



# BOROUGH OF OLD TAPPAN

## RIGHT OF WAY / ROAD OPENING

### STREET EXCAVATION PERMIT APPLICATION

Borough Code §214

( ) Right of Way ( ) Road Opening / Street excavation ( ) Emergency

Permit Fee: \$200

Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualifier: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Property Owner (if other than applicant): \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

24 Hour Emergency Contact Number: \_\_\_\_\_ (Required)

Specific location of proposed opening: \_\_\_\_\_

Number of Openings: \_\_\_\_\_ Total Size of Opening (in sq. ft.) \_\_\_\_\_ Type of road surface: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Deposit due: \$ \_\_\_\_\_

Will this require traffic control measures? ( )Yes ( )No Performance Bond on file for Contractor? ( )Yes ( )No

Project Description and method of repair (in detail):

*I have received the Borough's Right of Way Permit Ordinance and will comply with all sections of said ordinance.*

Signature of Property owner

Or Agent of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**For Borough Use Only – Do not write below this line**

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Borough Engineer

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

DPW Superintendent

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Construction Official

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Mayor & Council (if required)

Fee Paid: \$ \_\_\_\_\_ Deposit Paid: \$ \_\_\_\_\_ Performance Bond: \$ \_\_\_\_\_ Insurance: \_\_\_\_\_ Hold Harmless: \_\_\_\_\_

## **Right of Way / Road Opening or Street Excavation**

This Permit is required by the Borough of Old Tappan for excavation within the Street or Right-of-Way along all Municipal Roads throughout the Borough.

A Right of Way (ROW) Permit is required for work to be performed within the Borough's ROW or easement. The Borough's ROW generally extends 10' beyond the edge of the roadway.

A Road Opening or Street Excavation permit is required for any person/contractor/utility requiring removal of, dig into, disturb, excavate, take up or procure to be removed, disturb, excavate, or dig up the surface of any public street, lane, alley, court in the Borough.

Examples of work that require a Permit are as follows:

### RESIDENTIAL / COMMERCIAL IMPROVEMENTS:

- Driveway
- Sidewalk
- Drainage (sump pump discharges, roof leaders, drywell overflows, etc.)
- Connections to existing Borough storm sewer system

### UTILITY WORK:

- Sanitary sewer
- Water lines (distribution & private)
- Natural gas lines
- Electric lines
- Communication lines (phone, cable, fiber-optic, etc.)
- Structures (utility poles, fire hydrants, utility cabinets, manholes, vaults, etc.)

### ROADWORK:

- Curbing
- Asphalt repairs
- Storm water drainage systems

### MISCELLANEOUS:

- Sign installations
- Test pits
- \* Soil borings

**Permit application MUST include a 24-hour emergency contact number.**

**Notify the DPW 24 Hours before the start of work (201-664-1849 ext. 40)**

**Call NJ One Call BEFORE You Dig (811 or 800-272-1000)**

### **Inspections**

Inspections are performed to ensure the work is completed in accordance with the required specifications, proper compaction is completed, and safe conditions exist for the motoring public. For any opening in the pavement a bond is held for a period of two years to ensure the repair does not settle. After two years a final inspection is performed and if the repair is satisfactory the bond will be released.

### **Tracking**

The permitting process allows us to track who completed the work at each location and if there is a problem, we can have the ability to contact the contractor responsible for the work to complete the necessary repairs