



Application Information

The application is to apply for one bridge project or one culvert project under the BridgeNY Program funding.

To use the Adobe Livecycle form, save a copy of the form to your computer. From your computer, open the saved form to start entering the requested information.

Web browsers such as Apple Safari, Google Chrome, and Mozilla may have their own non-Adobe PDF readers set as the default reader. If using one of these browsers, ensure that the default PDF viewer is changed to Adobe Reader. Applicants can use the latest version of the free Adobe Acrobat Reader to complete the form. The latest versions Adobe Acrobat Standard, Pro or DC can be used to maximize the functionality in the form.

Unless otherwise indicated, use the "Tab" function to navigate through the form to ensure questions are answered in the correct order. Applicants should complete all fields as they appear in the application.

General Instructions for Completing the Application

PART A: Project Sponsor Information

Enter the Project Sponsor Information in the designated boxes.

PART B: Application Type

Choose whether this application is going to be for a bridge project or a culvert project. The appropriate fields will remain visible in the application depending on the type chosen. Example: For a bridge project, the bridge only fields remain visible and the culvert only fields become invisible.

PART C: Project Estimate

Enter the estimated costs for each of the following project costs: construction, construction inspection, right of way acquisition, and design. Enter the amount of any other funds you have already secured for this project.

PART D: Existing Structure Information

For a bridge application, enter the fields that are visible under Existing Bridge Information. Download the Existing Bridge Information Worksheet (ExistingBridgeInfo2022Data.xlsx) from <https://www.dot.ny.gov/bridgeny> to obtain information on the bridge you are applying for. A copy of this information should be attached in PART G of the application. This information will be used by reviewers during the project evaluation process.

For a culvert application, enter the fields that are visible under Existing Culvert Information.

PART E: Project Needs

Enter the appropriate information regarding the project needs, scope and special features. Note that the space is limited to the visible area for text fields.

PART F: Project Delivery

Enter the information pertaining to the delivery of the project, including design status and any right of way needs.

PART G: Project Attachments

Attach appropriate documents to the application. All attachments listed allow the applicant to better describe the need for the project. Applications for bridge projects that have had a NYS PE review along with a letter certifying the review of the application will receive additional weight during the scoring process. To show that the application has been reviewed by a NYS PE, a letter stating such needs to be attached to the application for the final submission. This letter needs to contain the signature of the NYS PE.

Project attachments are not limited to those listed in the application. The applicant may attach other files to the email being submitted with the application itself.

PART H: Application Submission

A digital signature or a wet signature is required to complete the application. If you do not have a digital ID already created, follow the directions that show up when you click on signature. If you cannot create a digital signature, include a scan of the final page of the application with a wet signature with your submission.

Once the form is signed the application may be submitted to the Regional Program and Planning Manager in your NYSDOT Region.



PART A: SPONSOR INFORMATION

Applicants must complete all required fields as they appear in the application. Required fields are designated by a preceding asterisk (*).

*Project Sponsor:

SPONSOR RESPONSIBLE POINT OF CONTACT INFORMATION:

Salutation: *First Name: *Last Name:

*Title:

*Address: 1

Address 2:

*City: *State: *Zip Code:

*Phone #: *E-mail:

☐ Check here if Business address and Contact address are the same. If not, please provide the Business address below:

Address 1:

Address 2:

City: State: Zip Code:

Phone #: E-mail:

PART B: APPLICATION TYPE

*Application Type: *Region: Choose bridge or culvert for application type. Select the NYSDOT Region the project is in.

A bridge application is required if the span length is greater than or equal to 20 ft. A culvert application is required if the span length is less than 20 ft. Use the span length of the existing structure, not the span length of the proposed structure.



PART C: PROJECT ESTIMATE

Input values for the following project costs. A detailed project estimate should be attached in PART G of the application.

Description	Costs
Construction	
Field Change Payment, 5% and Mobilization, 4%	\$0
Construction Inspection	
Right of Way *	
Design (Preliminary & Final) **	
Total Project Cost	\$0

*Right of Way costs include the cost for hiring a firm to process the ROW and the cost of the acquisition itself. The cost of hiring a firm may be as much as \$30,000.

**Design Costs shall include but are not limited to preliminary and final design, survey, geotechnical exploration/borings, mussel or other endangered species coordination and field work, wetland delineation, and utility coordination

***For Culvert projects a minimum Design (Preliminary & Final) cost is recommended as \$150,000 - upstate, \$180,000 downstate.

