



TOWN of GREENBURGH

DEPARTMENT OF BUILDINGS

177 Hillside Avenue, White Plains, New York 10607
(914) 989-1560 Fax (914) 989-1573
www.GreenburghNY.com email: building@greenburghNY.com

EXCAVATION PERMIT APPLICATION REQUIREMENTS

REQUIRED FORMS

Steep Slopes/Wetlands Clearance Forms

- Applications for a proposed addition, exterior alteration or new structure require submission of a Steep Slopes Clearance Form to the Town Engineer and Wetland/ Watercourse Clearance form to the Department of Community Development. **These forms must be APPROVED by the respective Departments prior to submission of this permit application.** The Building Department cannot accept an application for exterior work without these approved forms.
- All applications that include disturbance of 500 square feet or greater require an approved Stormwater Management Control Permit from the Town Engineer.
- TWO (2) **COMPLETE** excavation permit application forms, completed neatly and legibly in ink or typewritten.
- Contractor /Insurance Information
 - Contractor, information filled out, and signed.
 - Contractor must provide a Certificate of **Liability** insurance naming the “Town of Greenburgh Building Department” as additional insured.
 - New York State **Workers Compensation** and **Disability Insurance** Forms naming “Town of Greenburgh Building Department” as “Certificate Holder” or “Entity Requesting Certificate”
 - WC & DB CE-200 *Certificate of Attestation of Exemption from NYS Worker’s Compensation and/or Disability Benefits Coverage*; or WC form C-105.2 *Certificate of Workers Compensation Insurance*; or WC form SI-12 – *Certificate of Workers Compensation Self-Insurance*
 - WC Form U-26.3 *Certificate of NY Worker’s Compensation Insurance from the New York State Insurance Fund*; or WC Form GSI-105.2 *Certificate of Participation in New York State Workers’ Compensation Group Self-Insurance*
 - DB form BD-120.1 *Certificate of Disability Benefits*; or DB form DB-155 *Certificate of Disability Benefits Self-Insurance*

ACCORD Forms are **NOT** acceptable Workers Compensation and Disability Insurances. Please visit the New York State Workers Compensation Board’s Website at www.WCB.State.NY.US .

- If private disposal (septic tank/field) and/or well water exist, approval by the Westchester County Health Department (914-813-5256) must be submitted with the application.

REQUIRED PLANS / DOCUMENTATION

- A topographical map prepared by an engineer duly licensed in the State of New York, drawn to scale, showing the location and dimensions of the excavated premises, the existing grades thereof and the proposed finished grades thereof after completion of the proposed excavation work, the size and use of any existing buildings thereon, cross sections and elevations to indicate the effect of the proposed excavation work upon the existing grades of the excavated premises, and the relationship in grade, after completion of the proposed excavation work, between the excavated premises and any abutting land and highways lying within at least 50 feet of the excavated premises, such map showing how such abutting land and highways would be protected with slopes not to exceed an angle of 35° or with suitable masonry retaining walls or other suitable walls or terraces in accordance with the provisions of § 210-23 of this article;
- A written agreement, in duplicate, duly executed and acknowledged by the owner of the excavated premises, and in a form approved by the Town Attorney of the Town of Greenburgh, covenanting and agreeing, on the part of such owner, to perform the proposed excavation work, in its entirety, in strict accordance with all ordinances, rules, regulations, laws and statutes, including those of the Town of Greenburgh and including this article, and all amendments thereto, and consenting for himself, his heirs and successors, that in the event of any failure of such performance at any time, any officers, employees and duly authorized agents of the Town may, upon direction of the Town Board, enter upon the excavated premises and take all action thereon as is deemed necessary and appropriate to the Town Board to restore said premises to a safe, clean and properly appearing condition, and further that in the event of failure of such performance at any time, the Town Board may declare any performance bond filed by the owner, pursuant to this article, to be in default, collect the sum payable thereunder and use such bond proceeds to defray the expense of the aforementioned restoration of the excavated premises;
- A duly acknowledged written consent of all mortgagees holding mortgages, if any, on the excavated premises, consenting to the proposed excavation work;
- A certificate of the Receiver of Taxes of the Town of Greenburgh certifying that all taxes and assessments levied against the excavated premises have been paid as of the date of the application;

REQUIRED PLANS / DOCUMENTATION (continued)

- A certificate of the Town Engineer of the Town of Greenburgh certifying that the proposed excavation work and the proposed finished grades of the excavated premises after completion thereof will not interfere with or overload any existing or planned drainage facilities of the Town of Greenburgh and will not endanger any street, highway or road within the limits of said Town; and
- The amount of fee required for the issuance of the excavation permit applied for, which fee shall be \$50 for an excavation and/or removal of materials of 5,000 cubic yards or less, plus \$0.01 for each cubic yard of materials to be excavated and/or removed in excess of the first 5,000 cubic yards.
- The owner of the excavated premises shall have filed with the Town Clerk of the Town of Greenburgh a suitable performance bond, in an amount as determined below, issued by a bonding or surety company approved by the Town Board of said Town, and also approved by the Town Board and the Town Attorney of said Town as to its form, sufficiency and manner of execution, conditioned for the faithful performance by said owner of the proposed excavation work, in its entirety, in accordance with all terms, conditions and provisions of this article and of the agreement executed by said owner pursuant to § 210-16B of this article.

