



Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

Excavation/ Fill Permit Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

Permit Number:	Date Received:
Approved By:	Date Approved:
Date Notified:	Permit Fee: \$
Denied By:	Date Denied:
Reason Denied:	

PROPERTY LOCATION & OWNER

PROPERTY ADDRESS		TAX MAP NO. _____-_____-_____	
PROPERTY OWNER	ADDRESS <input type="checkbox"/> Same as above		OWNER PHONE
CITY	STATE	ZIP	OWNER EMAIL

APPLICANT ☐ Same as above

NAME		RELATIONSHIP TO OWNER	
ADDRESS		PHONE	
CITY	STATE	ZIP	EMAIL

PROJECT DETAILS

DESCRIPTION OF PROPOSED WORK 			
PROJECT TYPE <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	PROJECT IN OR NEAR <input type="checkbox"/> Flood Plain <input type="checkbox"/> Lakeshore <input type="checkbox"/> Wetlands	ESTIMATED COMPLETION DATE	COST OF ALL WORK \$
Dimensions of area to be graded, excavated or filled: Width: Length: Depth: Total SF:			
Has planning board approval been obtained for this project?		Has a SWPPP been prepared?	
Is the project within 100' of any wetlands?		Is the project in a flood hazard zone?	

CONTRACTOR

DESIGN PROFESSIONAL

COMPANY NAME		NAME	
ADDRESS		ADDRESS	
CONTACT NAME	PHONE	PROFESSION <input type="checkbox"/> RA <input type="checkbox"/> PE <input type="checkbox"/> Other	PHONE
EMAIL		EMAIL	

APPLICANT CERTIFICATION

I agree this permit is only for the work described, and does not grant permission for additional or related work that requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of New York and the Village of Liverpool. All information on this permit application is accurate to the best of my knowledge.

Inspections Required: I understand I am responsible to ensure that any erosion, runoff and siltation control measures are in place and maintained and that in no case shall work commence until such measures have been approved by the code official.

Consent to Enter Property: By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.

SIGN HERE

PRINT NAME

DATE

Excavation/ Fill Permit Application Procedure

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- A) Excavation or fill activities that involve over one acre of land or a project approved by the Planning Board may require a Site Development Permit Application to be completed in lieu of this application.
- B) Complete all applicable sections of this application.
- C) Sign and date the bottom of the application.
- D) Submit the following required items with your completed application (Some may not be applicable to your project):
 - ☐ A copy of your property survey indicating the project location with dimensions
 - ☐ A complete description of the project
 - ☐ Details on the erosion, runoff and siltation control measures to be installed
 - ☐ Contractor Insurance Certificates with the Village of Liverpool as certificate holder:
 - General Contractor's Liability Insurance Certificate
 - General Contractor's Workman's Compensation Insurance Certificate or exemption
 - Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!
 - General Contractor's Disability Insurance Certificate
- E) Projects typically take 3-5 days to review.
- F) The erosion, runoff and siltation control measures must be installed, inspected and approved before work can commence.
- G) Length of validity. Permits shall be valid for up to one year from date of issue. An extension may be granted, provided that such an application shall be made in writing prior to the end of the first year and good cause is shown. An extension request may require review by the Zoning Board of Appeals.
- H) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.
- I) The applicant shall be responsible for:
 - 1. Calling 811 before bringing heavy equipment on site or excavating.
 - 2. Erosion, runoff, and siltation control measures in accordance with the New York State Stormwater Management Design Manual.
 - 3. Dust, mud, and debris control on public highways.
 - 4. Screening for surrounding areas, if required.
 - 5. Reclamation, including suitable replacement of ground cover, topsoil and seeding.
 - 6. The entire cost of reclamation should agents of the Village be required to complete said reclamation.