Other Funds Already Secured (This is not the Local Match. Local Match is calculated below)	
Description of Other Funds:	

Bridge Projects

Total BridgeNY Funds Requested (95%)	\$0
Total Local Match (5%)	\$0

Culvert Projects

Total BridgeNY Funds Requested (100%)	\$0
Total Local Match (0%)	\$0

Suggested values for Design, Right of Way, and Construction Inspection costs are provided as a percentage of the total construction cost. These values are provided for reference only. The Sponsor is responsible for all costs input into the application.

	Low Range (% of Const. Cost)	High Range (% of Const. Cost)	Calculated Low Value (from user input)	User Input Value (repeated from above)	Calculated High Value (from user input)
Construction Inspection	12%	15%	\$0		\$0
Right of Way	0%	5%	\$0		\$0
Design (Preliminary & Final)***	20%	30%	\$0		\$0



PART D: EXISTING STRUCTURE INFORMATION

Input the following information. If a bridge application was chosen in Part B, only the bridge fields will be visible. If a culvert application was chosen in Part B, then only culvert fields will be visible.

Existing Bridge Information

*Bridge Identification Number (BIN)

Project Identification Number (PIN)

(Input PIN number if applicable)

☐ Check the box if the bridge is owned by the sponsor applying for funds.

☐ Check the box after you download the Existing Bridge Information Worksheet (ExistingBridgeInfo2021Data.xlsx) from <https://www.dot.ny.gov/bridgeny> to obtain information on the bridge you are applying for. A copy of this information should be attached in PART G of the application.

Existing Culvert Information

*Culvert Identification Number/Identifier

(Input culvert number or identifier. The identifier is assigned by the owner. If no identifier exists, use Culvert1, Culvert2,... to differentiate between different culverts being applied for by the same sponsor.)

Project Identification Number (PIN)

(Input PIN number if applicable)

☐ Check the box if the culvert is owned by the sponsor applying for funds.

***Project County:** Select the project county.

Albany
Allegany
Bronx
Broome
Cattaraugus
←



Existing Culvert Information - Continued

*Feature Carried:

AADT:

*Feature Crossed:

% Trucks:

Year Built:

Detour (mi):

*Width of Opening (ft):

Load Posting: Select One

*Length of Barrel (ft):

Material Type: Select One

*Latitude:

Format: ##.##### (NYS Range: 40.50 thru 45.25)

*Longitude:

Format: -##.##### (NYS Range: -71.75 thru -79.75)

The width of the culvert opening is measured perpendicular to the water flow. If the existing structure has multiple openings, input the distance from extreme ends of the openings. The length of the barrel is measured parallel to the water flow.

To determine the latitude and longitude for your culvert, go to <http://www.latlong.net/>. Type in the name of the town so the map zooms in to the correct location, then click to the project location.

PART E: PROJECT NEEDS

*This project is needed to address the following (check all that apply)

- ☐ Structural Condition
- ☐ Inadequate Structural Capacity/Load Rating
- ☐ Hydraulic Inadequacies
- ☐ Inadequate Vertical Clearance (under or over)
- ☐ Other

If other, provide explanation. Space limited to visible field.

*Project Scope

Sponsors are directed to take one of the two options below to mitigate this risk for culvert projects.

1. Provide a preliminary hydraulic analysis performed and stamped by a NYS professional engineer.
2. Base the culvert size and project scope on a minimum culvert span length equal to 1.5 times the existing waterway opening.

Failure to adhere to this requirement for culvert applications could result in a project being downgraded if justification is not provided.



Describe the project/infrastructure need. Space is limited to the visible area.

*Project Needs
Description:

Describe the project Scope. Space is limited to the visible area.

*Project Scope
Description:

Describe the project's special features. Space is limited to the visible area.

Project Special
Features
Description:

PART F: PROJECT DELIVERY

* Indicate the current project status:

*Estimated Month and Year of Letting:

Project Priority:

(Input project priority with respect to other BridgeNY applications by the same sponsor, if applicable)



*Number of anticipated ROW acquisitions:

Additional ROW information can be included as an attachment if the provided space is inadequate. See Notice of Funding Availability for ROW requirements.

Identify the property right(s) to be acquired and proof of right of way ownership:

Ownership can be shown through surveys and clearance certificates, highway boundary line on a stamped plan, or record plans. Tax maps are not sufficient documentation.

*Will the project have an effect on any district, site, building, structure or object that is listed, or may be eligible for listing on the National Register of Historic Places?