Total Number of Cubic Yards to be Excavated or Removed	Amount of Bond Required
50,000 or less	\$5,000
Between 50,001 and 100,000, inclusive	\$10,000
Between 100,001 and 200,000, inclusive	\$15,000
Between 200,001 and 500,000, inclusive	\$20,000
In excess of 500,000	\$25,000

- Erosion Control:** Prior to the commencement of construction work on a project involving any disturbance of land, an Erosion Control Inspection must be requested, performed and approved. The plans must reflect the type of erosion control to be implemented and the Building Inspector must inspect for compliance with the plans and that the controls in place will be adequate to control erosion

OTHER IMPORTANT INFORMATION

- Dig Safely New York – 1-800-962-7962 or www.digsafelynewyork.com before you dig
- Please contact the Department of Public Works/Engineering at 914-993-1573 to inquire if the following permits are required; Right-Of-Way, Street Opening, or Fill. (Please note that if your project requires a permit from DPW it must be procured prior to issuance of the Building Permit)
- Contact the Forestry Officer at 914-993-1505 for a tree removal permit

REQUIRED FEES

Application Fee.....\$ 50.00 for removal of 5,000 cubic yards or less, plus \$0.01 for each cubic yard of materials to be excavated and/or removed in excess of the first 5,000 cubic yards



TOWN OF GREENBURGH
APPLICATION FOR EXCAVATION PERMIT

Permit No: _____

Fee \$ _____ **Pd. Ck #** _____ **Dated** _____ **Receipt No.:** _____

\$50 for an excavation and/or removal of materials of 5,000 cubic yards or less, plus \$0.01 for each cubic yard of materials to be excavated and/or removed in excess of the first 5,000 cubic yards.

Total Fees \$ _____ **Approved By** _____
(Building Inspector)

SUBJECT PROPERTY INFORMATION

Street Address _____ City _____ Zip _____

Parcel ID: _____ Account # _____ Zoning District _____

OWNER/LESSEE INFORMATION

Owner _____ Phone # _____

Address _____ City _____ State _____ Zip _____

E-Mail: _____

Lessee _____ Phone # _____

Address _____ City _____ State _____ Zip _____

E-Mail: _____

CONTRACTOR INFORMATION

Builder's or Contractor's Name: _____

Address: _____ City _____ State _____ Zip _____

Print Name of Contractor: _____

Telephone: _____ E-mail _____

I hereby agree to perform all work in accordance with the plans submitted in support of this application and further agree to submit revised plans/permit for any changes to the approved plans.

Signature : _____ **Date:** _____

DESIGN PROFESSIONAL INFORMATION

Professional Engineer's Name: _____

Address : _____

City/State/Zip: _____

Telephone Number: _____ N.Y.S. License Number : _____

E-Mail: _____

OWNER/AUTHORIZED REPRESENTATIVE AUTHORIZATION

STATE OF NEW YORK , COUNTY OF WESTCHESTER, TOWN OF GREENBURGH _____ being duly sworn and deposes and says: that they are the owner or authorized representative and are duly authorized to perform or have performed said excavation work and to make and file this application; that all statements are true to the best of their knowledge and belief, and that work will be performed in the manner set forth in the application and in the plans and specifications filed herewith, and in accordance with all applicable laws, ordinances and regulations. **I further understand that the filing of this application does not constitute a permit to commence excavation.** The undersigned hereby makes an application for a permit to perform the work shown on the drawings accompanying this application and described herein.

_____ Sworn before me this _____ day of _____ 20____
Signature

NOTARY PUBLIC

PROJECT INFORMATION

STATE PURPOSE OF PROPOSED EXCAVATION:

SIZE AND USE OF ANY EXISTING BUILDING(S) LOCATED ON PROPERTY:

LIST ANY STRUCTURES TO BE CONSTRUCTED AFTER EXCAVATION IS COMPLETE:

AGGREGATE NUMBER OF CUBIC YARDS OF MATERIAL TO BE EXCAVATED:

APPROXIMATE DURATION OF EXCAVATION WORK:

STEEP SLOPES CLEARANCE NO: _____ WETLANDS CLEARANCE NO _____

STORM WATER PERMIT: _____ PLANNING BOARD: _____ ZBA: _____

EROSION CONTROL: Hay Bales Silt Fence Other _____
