



*Village of  
Kings Point*

**BOARD OF TRUSTEES  
APPLICATION FOR UNDERGROUND  
ELECTRICAL EASEMENT**

1. Complete the information required in the blanks below.

Subject Property Owner: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Nassau County Tax Map Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned hereby requests approval from the Village of Kings Point Board of Trustees for an underground electrical easement, to install private underground electrical service from the public utility pole, through the Village Right of Way, and on to the subject property.

\_\_\_\_\_  
Print name of subject property owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2. Provide a copy of the most recent deed.
3. Provide an up-to-date survey of the subject property, signed and sealed by a NY State licensed land surveyor, which indicates the following:
- 1) Show the exact location of the utility pole.
  - 2) Show the metes and bounds description of the proposed trench location for underground utility line(s).
4. Provide a written description of the metes and bounds of the proposed 10-foot wide trench from the utility pole to the property line.
5. Provide an application fee of \$1000. Checks are payable to the Village of Kings Point.
6. Provide a deposit of \$5000.00. Checks are payable to the Village of Kings Point. Once the balance of the deposit falls below \$500.00, all review and processing of the application shall stop until an additional deposit in the amount of \$500.00 is deposited by the applicant. Such additional deposits in the amount of \$500.00 shall be required whenever the balance of the deposit falls below \$500.00 until the case is closed. Once the case is closed the remaining balance will be returned to the applicant.
7. The completed application must be filed with:

Village Clerk-Treasurer  
VILLAGE OF KINGS POINT  
32 Steppingstone Lane  
Kings Point, New York, 11024  
(516) 504-1000

**\*A complete application consists of ten (10) packets: One (1) set of originals and nine (9) sets of copies of this application form along with all other documents listed above. Please call if you have any questions.**

Excavation and installation of underground utilities shall not commence until the Easement Agreement is filed with Nassau County and the Village has given authorization. A Curb Cross Permit application may be required. Underground lines must be installed within a conduit (PVC or other approved material) at a depth of no less than (3) feet. Once the trench is dug and conduit installed, inspection by the Kings Point Superintendent of Public Works is required.