*STATUS OF ENVIRONMENTAL REVIEWS:

State Environmental Quality Review Act (SEQR):

Explain:

National Environmental Policy Act (NEPA):

Explain:

*In the Chart below, select the status that best represents the project deliverable:

Project Deliverables:	Status	Anticipated Completion Date
Design Report	<input type="text"/>	
Advanced Detail Plans (ADPs)	<input type="text"/>	
Plans, Specifications, and Estimates (PS&Es)	<input type="text"/>	
Bid Proposal Documents	<input type="text"/>	

Additional
Information
regarding
Project Delivery
(if applicable)



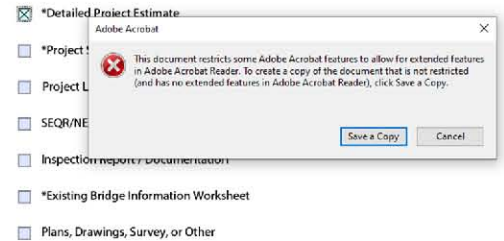
PART G: ATTACHMENTS

Attach the following documents to the application:

NOTE - if you are using the free version of Adobe Reader you will not be able to attach documents to the application. If using the free version of Adobe Reader attach the following documents to the e-mail when submitting the application. If you are using a paid version of Adobe software save a copy of the form to your computer then open the saved form to be able to attach documents.

Total number of attachments: (check applicable boxes below)

- ☐ Detailed Project Estimate
- ☐ Project Schedule
- ☐ Project Location Map
- ☐ SEQR/NEPA Information
- ☐ Inspection Report / Documentation
- ☐ Existing Bridge Information Worksheet
- ☐ Plans, Drawings, Survey, or Other
- ☐ Letter certifying that a Quality Assurance review by a NYS Professional Engineer has been completed, including signature.
(See Instructions on page 2 under Part G Project attachments)
- ☐ Property rights to be acquired along with Sponsor's certification to undertake the property.
- ☐ Preliminary Hydraulic Analysis
- ☐ Any other relevant documentation.
- ☐ Any other relevant documentation.
- ☐ Any other relevant documentation.
- ☐ Any other relevant documentation.
- ☐ Any other relevant documentation.



Project attachments are not limited to those listed in the application. The applicant may attach other files to the email being submitted with the application itself.



PART H: APPLICATION SUBMISSION

*CERTIFICATION:

I acknowledge that I have read the appropriate guidance for the program to which I am applying (BridgeNY) and understand the application instructions, the program requirements and the terms and conditions associated with the reimbursement program.

- ☐ Check this box if you have attached a signed certification letter from a NYS Professional Engineer stating they have reviewed the application. (Bridge projects only)
- ☐ Check this box if you have either attached a preliminary hydraulic analysis or based the cost and scope on a minimum culvert span length equal to 1.5 times the existing waterway opening. (Culvert projects only)

*ATTESTATION:

By entering my name in the digital signature space below, I certify that I am authorized on behalf of the Sponsor and its governing body to submit this application. I further certify that all of the information contained in this application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application are true, correct and complete to the best of my knowledge and belief. I acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority, or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

DIGITAL SIGNATURE INFORMATION:

Entering your digital signature in the box below locks the fields above the signature. To remove your digital signature, click the right button on your mouse and select "Clear Signature" to release the fields. You can then correct any errors or add additional information. The document will need to be re-signed before it can be submitted.

If you cannot create a digital signature, include a scan of the final page of the application with a wet signature with your submission.

Signature:

Prior to submitting applications please rename the file as follows:

File Name for Bridge Application:

B-R12--.pdf

File Name for Culvert Application:

