



TOWN OF NEW WINDSOR  
TOWN CLERK'S OFFICE  
555 Union Avenue New Windsor, New York 12553  
(845) 563-4611 Fax: (845) 563-4670  
newwindsor-ny.gov

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**Kelly Allegra, Town Clerk**

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## 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 are required by the Town of New Windsor before obtaining a Street Opening Permit

1. Certificate of \$1,000,000 Liability Insurance
2. Street Opening Permit / \$175 fee
3. \$1,500 Bond (Escrow) Fee. This fee will be held in the town until the job is completed and approved.

1. Prior to excavation, the contractor is required to notify the appropriate town department **24 hours in advance.**
2. All work must be done on the highway before 3:30 p.m.
3. To avoid delays, notify the town inspector 24 hours in advance for inspection.
4. All facilities must be inspected prior to being backfilled.
5. **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     |