JAMES F. BROWN
Mayor

MARK DOMENICO
Director

DEPARTMENT OF CODE ENFORCEMENT

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Understanding of Utility Disconnects - CITY OF ROME

Project Address _____
Project Contractor _____

Rome City Code - Section 14-220 Disconnection of Utilities

The contractor shall, before starting any removal or demolition work under this division, have ***all utility services, such as electric, gas or telephone, disconnected at the service main*** *in accordance with the rules and regulations governing the utility involved. Water service pipes and sanitary sewer laterals shall be severed and sealed off at the point of the main in the street in accordance with the rules of the water department. Any openings in the streets shall be repaired as required by the office of the Commissioner of Public Works or the New York State Department of Transportation. A Permit shall be obtained from the office of Public Works and/or the New York State Department of Transportation for excavation in public streets.*

DPW REQUIREMENTS- TO BE COMPLETED BY DPW OFFICIAL
Contact- Butch Conover at 339-7778

The waterline will be terminated:

- ☐ At the corporation at the main
- ☐ At the curb box

If shut off is at the curb box, the following applies

- ☐ The waterline will be reconnected as a result of the new construction on the site. The start date for this construction is _____. This date is not to exceed one (1) year from the application date.

If construction does not commence on or before the date indicated, the contractor is responsible to disconnect the waterline at the corporation on or before ten (10) business days after the said date.

- ☐ The demolition was performed in the winter and the contractor will return on or before _____ to terminate the waterline at the corporation.
- ☐ Other _____

The sewer line will be terminated:

- ☐ At the Main
- ☐ 24" beyond the foundation wall and capped as approved by the water department.

Street Cut Permit Information

Street Cut Permit # _____
Right of Way Use Bond # _____
Bond Expiration Date _____
Licensed Plumber* _____

*The City of Rome Codes department must be contacted 24 hours prior to excavation to schedule a plumbing inspection.

_____ _____
DPW Department Head signature required Date

NYSDOT REQUIRMENTS- (TO BE COMPLETED BY NYSDOT OFFICIALS)
Contact- Oneida/Madison Residency, 6515 RT 26, Rome, N.Y., M-F, 8am-4pm; phone (315)-336-0660

Note: As mandated by the NYS Vehicle and Traffic Law, any work performed in the New York State highway right of way will require a Highway Work Permit to be issued and administered by NYSDOT.

- ☐ A Highway Work Permit is required
- ☐ The work is not in the State highway right of way and no permit is required. (As long as the work can be accomplished without physical occupation of the highway right of way, no Highway Work Permit is required.)
- ☐ NYSDOT requests that the work be limited to that which can be performed without physical occupation of the Highway right of way.

☐ Other _____

_____

_____ _____
NYSDOT Authority signature required Date

Required Fees and Limitations

Water and Sewer services *not* disconnected at the main at the time of the project permit will require a cash deposit.

Fee Schedule

$1000.00 per service line- For services located in the City of Rome Right of way.
$2000.00 per service line- For services located in the New York State Highway right of way.

This fee must be paid to the Commissioner of Public Works and is to be held in an escrow account for a period of one (1) year. If the water and sewer services are re-established or removed at the mains, by the contractor, during the one (1) year period, the fee will be returned in full. After the one (1) year period, the money will transfer to the Department of Public Works General Maintenance Fund.

_____ _____
Applicants signature required Date