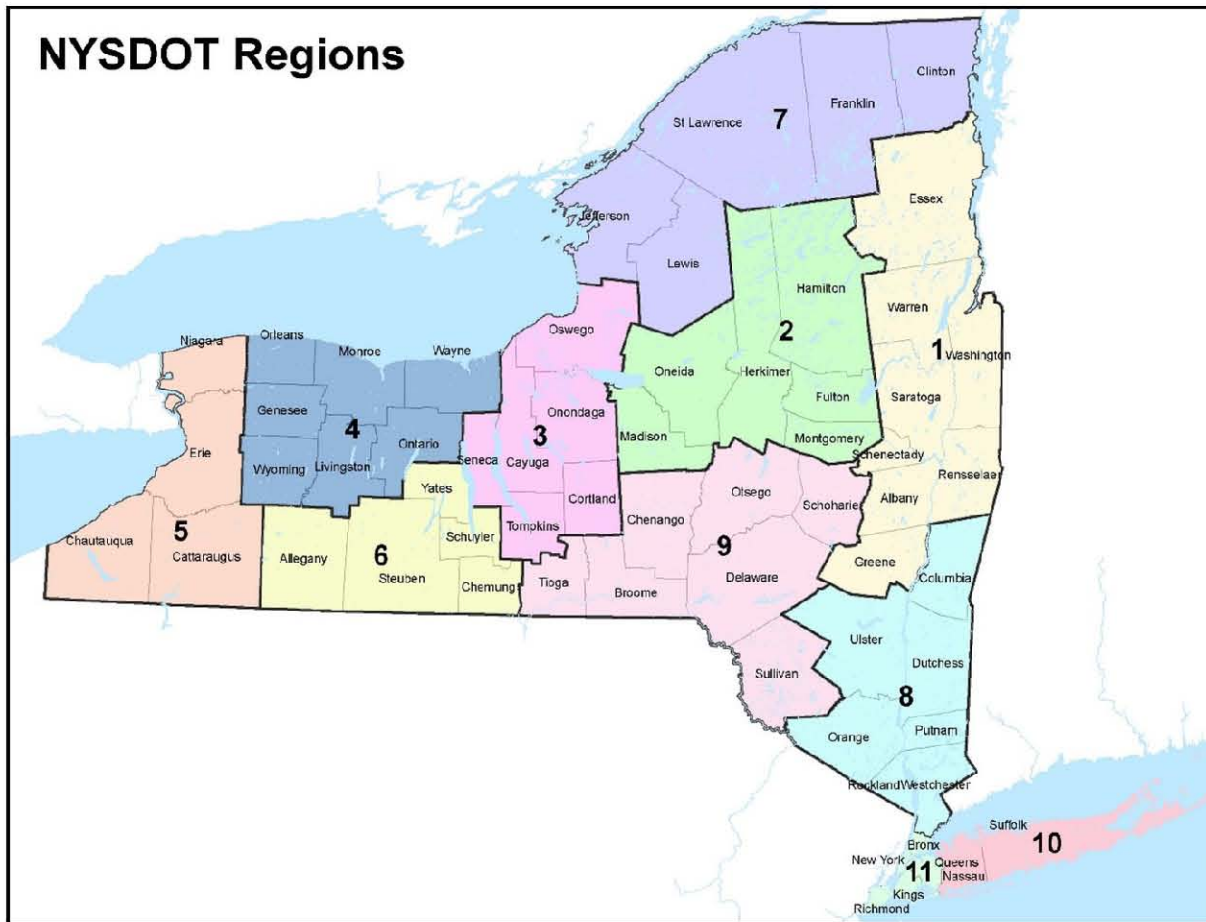
C-R12--.pdf

**Submit completed BridgeNY Application and all attachments to the e-mail of the
NYSDOT Region that the project is located in from the list below**

-See Region-County map and list on page 10

REGION EMAIL LIST:

Region 1 - R01.BNY@dot.ny.gov	Region 7 - R07.BNY@dot.ny.gov
Region 2 - R02.BNY@dot.ny.gov	Region 8 - R08.BNY@dot.ny.gov
Region 3 - R03.BNY@dot.ny.gov	Region 9 - R09.BNY@dot.ny.gov
Region 4 - R04.BNY@dot.ny.gov	Region 10 - R10.BNY@dot.ny.gov
Region 5 - R05.BNY@dot.ny.gov	Region 11 - R11.BNY@dot.ny.gov
Region 6 - R06.BNY@dot.ny.gov	



NYSDOT Region-County List

Region 1	Region 3	Region 6	Region 9
Albany	Cayuga	Allegany	Broome
Essex	Cortland	Chemung	Chenango
Greene	Onondaga	Schuyler	Delaware
Rensselaer	Oswego	Steuben	Otsego
Saratoga	Seneca	Yates	Schoharie
Schenectady	Tompkins		Sullivan
Warren		Region 7	Tioga
Washington	Region 4	Clinton	
	Genesee	Franklin	Region 10
Region 2	Livingston	Jefferson	Nassau
Fulton	Monroe	Lewis	Suffolk
Hamilton	Ontario	St. Lawrence	
Herkimer	Orleans		Region 11
Madison	Wyoming	Region 8	Bronx
Montgomery	Wayne	Columbia	Kings
Oneida		Dutchess	New York
	Region 5	Orange	Queens
	Cattaraugus	Putnam	Richmond
	Chautauque	Rockland	
	Erie	Ulster	
	Niagara	Westchester	