



TOWN OF NEW WINDSOR

TOWN CLERK'S OFFICE

555 Union Avenue New Windsor, New York 12553

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newwindsor-ny.gov

Patricia A. Clarino, Town Clerk

HIGHWAY DEPARTMENT ONE MILLION \$1,000,000 LIABILITY INSURANCE CERTIFICATE

Before a permit of any kind is issued to work on town property, a one million dollar (\$1,000,000) liability insurance certificate must be filed with the town, with a rider naming the town of New Windsor as additional insured by the contractor.

The following documents listed below are required by the Town of New Windsor before obtaining a Street Opening Permit:

- Certificate of \$1,000,000 Liability Insurance
- Street Opening Permit / \$175 fee
- \$2,000.00 Bond (Escrow) Fee. This fee will be held in the town until the job is completed and approved.

IMPORTANT INFORMATION AND TELEPHONE NUMBERS

- Prior to excavation, the contractor is required to notify the appropriate town department **24 hours in advance**.
- All work must be done on the highway before 3:30 p.m.
- To avoid delays, notify the town inspector 24 hours in advance for inspection.
- All facilities must be inspected prior to being backfilled.
- **All permits are valid for a period of one (1) year from date of issuance.**

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| Sanitation Dept. | 845.561.2550 | Sanitary Sewers/Septic Systems |
| Water Dept. | 845.563.4636 | Water Lines |
| Highway Dept. | 845.564-6660 | Highway / Street / Driveway |
| Building Dept. | 845.563.4618 | Septic Systems / Wells |
| Underground Utilities | 1.800.962.7962 | Electric / Gas / Telephone |