



Borough of Seaside Heights
George E. Tompkins Municipal Complex
901 Boulevard
Seaside Heights, NJ 08751
Phone: (732) 793-9100 Fax: (732) 793-0319



Driveway Application Filing Instructions

1. **ALL COUNTY DOCUMENTS MUST BE PRINTED ON LEGAL PAPER.**
2. If your curb is on a County Road, you must also apply to the County in addition to filing with the Borough of Seaside Heights office.
(Refer to the County/Borough Roads enclosure to see if your road is County or Borough owned road. If needed, the County Application is enclosed).

If you are on a County road, you must submit a Hardship letter for all work that will be done between December thru March, to the County, explaining why the work needs to be done at this time.

If on a County road, submit to the County. You may submit the Borough application to the Borough right away. Once you receive the County approval, then submit that to the Borough of Seaside Heights.

If you are not located on a County Road, please just submit the Seaside Heights application to the Borough.

3. Complete the attached application and return to the Code Enforcement Office.
4. Complete the sketch provided and include a Survey of the property, indicated where the driveway will be.
5. Make check payable to : **Borough of Seaside Heights**
6. You will be advised when the application has been approved and you can begin construction.



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DRIVEWAY APPLICATION:

Date: _____

Name of Applicant: _____

Mailing Address: _____

Phone: _____ Email: _____

Fee: A fee of \$25.00 shall be filed with this application

THIS FEE WILL NOT BE REFUNDED

I, hereby applicant, apply for a permit to dig up, disturb and excavate the surface, soil and

material of, Location Address: _____

for the purposes of construction of driveway. The dimensions of the intended excavation are as

follows: _____ feet long. The work is to be completed within _____ day(s),

and there is a \$25.00 fee included with this application.

If Parking Meter(s) are to be removed, please include the Meter #(s) _____

Please note there is a one-time \$ 2500.00, fee for removal of the Parking Meter.

(Submit Application, Sketch, Survey and County Approved Application)

I further agree that all work will be done in conformance with Seaside Heights Borough Code and ordinances.

_____ Signature		_____ Date	
Amount Collected: _____	Cash	Check # _____	Recpt # _____
Council Meeting Date: _____		Approved	Denied



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SKETCH OF WHERE DRIVEWAY WILL BE CONSTRUCTED/RE CONSTRUCTED

APPLICATION# _____

Directions: Indicate location of Building(s), Address of Property, Size of Property, Size of Driveway (width & depth) – Enter the names of the Avenues or Streets to the North, South, East and West.

Property Address

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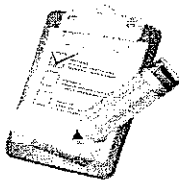


COUNTY ROADS

**Ocean Terrace
Boulevard
Central Avenue
Bay Boulevard
Porter Avenue
Hamilton Avenue
Sumner Avenue
Grant Avenue
Sherman Avenue
Sheridan Avenue
Kearney Avenue
Hiring Avenue**

BOROUGH ROADS

**Barneget Avenue
Dupont Avenue
Lincoln Avenue
Franklin Avenue
Webster Avenue
Blaine Avenue
Hancock Avenue
Fremont Avenue
Carteret Avenue
Sampson Avenue
Bay Terrace
Bayside Terrace**



DOCUMENTS REQUIRED FOR PERMITS

Road Opening Permits:

- Completed/Signed Trench Opening Permit
- Permit Fee **** (SEE NOTE BELOW)**
- Bond Fee **** (SEE NOTE BELOW)**
- Insurance Certificate (must name County of Ocean as additional insured)
- Traffic Control Plans (approved by Municipal Police Dept.)
- DEP Approval Letter for Monitoring Wells

Curb Permits:

- Completed/Signed Curb Opening Permit
- Permit Fee **** (SEE NOTE BELOW)**
- Bond Fee **** (SEE NOTE BELOW)**
- Insurance Certificate (must name County of Ocean as additional insured)
- Site Plan (County Planning Board Approval & Seal, if required)
- Traffic Control Plans (approved by Municipal Police Dept.)

