



INSTRUCTIONS FOR THE ISSUANCE OF SEWER LICENSES FOR THE TOWN OF RAMAPO

Bond and Certificate of Insurance must be approved by the Town of Ramapo. To obtain such approval, the following must be complied with:

1. \$10,000 Surety Bond or Continuation Certificate (with copy of original bond) signed, sealed and notarized, together with Power of Attorney and Profit and Loss statement of bonding company all in acceptable form from a bonding company licensed to do business in New York State.
2. Each applicant must obtain from an insurance company licensed to do business in the state of New York, for the benefit of the Town of Ramapo, an insurance certificate indicating coverage for public liability insurance in a general aggregate amount of no less than \$100,000 on account of any one occurrence.
3. Each Certificate of Insurance shall name the Town of Ramapo as insured and insurance must be: **Primary to the Town of Ramapo** in the Description of Operations field***.
4. Certificate of Insurance shall contain a provision that the policy and/or bond cannot be cancelled without 30 days prior written notice to the Town of Ramapo. If renewing an existing license, applicant must provide copy of original bond together with continuation certificate.
5. All insurance certificates and surety bonds must cover the calendar year, that is, from January 1st through December 31st. If this requirement or any other requirement is not met, a license will not be issued.
6. Sewer Contractors must be properly licensed with Rockland County.
7. Sewer Contractors must have active status with NYS Department of State Division of Corporations.

Check your status: <https://apps.dos.ny.gov/publicInquiry/>

Contact NYS Division of Corporations:

Phone: (518) 473-2492 Email: corporations@dos.ny.gov

****** NOTE: "ADDITIONAL NAMED INSURED" IS NOT ACCEPTABLE ON ANY CERTIFICATE OF INSURANCE.**

LICENSE WILL NOT BE ISSUED IF THE VERBIAGE DOES NOT SPECIFICALLY INDICATE INSURANCE IS PRIMARY TO THE TOWN OF RAMAPO



TOWN OF RAMAPO SEWER CONTRACTOR LICENSE CHECKLIST

**PLEASE ENSURE YOUR BUSINESS HAS THE FOLLOWING BEFORE
SUBMITTING YOUR APPLICATION:**

| | |
|--------------------------|---|
| <input type="checkbox"/> | COMPLETED APPLICATION |
| <input type="checkbox"/> | CERTIFICATE OF INSURANCE ADDITIONAL INSURED IS NOT ACCEPTABLE – REFER TO INSTRUCTIONS (#3) |
| <input type="checkbox"/> | POWER OF ATTORNEY |
| <input type="checkbox"/> | PROFIT AND LOSS STATEMENT |
| <input type="checkbox"/> | SURETY BOND OR CONTINUATION CERTIFICATE (MUST BE SIGNED) |
| <input type="checkbox"/> | WORKER'S COMPENSATION CERTIFICATE (FORM CE-200 IF NOT REQUIRED) |
| <input type="checkbox"/> | \$100.00 CHECK PAYABLE TO: RAMAPO TOWN CLERK |
| <input type="checkbox"/> | ACTIVE STATUS WITH NYS DEPARTMENT OF STATE DIVISION OF CORPORATIONS |
| <input type="checkbox"/> | ACTIVE ROCKLAND COUNTY BUSINESS LICENSE |

See page 2 for complete application instructions

| Contact Information | | |
|---|------------------|-----------------|
| Business Name: | | |
| Business Address: | | |
| Mailing Address: | | |
| Contact Person: | | |
| Phone #: | Alt. Phone #: | |
| Email: | Fax #: | |
| Rockland County License #: | | |
| Surety Bond & Insurance | | |
| Surety Bond (Min. Amt. \$10,000): | | Bond #: |
| Name of Bonding Company: | | |
| Public Liability Insurance (\$50,000/\$100,000): | | |
| Property Damage Insurance (\$5,000): | | |
| Insurance Company Name: | | |
| Insurance Company Address: | | |
| Insurance Policy Number: | | |
| Workmen's Compensation | | |
| Workmen's Compensation Certificate Required- | YES ¹ | NO ² |
| ¹ If checked, attach certificate ² If checked, complete and attach waiver form CE-200 http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/wc_db_exemptions.jsp | | |
| Personal References | | |
| Name | Address | |
| | | |
| | | |
| | | |

\$100 Application Fee is Non-Refundable

SAMPLE SURETY BOND

KNOW ALL MEN BY THESE PRESENTS: That we _____

Hereinafter called "PRINCIPAL", and _____

State of _____

Hereinafter called the "SURETY" are held and firmly bound unto the Town of Ramapo, hereinafter called "TOWN", in the sum of TEN THOUSAND (\$10,000) DOLLARS, in lawful money of the United States, for the performance of the following bonding laws, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that

WHEREAS, the Principal has this _____ day of _____, 20____, applied for a license pursuant to Local Law No. 2 of 1967, of the Town of Ramapo Sewer System Licensing and Use Law, binding the sureties and principal (which Principal is designated "Applicant" in said Law) for the following, pursuant to Section 37-7, Subdivision B(2) of said Law, as follows:

- (a) That the applicant shall duly and faithfully perform said work in all respects.
- (b) That the applicant shall comply in all respects with all rules and regulations established by the Town.
- (c) That this bond is in effect for a period of one (1) year from December 31, _____ to December 31, _____.
- (d) That the applicant will indemnify the Town for all loss or damage that may result from his work for a period of not less than one year from date of completion and approval by the Superintendent.
- (e) That the applicant, as a condition or approval of the license, is deemed to guarantee to each and every owner for whom work shall be performed for a period of not less than one year after date of completion and approval by the Superintendent, of the work to be performed, the proper construction and installation of the work performed.
- (f) That the applicant will receive a permit from the Town before commencing any work or excavation.

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its obligations, pursuant to said Local Law, and if he shall satisfy all claims and demands incurred under such Local Law, and shall fully indemnify and save harmless the Town and/or the Owner from all costs and damages which they may suffer by reason of failure to do so, and shall reimburse and repay the Town and/or the Owner all outlay and expense which the Town and/or Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER that no final settlement between the Town, Owner and the Principal (or Principal's contractor) or any of them, shall abridge the right of any other beneficiary hereunder, whose claim may be unsatisfied.

ATTEST:

PRINCIPAL

(Principal) Secretary
(Seal)

By: _____

(TITLE)

(Witness as to Principal)

(Address)

ATTEST:

SURETY

By: _____

Attorney in Fact

(Surety) Secretary

Witness as to Surety

(Address)

(Address)