

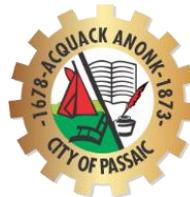
ROAD AND RIGHT-OF-WAY PERMITS

CONSTRUCTION/ ENCROACHMENT PERMIT 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

FOR DUMPSTER PERMIT ONLY:

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 section "Description of Operations"; and
↳ City of Passaic **MUST** be listed as the Certificate Holder

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

PERMIT FEE SCHEDULE

SIDEWALK/CURB:

- UP TO 50 L.F. – \$25.00
- MORE THAN 50 L.F. – \$5.00
FOR EACH ADDITIONAL 10 L.F.

DRIVEWAY APRON (CURB CUT):

- \$25.00

DUMPSTER:

- \$50.00

PARKING METERS:

- \$7.50 PER METER/ PER DAY

PERMIT INFORMATION

THIS APPLICATION IS FOR: SIDEWALK CURB DRIVEWAY APRON DUMPSTER PARKING METERS

APPLICATION DATE: _____ WORK SITE ADDRESS: _____

PURPOSE OF WORK: DUMPSTER:

- CONSTRUCTION DEBRIS REMOVAL
 WASTE DISPOSAL
 MOVING-RELATED
 OTHER (SPECIFY): _____

DRIVEWAY/CURB/SIDEWALK:

- RESTORATION/REPLACEMENT
 ADA RAMP INSTALLATION
 NEW DRIVEWAY

PARKING METERS:

- FILM/TV PRODUCTION PARKING
 DUMPSTER PLACEMENT
 EQUIPMENT PLACEMENT

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

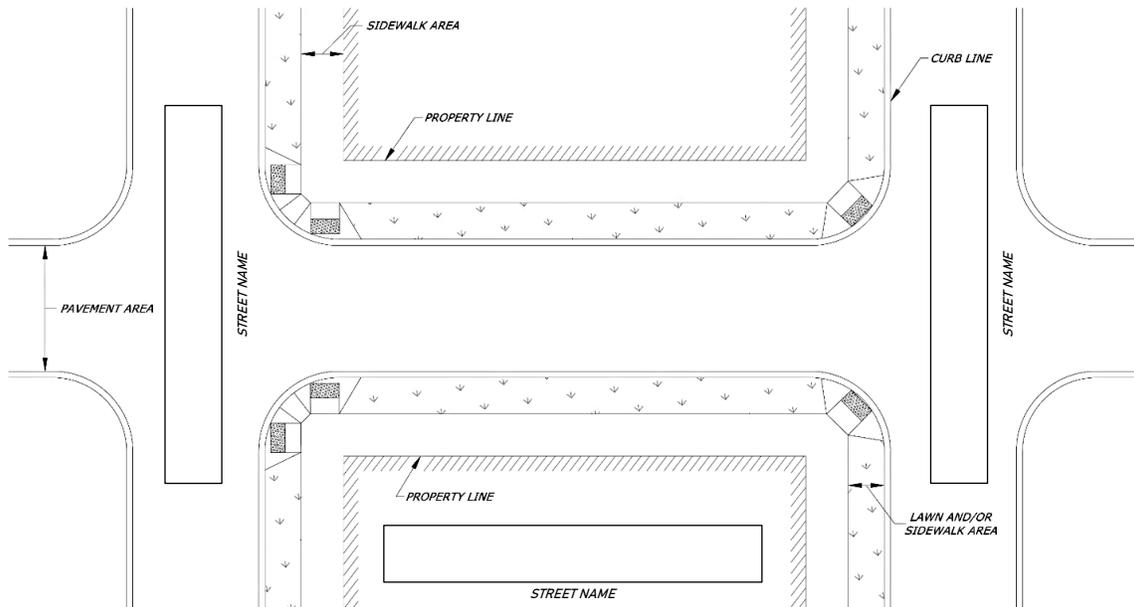
State

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 SIDEWALK CLOSURES OR CROSSWALK CLOSURES? YES NO
- IF YOU ANSWERED 'YES', THIS WORK REQUIRES: SIDEWALK CLOSURES CROSSWALK CLOSURE AND PEDESTRIAN DETOUR

FOR TRAFFIC CONTROL 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, WHICH MUST COMPLY WITH THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND FOLLOW THE LAYOUTS FOR "SIDEWALK DETOUR OR DIVERSION" OR "CROSSWALK CLOSURES AND PEDESTRIAN DETOURS", AS APPLICABLE. 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

FOR CURB, SIDEWALK AND DRIVEWAY APRON (CURB CUT) PERMITS ONLY:

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 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. Bluestone or granite curb shall be removed in their entirety and replaced with vertical concrete curb in accordance with the Passaic Division of Engineering Construction Details.
7. Any existing depressed curb that is no longer used as a legal driveway or that does not meet the minimum or maximum dimension requirements specified in Municipal Code §317-25K shall be fully removed and reconstructed in accordance with the Passaic Division of Engineering Construction Details..
8. No excavated material, construction material, or other materials shall be placed or stored within the right-of-way unless a written permit issued by the Municipal Engineer expressly authorizes such storage.
9. 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.

FOR DUMPSTER PERMITS ONLY:

1. Unit must stand upright and be kept in good repair, structurally sound, leak-proof, and painted to prevent rust or deterioration.
2. Unit or container does not leak or discharge liquids, semi-liquids, or solids into municipal sewer, public areas, or adjoining properties.
3. Dumpster must not impede traffic flow nor violate traffic laws.
4. The dumpster must not obstruct sidewalks, fire hydrants, or driveways in any way; and shall be placed no more than 8 feet - 6 inches (8'-6") parallel to the curb, at least 25 feet from intersections and 35 feet from stop signs.
5. In accordance with N.J.S.A. 27-51-1, any dumpster placed on/along roadways shall be equipped with yellow reflective diamond panels on both ends, with a minimum size of 18 inches by 18 inches. Panels shall be mounted nearest the path of passing vehicles and facing the direction of oncoming traffic, with a minimum mounting height of three (3) feet above the road surface. Violators of this section shall pay a fine of not more than \$100.00 per violation, and imprisonment for a period of not more than 90 days may be imposed.
6. When the dumpster is in use, a tarp or other suitable cover must be secured over the dumpster at all times to prevent litter, odors, dust, or health hazards. Street and roadway must be cleaned after dumpster removal.

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, and engineering and construction standards.
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. 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.
5. 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