***** NOTE: FEES WILL NOT BE ACCEPTED
UNTIL PERMIT HAS BEEN REVIEWED AND
APPROVED***

***Please refer to Rules and Regulations booklet for detailed
instructions and requirements.***

BONDS AND PERMIT FEES

PERMIT FEES: The following schedule of fees is hereby fixed, determined and established as being the fees to be paid to the County of Ocean for the issuance of permits in connection with the servicing of such permits and supervision and inspection of such openings to proper restoration:

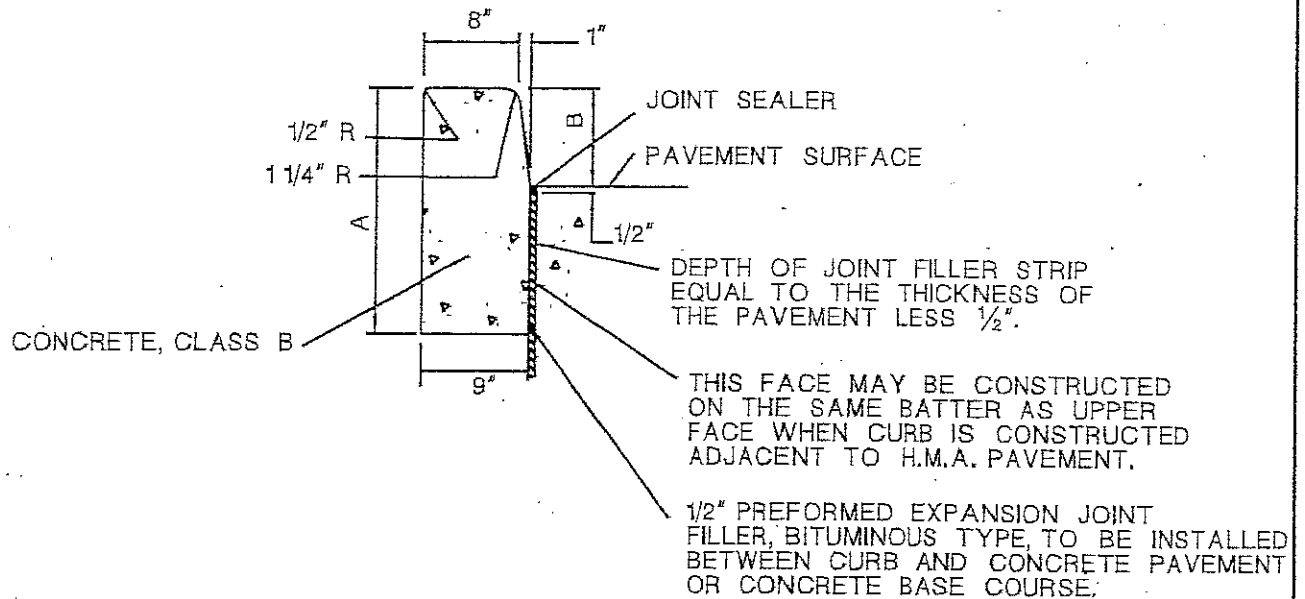
A.	Openings under 50 feet in length	\$45.00
B.	Openings 50 feet and over, but less than 200 feet	\$60.00
C.	Openings 200 feet and over, but less than 1,000 feet	\$90.00
D.	Openings 1,000 feet or more	\$120.00

BOND REQUIREMENTS: No person, firm, partnership or corporation shall open or dig a trench in any County road, street or highway without first having posted with said County a Cash, Surety Bond or Letter of Credit to guarantee that the opening or trench will be properly closed and the road, street or highway over same reconstructed so that it will remain in good condition for at least two years after the closing by the applicant. The amount of the Bond shall be computed by multiplying length times width divided by nine (9) produces square yards, then use the following schedule of costs except that no Bond shall be less than \$1,000.00. The Bond can be in the form of Check, Letter of Credit or Surety, except that in the case of minimum Bonds (\$1,000.00) which must be a check.

A.	Earth surface	\$ 6.00 per square yard
B.	Gravel surface	\$ 8.00 per square yard
C.	Bituminous concrete	\$20.00 per square yard
D.	Concrete pavement and concrete foundation	\$40.00 per square yard

