

ROAD AND RIGHT-OF-WAY PERMITS

ROAD OPENING/ROAD ACCESS APPLICATION FORM

CITY OF PASSAIC DIVISION OF ENGINEERING

870 Main Avenue, 1st Fl., Passaic, NJ 07055
Tel: (973) 365-5624 – Fax: (973) 365-5536



APPLICATION COMPLETENESS CHECKLIST

- ROAD AND RIGHT-OF WAY PERMIT APPLICATION FORM
- PERMIT FEES
 - ☞ Personal/Company checks shall be made payable to the "CITY OF PASSAIC".
WE WILL NOT WRITE OUT YOUR CHECKS FOR YOU
- CERTIFICATE OF INSURANCE (COI) / PUBLIC LIABILITY INSURANCE POLICY
 - ☞ Certificate of Insurance **MUST** name the "CITY OF PASSAIC" as an additional insured; and
 - ☞ **MUST** include the address of the work site in the "Description of Operations Field"; and
 - ☞ City of Passaic **MUST** be listed as the Certificate Holder

REFER TO MUNICIPAL CODE §259-6 FOR REQUIRED ENDORSEMENTS AND MINIMUM COVERAGE AMOUNTS.

FOR ROAD OPENING PERMIT ONLY:

- SURETY BOND (\$1,000 – TWO-YEAR PERIOD)
NOTE: CASH BOND MAY BE SUBMITTED IN LIEU OF A SURETY BOND

PERMIT FEE SCHEDULE (PER WORK LENGTH)

ROAD OPENING/ACCESS:

- UP TO 50 L.F. – \$250.00
- MORE THAN 50 L.F. – \$5.00 FOR EACH ADDITIONAL 10 L.F.

SEWER CONNECTION:

- \$50.00 – PER CONNECTION (ADDED TO THE ROA FEE)

TRENCHING:

- \$5.00 FOR EACH 10 L.F (ADDED TO THE ROA FEE)

PARKING METERS:

- \$7.50 PER METER/ PER DAY

PERMIT INFORMATION

THIS APPLICATION IS FOR: ROAD OPENING ROAD ACCESS SEWER CONNECTION TRENCHING

APPLICATION DATE: _____ WORK SITE ADDRESS: _____

PURPOSE OF WORK: BORING/MONITORING WELL UNDERGROUND STORAGE TANK SEWER REPAIR/ REPLACEMENT

LATERAL CONNECTION SIDEWALK OCCUPANCY UTILITY (SPECIFY): _____

OTHER (SPECIFY): _____

DETAILED DESCRIPTION OF WORK: _____

ANTICIPATED START DATE: _____ ANTICIPATED DURATION OF WORK: _____

APPLICANT INFORMATION

APPLICATION MADE BY: CONTRACTOR PROPERTY OWNER UTILITY COMPANY OTHER: _____

APPLICANT/COMPANY NAME: _____

ADDRESS: _____

Street Address

Apartment / Unit / Suite

City

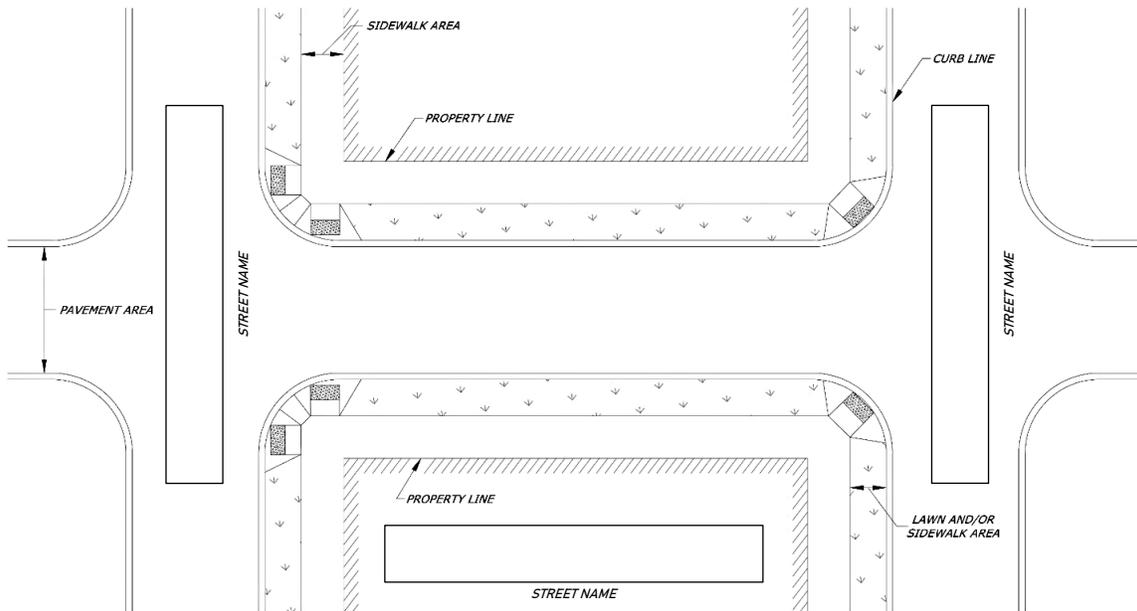
State

Zip Code

PHONE/CELL: _____ 24-HR EMERGENCY CONTACT NAME/PHONE: _____

WORK SITE LOCATION SKETCH

WIDTH (FT.): _____ LENGTH (FT.): _____ DEPTH (IN.): _____



IS WORK WITHIN 100 FT. NEAR A SIGNALIZED INTERSECTION OR CROSSWALK? YES NO

WILL THIS WORK AFFECT AN EXISTING NJ-TRANSIT BUS STOP? YES NO

IS THE PROPOSED WORK LOCATED IN AN AREA WITH PARKING METERS? YES NO

IF YES, WILL ANY METERED-PARKING SPACE(S) BE OCCUPIED DURING WORK? YES NO

IF YOU ANSWERED 'YES', PLEASE SPECIFY THE NUMBER OF SPACES REQUIRED _____

DOES THE PROPOSED WORK REQUIRES STREET/SIDEWALK CLOSURES OR DETOURS? YES NO

IF YES,

THIS WORK REQUIRES: LANE SHIFT ALTERNATING TRAFFIC DETOURS PEDESTRIAN DIVERSION/ DETOUR

FOR TRAFFIC CONTROL MEASURES, LAYOUT, AND REQUIREMENTS, CONTRACTOR MUST NOTIFY AND OBTAIN APPROVAL FROM THE DIVISION OF TRAFFIC OF THE PASSAIC POLICE DEPARTMENT AT LEAST 48-HOURS PRIOR TO COMMENCING WORK. THE APPLICANT OR CONTRACTOR IS RESPONSIBLE FOR THE INSTALLATION OF TRAFFIC CONTROL DEVICES AND LAYOUT, WHICH MUST COMPLY WITH THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). IF REQUIRED, A TRAFFIC CONTROL PLAN MUST BE SUBMITTED FOR REVIEW. TRAFFIC DIVISION MAY BE CONTACTED AT (973) 365-3920 OR IN PERSON AT 41 MYRTLE AVENUE, PASSAIC, NJ 07055. "NO PARKING" SIGNS WILL BE PROVIDED BY THE TRAFFIC DIVISION AS NECESSARY.

SPECIAL NOTES FOR CONTRACTOR

1. Call (800) 272-1000 at least 72 hours **BEFORE** any sidewalk, roadway or soil excavation/disturbance for utility mark-outs.
2. Construction work under this permit is prohibited on weekends, holidays, and outside the hours of 8:30 AM to 6:00 PM on regular working days, unless written approval is obtained from the Division of Traffic of the Police Department and the Municipal Engineer.
3. ALL WORK REQUIRES TWO (2) INSPECTIONS BY THE PASSAIC DIVISION OF ENGINEERING:
 - ↳ Before any concrete pouring, paving, or backfilling, once the area is fully formed, stoned, and compacted.
 - ↳ Upon completion to certify compliance with all applicable standards and approvals.

Work will not be considered complete until all inspections have been performed and found to be in compliance. The applicant or contractor must schedule inspections by calling (973) 365-5624, providing a minimum of 24 hours' notice. Inspection requests must be submitted before 3:00 pm. NO EXCEPTIONS.

4. Concrete structures, including but not limited to curbs, sidewalks, and driveway aprons (curb cuts), shall be fully removed and replaced in complete sections, from top to bottom, and joint to joint. Additionally, all existing infrastructure, including valve covers, cleanouts, manholes, grates, doors, etc., must be set flush with the sidewalk. PATCHING, CUTTING, OR CHIPPING IS STRICTLY PROHIBITED. NO EXCEPTIONS.

