tapping Fee \$75.00 Inspection Fee of Existing Tap
 SS1- SS2- SS3- Paid for Pump

Grinder Pump Used: FLYGT _____ EONE _____ PUMP COST: _____

To be paid when the completed application is submitted to the Town

Payment Received: Date _____, 20 _____ Check No. _____ By _____

Property Address: _____, Auburn, NY 13021

Tax Map No. _____ Dated: _____, 20 _____

Owner of Premises: _____ Address: _____

PHONE: _____ CELL: _____

Contractor: _____ Address: _____

PHONE: _____ CELL: _____

By: _____

Agent

For Office Use Only

This project was inspected on _____, 20 _____ in the presence of the Owner, Contractor or other (circle one) and was found to be:

Acceptable _____

Unacceptable _____

Reason: _____

Inspector _____ Date: _____

Original To: Town Clerk _____ Address Book: _____
Copies To: Assessor _____ Added to Taxes _____
Bookkeeper _____
Code Enforcement Officer _____
Sewer Superintendent _____
Water Superintendent _____
Water Billing Clerk _____ Recorded in Computer: _____

PLEASE INITIAL ORIGINAL COPY WITH TOWN CLERK