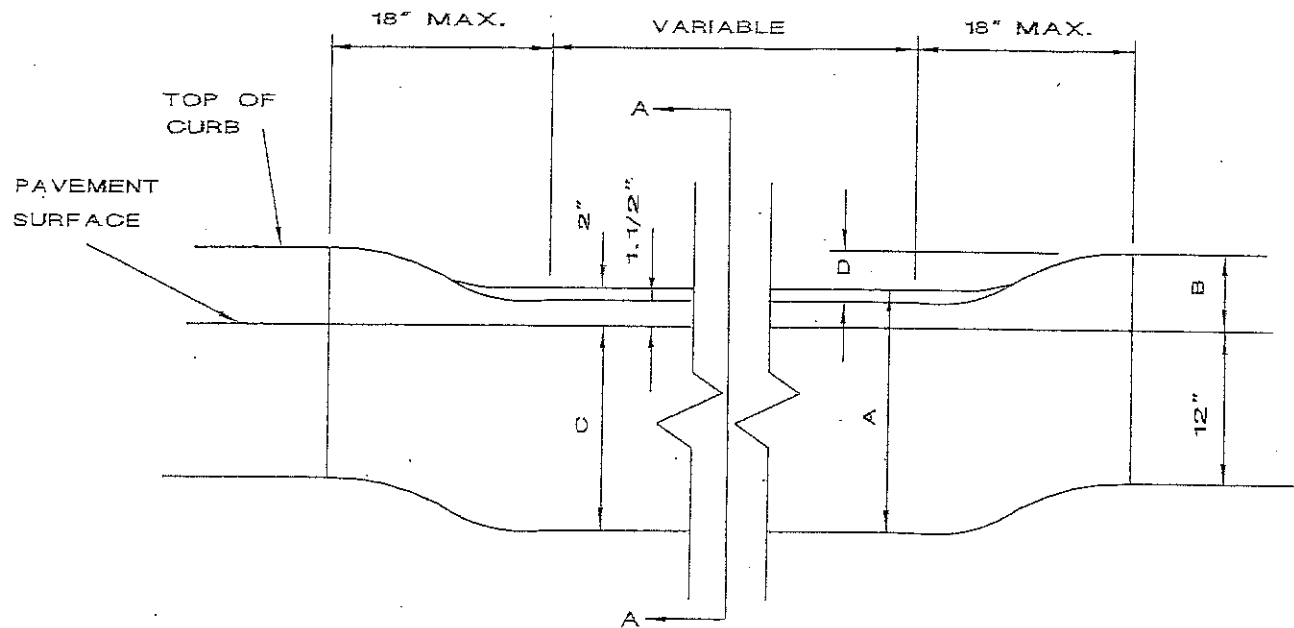
1. The bond fee shall not be less than \$1,000.00. We hold bonds for Road Openings for 2 years after the work has been completed. Bonds for curbing are held for 1 year.
2. Bonds for curbing are \$1,000.00, unless it is replacement, in which case no bond is required. Bonds may be in the form of a check, surety (\$1,100.00 minimum) or a copy of their Municipal Bond.
3. Bonds for trench openings may be in the form of a check, surety (\$1,100.00 minimum) or letter of credit except in the case of \$1,000.00 bonds, which must be in the form of a check. Below is the bond requirement for trench openings.

CURB SIZE	DIM. A	DIM. B
9" X 16"	16"	4"
9" x 18"	18"	6"
9" x 20"	20"	8"
9" x 22"	22"	10"

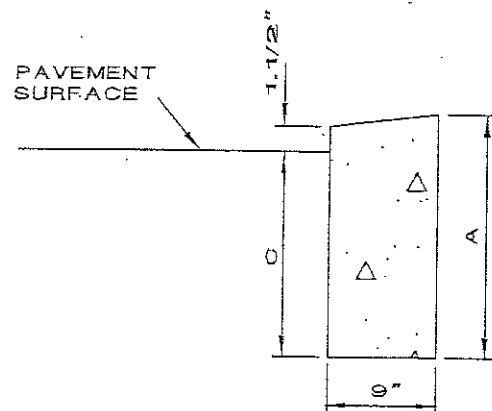


TRANSVERSE JOINTS 1/2" WIDE SHALL BE INSTALLED IN THE CURB 20' APART AND SHALL BE FILLED WITH PREFORMED BITUMINOUS IMPREGNATED FIBER JOINT FILLER RECESSED 1/4" IN FROM FRONT FACE AND TOP OF CURB. EXPANSION JOINTS THROUGH AND ADJACENT TO THE CURB SHALL BE INCLUDED IN THE UNIT PRICE BID FOR THE CURB.

