

# Village of Depew

## Building Department

Municipal Building • 85 Manitou St. • Depew, NY 14043  
716-683-1400 ext. 123 • 716-683-3538 (fax)  
www.villageofdepew.org

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September 29, 2023

Dear Sir or Madam:

Please submit the following for renewal of your Snowplow Permit for the 2023-24 Season.

1. The enclosed "Application for Snowplow Permit" – Please write legibly, answer all questions, include COMPLETE mailing address with ZIP CODE and print & sign the document on the signature line.
2. Fee: For 2023-24, the fees are listed on enclosed application.
  - a. A COPY OF EACH VEHICLE REGISTRATION MUST BE SUBMITTED WITH THE APPLICATION, NO EXCEPTIONS. Name on registration MUST match applicant name and/or business name.
  - b. **Permits will be MAILED to applicant.** They will no longer be given at the same time the application is submitted, so please plan accordingly.
3. New York State rules require that you show the Village of Depew:
  - a. A Certificate of Insurance showing Liability (Accord 25), separate Worker's Compensation (C-105.2) policy number, and separate Disability Policy Number (DB-120.1) with expiration dates. Certificate holder must be the Village of Depew.

**OR**

  - b. If you DO NOT have any employees and are NOT required by Law to carry Worker's Compensation and Disability insurance, **A COPY of your current vehicle insurance showing liability coverage AND Form CE-200** must be submitted with your application. The CE-200 must be filed online with the NYS Worker's Compensation Board. Please go to the following website: ***businessexpress.ny.gov*** in order to complete, print, sign and return this form to us with your application. *The detailed instructions are attached on the next page.*
  - c. **Snowplow Permits will NOT be issued if you do not file ALL the above documents with your application and fee. Do not send partial packages of required documents, they will not be processed and be returned by mail.**

Sincerely,



Carmi M. DelConte  
Building Clerk

Enclosure

# VILLAGE OF DEPEW SNOW PLOW PERMIT



2023 – 2024 SEASON

PLEASE PRINT LEGIBLY

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
(Street) PO BOX is not acceptable  
\_\_\_\_\_  
(Town, City) (Zip Code)

COMPANY NAME & ADDRESS (If Different): \_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS WHERE APPLICANT CAN BE REACHED: \_\_\_\_\_

PHONE NUMBER WHERE APPLICANT CAN BE REACHED: \_\_\_\_\_

TYPES OF PROPERTIES YOU PLOW (please circle): RESIDENTIAL COMMERCIAL BOTH

WOULD YOU LIKE YOUR INFORMATION TO BE PLACED ON THE RESIDENTIAL SNOWPLOW LIST? YES NO  
(This list will be distributed as requested by Village residents looking for plow contractors)

LIST OF VEHICLES USED BY APPLICANT: (Use additional application form if more than three (3) vehicles) FEE: \$25.00 PER VEHICLE

PERMIT #	TYPE	MODEL	YEAR	VIN NUMBER	PLATE NUMBER
_____ VEH #1	_____	_____	_____	_____	_____
_____ VEH #2	_____	_____	_____	_____	_____
_____ VEH #3	_____	_____	_____	_____	_____

**\*\*A COPY OF EACH VEHICLE'S REGISTRATION MUST BE SUBMITTED WITH THIS APPLICATION, NO EXCEPTIONS.**

### CERTIFICATES OF INSURANCE OR CERTIFICATE OF EXEMPTION (CE-200) REQUIRED

PROOF OF INSURANCES (WITH THE VILLAGE OF DEPEW NAMED AS THE CERTIFICATE HOLDER) MUST BE SUBMITTED WITH THIS APPLICATION.

WORKERS COMP INSURANCE _____	DATE OF EXPIRATION _____
LIABILITY INSURANCE _____	DATE OF EXPIRATION _____
DISABILITY INSURANCE _____	DATE OF EXPIRATION _____
CE-200 EXEMPTION CERTIFICATE _____	DATE OF EXPIRATION _____

Pursuant to Village Ordinance, Chapter 203, Section 58, No person, firm or corporation shall plow snow within the Village of Depew unless a permit is issued by the Superintendent of Public Works of the Village of Depew, and such permit must be prominently displayed by affixing to the vehicle so it is visible from the exterior.

Pursuant to Village Ordinance, Chapter 203, Section 60, it is unlawful to plow, shovel, sweep or pile snow, ice or other materials in or beyond the right-of-way of any street or public highway.

**\*\*DO NOT PLOW SNOW ONTO SIDEWALKS, BETWEEN THE SIDEWALK AND THE CURB AND/OR BLOCK FIRE HYDRANTS. SNOW MUST NOT BLOCK VIEW FROM VEHICLES PULLING ONTO STREETS.**

I HEREBY CONSENT TO ALL RULES AND REGULATIONS SET FORTH BY CHAPTER 203, ARTICLE IX, OF THE VILLAGE OF DEPEW MUNICIPAL CODE. I ALSO UNDERSTAND THAT PAYMENT OF \$25.00 IS DUE FOR EACH VEHICLE, RENEWABLE EVERY YEAR.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE PRINT FULL NAME \_\_\_\_\_

**I HAVE RECEIVED A COPY OF THE VILLAGE OF DEPEW ORDINANCE PERTAINING TO SNOWPLOWING  
(ATTACHED on LAST PAGE (Blue Sheet) - Please tear off for your records) (PLEASE INITIAL) \_\_\_\_\_**