5. The Engineering Division will not accept improper construction or substandard workmanship. All work shall be performed in accordance with the New Jersey Department of Transportation (NJDOT), Americans with Disabilities Act (ADA), the Public Rights-of-Way Accessibility Guidelines (PROWAG) standards and requirements, and the Passaic Division of Engineering Construction Details, which will be provided with the permit upon approval. Deviations are prohibited unless expressly approved in writing by the Municipal Engineer. Failure to comply may result in owner being responsible for all labor and material costs necessary to repair or restore affected areas (including pavement, sidewalks, and curbing) to the satisfaction of the Municipal Engineer.
6. All excavations that are not backfilled to grade at the end of each workday shall be covered with steel plates or protected by barricades having self-powered flashers. In addition, site shall be cleared of debris and left in a safe condition for pedestrians and/or vehicles. Excavated material shall be removed from site. All disturbed "grass areas" shall be properly backfilled, topsoiled, fine-graded smooth, sodded/seeded, mulched, fertilized, and clean of debris.
7. All excavations are to be backfilled in lifts no greater than 6 inches and tamped using suitable means to prevent further settlement. If the Municipal Engineer deems the excavated material unsatisfactory for backfill, then the permittee shall backfill the excavation with borrow excavation material. All opening cuts to be squared and cut on a vertical plane to a width and length of not less than 12-inches greater than the original cut/opening. The surface restoration shall extend 12-inches wider and longer than the area of the base.
8. The contractor, upon satisfactory completion of the backfill operation, will replace the road surface in-kind or provide a minimum roadway thickness consisting of minimum six inches (6") of 3/4" Dense-Graded Aggregate (DGA) or quarry process stone (Q.P.), six inches (4") of bituminous Hot Mix Asphalt (HMA) 19M64 base course and a two inches (2") of Hot Mix Asphalt (HMA) 9.5M64 surface course.
9. No excavated material, construction material, or other items shall be placed or stored within any public street, roadway, or right-of-way unless such storage is expressly authorized by a written permit issued by the Municipal Engineer. Any authorized storage shall be confined within the extended property lines of the premises for which the permit is granted and shall not occupy more than one-quarter (1/4) of the total roadway width, as measured between curbs. In all cases, a minimum of twenty-two (22) feet of clear passage must be maintained for vehicular traffic on streets that remain open during construction, and a minimum of five (5) feet of unobstructed access must be preserved within any pedestrian right-of-way, including sidewalks and walkways, to ensure public safety and accessibility. Materials must be stored in such a manner as not to interfere with or divert the natural flow of water along any street, roadway, or gutter. Any materials or equipment placed within the public right-of-way shall be adequately protected, secured, and continuously illuminated to ensure public safety. The permittee shall bear full responsibility for the installation, maintenance, and removal of all necessary safety measures, including barricades, warning signs, and any other devices required to safeguard the materials or equipment and to properly warn the general public of their presence.

STATEMENT OF UNDERSTANDING

The applicant/permittee/contractor hereby acknowledges and agree to comply with the following terms and conditions:

1. No construction work or encroachment is permitted until a permit is reviewed, approved, and issued by the Passaic Division of Engineering. Permits are valid only for the period specified on the permit and that work must commence and be completed within this timeframe unless the Municipal Engineer grants a written extension. The Division of Engineering or the Police Department may deny a permit if work or placement creates a hazard or public nuisance. Unauthorized work may result in enforcement action, fines, or permit revocation. The permit issued shall apply only to the scope of work described in the approved application and sketch. Any deviations or expansions of scope require prior written approval from the Passaic Division of Engineering and may require additional permits.
2. Comply with all applicable local, county, and state laws, ordinances, regulations, engineering, and construction standards and requirements governing excavation, road access, utility connections, and trenching activities within the City of Passaic.
3. Assume all responsibility for any injuries or damages to the right-of-way, public or private property, including adjacent areas and structures, resulting from activities carried out under this permit, and will bear all associated labor and materials costs required to repair or restore disturbed areas (including pavement, sidewalks, and curbing) to a condition satisfactory to the Municipal Engineer.
4. Assume full responsibility for the maintenance and repair of the opening for a minimum period of two (2) years following the acceptance of the final restoration by the Passaic Division of Engineering.
5. Indemnify and hold harmless the City of Passaic and its agents from and against any and all losses, liabilities, claims, demands, payments, suits, actions, recoveries and judgements whatsoever in connection with the loss of life, personal injury, and/or damage to property arising out of or resulting in whole or in part from the activity as aforesaid.
6. Seek clarification directly from the Municipal Engineer or an authorized representative of the Passaic Division of Engineering for any unclear or ambiguous provisions within the permit requirements or related policies before proceeding with any work.

By signing below I affirm that I have read, understood, and agree to abide by all the terms outlined in this Statement of Understanding, as well as any additional conditions set forth by the City of Passaic in the issuance of applicable permits.

Name and Signature of the Applicant/Permittee/Contractor

Date of the Application