CONCRETE VERTICAL CURB

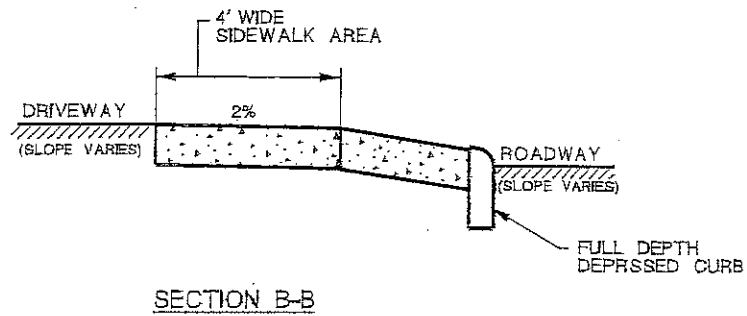
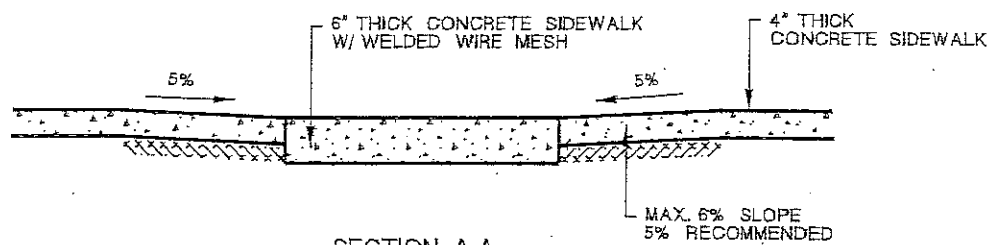
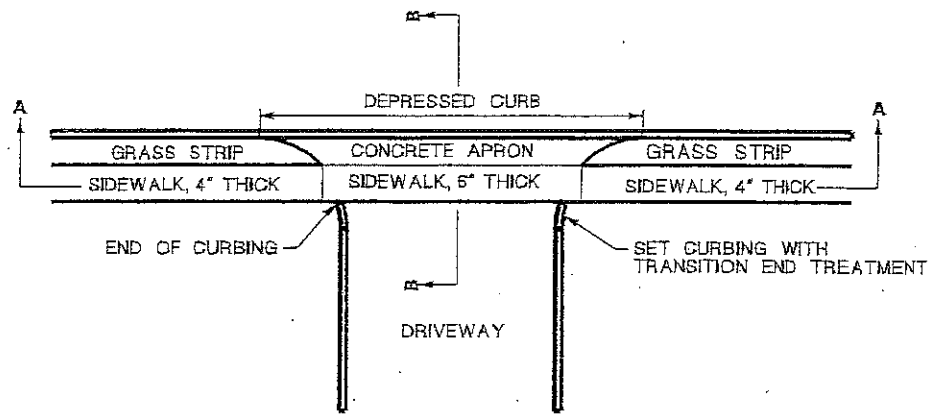


CURB SIZE	DIM. A	DIM. B	DIM. C	DIM. D
9"x16"	16"	4"	14"	2.1/2"
9"x18"	18"	6"	16"	4.1/2"
9"x20"	20"	8"	18"	6.1/2"
9"x22"	22"	10"	20"	8.1/2"



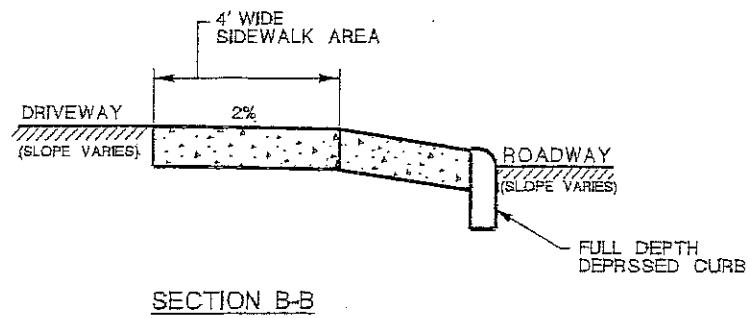
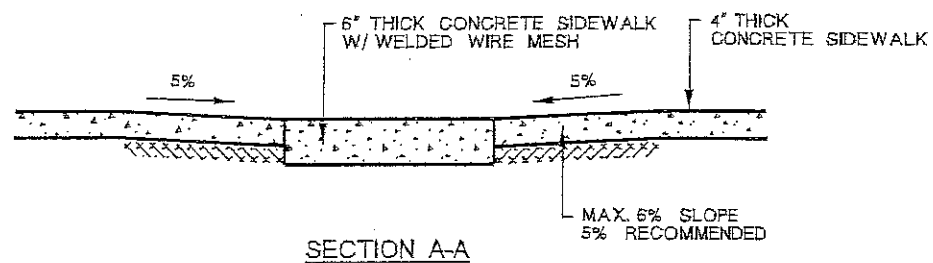
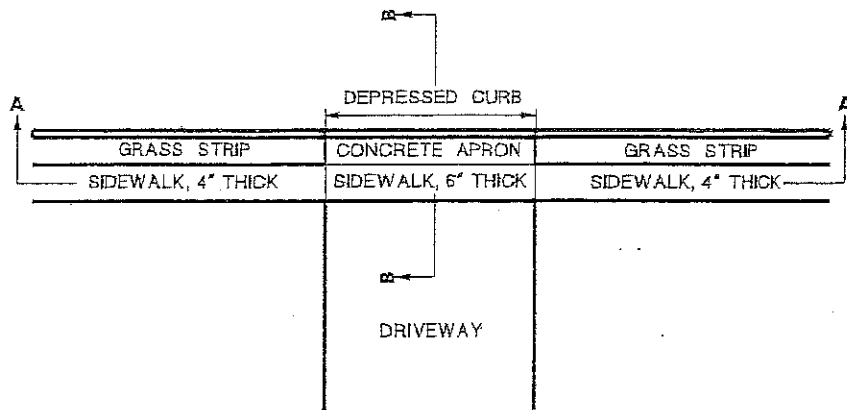
SECTION A-A

