

**TOWNSHIP OF CEDAR GROVE**

ENGINEERING DEPARTMENT

340 LITTLE FALLS ROAD, CEDAR GROVE, NJ 07009 PHONE 973-239-1410

**RIGHT-OF-WAY CONSTRUCTION AND MAINTENANCE PERMIT APPLICATION**

\*\*\*This application is to be used by ALL applicants \*\*\*

Emergency Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Received: _____
Permit #: _____

**Applicant**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Contact Cell Phone #: \_\_\_\_\_

**Owner (If other than Applicant)**

Company Name: \_\_\_\_\_ Contact # \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Proposed Work:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_ **Nearest Cross Streets:** \_\_\_\_\_

**Total size of excavation:** \_\_\_\_\_ SF

**Location of Excavation (check all that apply):**  Sidewalk/Curbing  Driveway  Roadway  Other \_\_\_\_\_

Yes  No Do you (or owner) have an annual bond in place with the Township? If Yes, Bond Owner: \_\_\_\_\_

**WORK SCHEDULE** (If alternate dates are used, at least 24 hours notice must be given)

Excavation Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Duration \_\_\_\_\_ days

Permanent Pavement Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**BEFORE ANY RIGHT-OF-WAY CONSTRUCTION AND/OR MAINTENANCE BEGINS,**

**1. EMAIL THE CEDAR GROVE POLICE DEPARTMENT (traffic@cedargrovepd.org) FOR POLICE COVERAGE & REVIEW**

**2. CALL ENGINEERING DEPARTMENT (973-239-1410) 72 HRS BEFORE PROJECT START, 1 HR BEFORE BACKFILL & IMMEDIATELY AFTER FINAL PAVEMENT**

1. A permit application should allow five (5) business days for review (with exception to emergencies). This application must be provided before any construction or maintenance efforts within a Township Right-of-Way and be approved before any work is started, except in cases of emergency as defined by §230-32 of the Township Code. **TELEPHONE NOTICE TO CEDAR GROVE POLICE DEPARTMENT (973-239-4100) OF AN EMERGENCY MUST BE MADE AND FOLLOWED BY SUBMISSION OF THIS APPLICATION WITHIN 72 HOURS OF NOTICE AND/OR THE NEXT BUSINESS DAY. \$500/DAY ASSESSMENT FOR NON-COMPLIANCE.** The original permit must be available at the site at all times when work is in progress.
2. All Application Fees are non-refundable regardless of approval status, and all Review Fees are non-refundable upon the start of review by the Township or its representatives. Review Fees are calculated as described by §230-28 of the Township Code. If a review mandates numerous revisions and coordination with the Township, additional fees can be requested by the Township. Inspection fees set forth in §230-28 are also non-refundable, regardless of approval status.
3. A permit will not be issued until the applicant has deposited an inspection fee, posted a performance guarantee or escrow as provided in §230-28 and §230-29, and provided a certificate of insurance for comprehensive general liability insurance identifying the Township and its representatives as additional insureds.
4. It is the Applicant's sole responsibility to call for utility mark outs prior to any excavation.
5. All restoration shall be made as per Article V "Right-of-Way Construction and/or Maintenance" of the Township Code & NJDOT Specs. All work shall be as per OSHA, NJDOT, MUTCD, NJDEP and applicable agency requirements.
6. Copies of all **local building or any other applicable permits** must be attached along with a copy of a sketch or plans showing location and dimensions of proposed work, Traffic Control Plan, Insurance Certificate, Check/Money Order (credit card not accepted), Escrow, Bond (any checks submitted in lieu of bonds must be certified), and/or Planning Board Approval.

**CERTIFICATION IN LIEU OF OATH:**

The applicant agrees to comply with the Township Code and all relevant laws of the State of New Jersey. The applicant assumes full responsibility for this compliance and agrees to indemnify and save harmless the Township of Cedar Grove, its officers and employees against all suits and costs of every name and description and from all damages and injuries that may occur as a result of this excavation. I hereby certify that I am the agent of, or owner of record and I am authorized to make this application:

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FOR ENGINEERING DEPARTMENT USE ONLY</b>
<b>Three (3) Hard Copies &amp; Electronic Submission:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Insurance Certificate:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Land Use Board App.:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>App. #</b> _____
<b>Application Fee (non-refundable):</b> _____
<b>Review Fee (non-refundable):</b> _____
<b>Inspection Fee (non-refundable):</b> _____
<b>Check #:</b> _____

<b>Approved:</b> _____	<b>Date:</b> _____	<b>Temporary Patch:</b> _____	<b>Permanent Patch:</b> _____	<b>Final:</b> _____
<b>Release Date:</b> _____	<b>Amount:</b> _____	<b>Resolution No.:</b> _____	<b>Inspected By:</b> _____	
<b>Comments:</b> _____				
<b>Performance Bond:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, Bond Amount:</b> _____ <b>Additional Inspection Fees: \$</b> _____ <b>Check #:</b> _____				
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Has the right-of-way been constructed, reconstructed, or resurfaced within the last 5 years?</b>				

Fee Type	1- or 2- Family Residential	Commercial/Multifamily & Utility Companies
<b>Excavation within Public Right-of-Way</b>		
Application Fee	\$100	\$250
Review Fee	\$100 per opening	<50 SF: \$250 51 SF – 200 SF: \$500 201 SF – 1,000 SF: \$1,000 >1,000 SF: \$1,000 + 0.50/SF Over
Inspection Fee	\$200 + \$125/hour for over 4 hours	\$125/hour (2 hour minimum)
	<b>Escrow</b> \$2,000 for up to 500 SF \$5,000 for excavations >500SF	<b>Bond Fee</b> \$2,000 for up to 500 SF \$5,000 for excavations >500SF
<b>Borings/Monitoring Wells/ Geo Probes</b>		
Application Fee	\$100	\$250
Review Fee	\$100 per boring/well/probe	\$150 per boring/well/probe
Inspection Fee	\$200 + \$125/hour for over 4 hours	\$125/hour (2 hour minimum)
	<b>Escrow</b> \$2,500 for up to 2 borings \$500 each add' 1 boring	<b>Bond Fee</b> \$5,000 for up to 2 borings \$1,000 each add' 1 boring

## **APPLICATION INSTRUCTIONS**

1. All initial submission packages made to the Engineering Department must include the following:
  - a. Completed and SIGNED application form with **Insurance Certificate.**
  - b. Three (3) hard copies and electronic submission of plans and/or sketches
  - c. Application Fee (See table above.)
  - d. Review Fee (See table above.)
2. Next, an application review will be completed. A letter including the following will be sent to the email provided on the application.
  - a. Additional inspection fee amount, if required. (Based on duration of project).
  - b. Required bond or escrow amount.
  - c. Request of additional plans/sketches or supporting information if necessary.
  - d. Any additional comments regarding restoration and/or work within the right-of-way.
3. If inspection fee, escrow or bonds are the only request in the letter, then an approval will be issued by Engineering Department upon receipt of same.
4. If additional Information is requested, then further review is required prior to approval and a subsequent reviews & requests will be provided, as necessary.
5. A copy of the application with the "APPROVED" stamp from the Engineering Department must be kept on site during construction.