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FOR OFFICIAL USE ONLY

DATE: \_\_\_\_\_

**INSURANCES SUBMITTED:**

- WORKERS COMPENSATION
- LIABILITY
- DISABILITY
- CE-200
- AUTO INSURANCE (LIABILITY)

FEE PAID                      AMOUNT: \$ \_\_\_\_\_                      CASH/ CREDIT/ CHECK # \_\_\_\_\_  
RECEIPT # \_\_\_\_\_

- COPY OF REGISTRATION SUBMITTED FOR EACH VEHICLE.
- NAME ON REGISTRATION MATCHES APPLICANT NAME OR BUSINESS.
- APPLICANT HAS COPY OF ATTACHED RULES AND REGULATIONS.
- COPY OF PERMIT(S) & RECIEPT ATTACHED.

PERMIT NUMBER(S) 2023-24: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

# Certificate of Exemption



Workers'  
Compensation  
Board

## Instructions for obtaining and filing a Certificate of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

### Follow these steps:

1. Go to **businessexpress.ny.gov**.
2. Select **Log-in/Register** in the top right hand corner.
3. If you **do not have** an NY.gov account, go to **step 4** to set up your account.  
If you **have** an NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
  - First and Last Name
  - Email
  - Confirm Email
  - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
  - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
  - If you already have an NY.gov account, the screen will display your existing accounts, either Individual or Business.
  - Do one of the following:
    - If the account(s) shown is an NY.gov Individual account, select **Continue**.
    - If the account(s) shown is an NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
  - Select **Continue**.
10. An activation email will be sent.
  - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
  - Specify three security questions.
12. Select **Continue**.
13. Create a password (must contain at least eight characters).
14. Select **Set Password**.
  - You have successfully activated your NY.gov ID.
15. Select **Go to MyNy**.
  - At the top of the screen select **Services**.
  - Select **Business**.
  - Select **New York Business Express**.
  - Select **Login/Register**. ★ You MAY already be signed in, Proceed to next step.
16. On the New York Business Express Home Page:
  - Scroll down to Top Requests and select **Certificate of Attestation, or**
  - Search Index A-Z for **CE-200**.
17. Select **How to Apply**:
  - Select **Apply as a Business, or**
  - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
18. Complete application screens. ★ **NOTE:** When applying AS HOMEOWNER: It will STILL SAY Enter BUSINESS ADDF. Enter your home address & Continue
19. Review Application Summary.
20. Attest and submit.

You will receive an email when your application has been Issued/Approved.

To view your certificate:

- Click **Access Recent Activity** from your email, **or**
- Access **businessexpress.ny.gov**, and then access your **Dashboard** (under your Log-In name on right).

Print and **sign** the **Exemption Certificate**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.

## **Chapter 203, STREETS AND PUBLIC PLACES**

### **Article IX, Snowplows**

#### **§ 203-58. Permit required.**

No person, firm or corporation shall plow snow or cause or allow same to be plowed by the use of any vehicle within the Village of Depew unless a permit therefor as hereinafter prescribed, issued by the Superintendent of Public Works of the Village of Depew, is in full force and effect and such permit is prominently displayed by affixing to the vehicle so as to be readily visible from the exterior thereof.

#### **§ 203-59. Permit application, fee and conditions.**

- A. Application for such permit shall be made to the Village of Depew by the owner of the vehicle, in writing, upon forms to be furnished by the Superintendent of Public Works, which forms shall contain the owner's name and address, the vehicle identification number, the New York State license number attached thereto and such additional information as the Superintendent of Public Works shall require. The Superintendent of Public Works may require such documents and information as may be reasonably necessary to verify the facts stated in such application.
- B. The applicant shall, at the time of the filing of his or her application, pay a permit fee of \$25 for each vehicle.
- C. If such application or applications shall be approved by the Superintendent of Public Works, a permit or permits shall be issued by the Superintendent of Public Works to the applicant.
- D. Such permit shall commence June 1 and expire May 31 in each year and shall be in such form as the Superintendent of Public Works shall prescribe.
- E. Such permit shall not be transferable to another owner.

#### **§ 203-60. Interference with public thoroughfares prohibited.**

No person shall plow, shovel, sweep or pile snow, ice or other materials in or beyond the right-of-way of any street or public highway or cause to be done so as to interfere with the safety and convenience of public travel.

#### **§ 203-61. Enforcement.**

This article shall be enforced by the Village of Depew Police Department, the Superintendent of Public Works of the Village of Depew and such other persons as he or she shall designate.

#### **§ 203-62. Penalties for offenses.**

- A. The Village Board may, following a hearing before such Village Board, revoke the permit or permits granted to any person or firm or corporation under the authority of this article or any law, ordinance, rule or regulation relating to snowplowing or snow removal.
- B. In addition to any other penalties that may be invoked under this chapter, any person, firm or corporation violating any of the provisions of this article shall, upon conviction thereof, be punishable as provided in § **203-63** of this chapter.
- C. Any person who takes part in or assists in any violation of this article shall also be subject to the penalties provided herein.

### **Article X, Penalties**

#### **§ 203-63. Penalties for offenses.**

Any person or persons, association or corporation committing any offense against this chapter or any section or provision thereof is guilty of a violation punishable by a fine not exceeding \$250 or imprisonment for a period not exceeding 15 days for each such offense, or by both such fine and imprisonment.