METHOD OF DEPRESSING CURB AT DRIVEWAYS



CONCRETE APRON WITH SIDEWALK (COMMERCIAL PROPERTIES)

NOT TO SCALE



CONCRETE APRON WITH SIDEWALK (RESIDENTIAL PROPERTIES)

NOT TO SCALE

Inspector Assigned _____
Contractor _____ Phone _____
Sub Contractor _____ Phone _____

COUNTY OF OCEAN - - ENGINEERING DEPARTMENT
Toms River, New Jersey

APPLICATION FOR TRENCH OPENING

ANY COUNTY ROAD, STREET OR HIGHWAY
(To be filled in by Applicant)

Date _____

Application is hereby made by _____

Address _____ Emergency 24-hour Telephone: _____

to excavate trench _____ Maximum Ft. Wide _____ Maximum Ft. Long _____ Ft. Deep

On County Road _____ No. _____

Municipality _____ Block _____ Lot _____

For the Purpose of laying _____ size pipe (conduit, etc.) _____

to property of / Project Title _____

to commence _____ CALL 732-929-2124 (24 Hrs. - prior to opening Road)

(within 30 days) Regulation #3 - Read Booklet "Time Limitations"
Show location on sketch below, name roads, distance, etc.

THE APPLICANT SHALL PROVIDE THE ONE-CALL DAMAGE PREVENTION
SYSTEM CONFIRMATION NUMBER PRIOR TO EXCAVATION

(Curb Line or Edge of Pavement) Road Shoulders/Right-of-way are part of Road

Describe any special conditions _____

FINAL SURFACE RESTORATION SHALL BE AS FOLLOWS: (1) Mill across trench & extend 1' minimum beyond edges of trench to a depth of 1" minimum. (2) Apply tack coat at a rate of 0.08 gals. per sq. yd. (3) Place FA-BC surface course 1" thick minimum using paver at a minimum width of 8'.

Permit Fee Paid _____

Amount & Type of Bond Fee Received:

Surety _____

Cash _____

"The applicant agrees to accept the conditions of continuing County policy with regard to adjustment of utility structures. The applicant must agree that in the event of modification of the county road, utility adjustments necessary to meet the modification will be at the utility's cost & expense, & in addition, Certifies receipt of the pamphlet entitled 'Rules & Regulations for Openings', & understands their obligation for Road Openings"

NO WORK MAY BE DONE BETWEEN
DECEMBER 15 AND MARCH 1

Signed _____

PERMIT FOR OPENING
(To Be Filled in By County)

Date _____

Permit No. _____ Municipality _____

County Road No. and Name _____

Name of Applicant _____

You are hereby granted permission to make opening in County Road and perform work and install facilities therein in accordance with and subject to the conditions of your Application, dated _____ and in accordance with the plan and Regulations attached, for service connection to property of _____ or construction or extension of _____ main or conduits.

Detailed statement of any special conditions or features: Lane/Shoulder Closings shall be between 9:00 AM - 4:00 PM. Hot Mix Asphalt must be available on day of road opening.

SUPERVISING ENGINEER

"IMPORTANT READ BOOKLET"
RESOLUTION REGULATING & CONTROLLING COUNTY ROAD, STREET & HIGHWAY OPENINGS & PROVIDING PENALTIES FOR THE VIOLATION THEREOF.

Distribution: Applicant, Inspector, Engineering Department,
Road Department, Police Department

CALL BEFORE YOU DIG 1-800-272-1000 FOR UTILITY LOCATIONS.