



Incorporated Village of Mineola – Department of Public Works
General Requirements for Road Opening/Trench Permits

1. All Road Openings Permits are \$ 100.00 per 4' x 4' road opening and \$ 1.00/linear foot of trenching or sidewalk construction. All Road Opening Permit applications are to be submitted to the Village of Mineola Building Department, 155 Washington Avenue – 2nd Floor, Mineola, New York 11501.
2. All permit applications must include plan or sketch is required and must indicate the following information:
 - A. Purpose of Road Opening(s) (i.e. - installation of water or sewer service lines, sidewalk construction, gas main, telephone conduit, etc.)
 - B. Approximate size (length, width and depth) and location of road opening(s) or trench.
 - C. Distance of road opening to the end of the right-of-way (rear edge of sidewalk), or existing curb, curb stop, shut-off or sewer spur, if applicable.
 - D. Approximate location and size of gas, water or sewer main, conduit, etc., if applicable.
 - E. Measurement of distance of the road opening to the nearest street intersection.
 - F. Size and location of service line(s) being installed/removed from existing gas, water or sewer main.
 - G. Method of Construction (i.e. – open trench, directional drilling, etc.). Plan or sketch must show all access pits or service connection pits on the plan.
3. General Requirements:
 - A. Unless otherwise approved by the Superintendent of Public Works, no work, or starting of equipment, shall begin prior to 8:00 a.m.. Work shall only be conducted Monday through Friday.
 - B. Unless otherwise authorized by the Superintendent of Public Works, access is to be maintained at all times for vehicular and pedestrian traffic.
 - C. Any and all equipment used to conduct work authorized by the road opening permit must be removed from the site each day. No excavated materials or road patching materials are to be left on-site at any time.
4. Temporary Road Restoration: Upon completion of excavation, road opening shall be back filled with clean material, compacted in 6 inch lifts and made safe with a temporary asphalt patch. A minimum compaction time of 30 days is required prior to final restoration. The permit holder is responsible to maintain the temporary asphalt patch in a clean and safe manner until final restoration is completed.

If the permit holder is restoring the roadway this must be indicated on the permit application. If the permit holder is not restoring the roadway, the name, address and telephone number of a qualified road restoration contractor is required with submittal of road opening request. The permit holder is responsible to insure compliance with all temporary and final road restoration requirements.



Incorporated Village of Mineola – Department of Public Works
General Requirements for Road Opening/Trench Permits

Final Roadway Restoration Requirements:

- Notification to the Department of Public Works (746-5291) of date and time of road restoration. Must provide at least 24 hour notice. A pre-restoration meeting may also be arranged to meet in the field to determine the extent of road restoration required.
 - Road opening depths of 4 feet or less require a minimum 1 foot cut-back of the road opening. All road opening and trench restorations must be saw cut and squared.
 - Road opening depths over 4 feet require a minimum 2 foot cut-back of the road opening. All road opening and trench restorations must be saw cut and squared.
 - Asphalt Road Patch Repair Requirements – In general, the required patch area shall be saw-cut square and is to be excavated to a uniform depth of 14 inches. The asphalt patch area shall be back filled with 6 inches Nassau County Item 5D granular select fill base (compacted in 2, 3 inch lifts), with 6 inches Nassau County Type 3 Binder Asphalt (compacted in 2, 3 inch lifts) placed and 2 inches of Nassau County Type 1A asphalt top (compacted in a single lift). The edge of new pavement shall be sealed abutting the existing pavement with Nassau County Type RS-1 road sealant. Any road openings located within a distance of 6 feet of the curb line shall require restoration to the curb line.
 - Asphalt Road Trench Repair Requirements – In general, the required trench area shall be saw-cut square and is to be excavated or milled to a uniform depth of 14 inches, and a minimum width of at least 7 feet from the curb line. The trench to be restored area shall be back filled with 6 inches Nassau County Item 5D granular select fill base (compacted in 2, 3 inch lifts), with 6 inches Nassau County Type 3 Binder Asphalt (compacted in 2, 3 inch lifts) placed and 2 inches of Nassau County Type 1A asphalt top (compacted in a single lift). The edge of new pavement shall be sealed abutting the existing pavement with Nassau County Type RS-1 road sealant. Any trench openings that are located within a distance of 6 feet of the curb line shall require restoration to the curb line. The exact extent of trench restoration will be determined in the field based upon condition at the time of construction and/or prior to restoration.
 - Concrete Road Panel Repair Requirements – Any excavation in a concrete road panel shall require the replacement of the entire panel. Concrete panel requirements shall conform to the Nassau County specification for the repair and restoration of concrete road panels.
5. For any work involving water or sewer service installations or access to mains, the Water & Sewer Department (746-0751) must be notified in advance for any necessary inspections. In addition, in the case of water service installation, certain equipment must be purchased from the Water & Sewer Department in advance.