



BOROUGH OF WEST LONG BRANCH
 Application for Street Excavation
 965 Broadway, West Long Branch, NJ
 07764 Carolina Kelly, Borough Clerk
 732-229-1756 Ext. 100
ckelly@westlongbranch.org



Date of Application: _____

Applicant Information:

Full Name: _____ (hereafter known as the "Permittee".)

Organization (if applicable): _____

Address of Applicant (Include City/State/ZIP): _____

Phone: _____ Email: _____

Contractor completing work: _____ Contractor's Address: _____

Contractor's phone number: _____ Contractor's email: _____

Project Specifications

LINEAR OPENINGS: To excavate a trench _____ ft. wide by _____ ft. long

NON-LINEAR: Total sq. footage of opening _____

To service a property located at: _____ House No. _____

(For projects ≤ 200 sq ft, attach map/sketch of work area)

Material to be excavated (cubic yards): _____

Surface type to be distributed: _____ Import/Borrow Material (cubic yards): _____

Proposed start date: _____ Time: _____ Estimated Completion Date: _____

Project Description:

Please provide the following ****Attach separate sheet if necessary****:

- | | |
|--|-----------------------------------|
| - Detailed description of work to be performed | - Impacts to residents/businesses |
| - List of proposed materials | - Chosen utility locations |
| - Anticipated conflicts | - Justification for opening |

Traffic Control:

List the types of proposed traffic control devices/procedures to be utilized for the project (must be in conformity with the guidelines set forth in the current edition of the Manual of Uniform Traffic Control Devices):

****Attach separate sheet if necessary****

Emergency Contacts - 24/7 Availability Required – List at least two ****Attach separate sheet if necessary****

1. Name: _____ Phone: _____ 2. Name: _____ Phone: _____

Required Documents

Proof of Insurance

- Liability Insurance Coverage (Borough of West Long Branch, its agents, employees and servants must be named as additional insured):
 - Per Person: \$300,000 minimum
 - Per Accident: \$1,000,000 minimum
 - Property Damage: \$100,000 minimum
- Insurance must be issued by company authorized to do business in New Jersey
- 30-day written notice required for cancellation

Engineering Plans (prepared by NJ Licensed Professional Engineer) including:

- Existing roadway elevations
- Existing utilities
- Proposed utilities
- Profiles
- Cross sections
- Proposed roadway grades
- Construction details

Required Fees:

- Application Fee
- Inspection Fee
- Performance Guarantee

APPLICATION FEE AND INSPECTION FEE ARE DUE AT THE TIME OF APPLICATION SUBMISSION

See Fee Schedule Page for applicable fees

Fee Schedule

Application Fee Schedule:

Type of Opening	Required Application Fee
Minor Openings (up to 200 S.F.)	\$300
Major Linear Openings (Length/ Width $\geq$ 3.0 feet)	\$500 plus: • \$5 L.F. for the first 500 feet • \$4 L.F. for the next 500 feet • \$3 L.F. for the next 500 feet • \$2 L.F. for the next 1,500 feet • \$1 L.F. for all additional length
Major Non-Linear Openings (Length/Width < 3.0 feet)	\$300 plus: • \$3 S.F. for the first 300 S.F. • \$2 S.F. for the next 200 S.F. • \$1 S.F. for all additional area

Inspection Fee Schedule:

Type of Opening	Required Fee
Minor Openings (up to 200 S.F.)	\$300
Major Linear Openings (Length/ Width $\geq$ 3.0 feet)	\$300 plus: • \$8 L.F. for the first 1,000 feet • \$5 L.F. for all additional length
Major Non-Linear Openings (Length/Width < 3.0 feet)	\$300 plus: • \$5 S.F. for the first 500 S.F. • \$3 S.F. for all additional area

Performance Guarantee Requirements

Applicants must furnish to the Borough a cash deposit or surety bond (restoration) to guarantee that the opening made by the applicant will be properly restored.

Type of Opening	Required Guarantee
Minor Openings (up to 200 S.F.)	\$20/sq.ft or minimum of \$500 (whichever is greater)
Major Openings (greater than 200 S.F.)	Amount to be calculated by the Borough Engineer consistent with the same procedure as outlined in N.J.S.A. 40:55D-1 et seq. for posting of performance bonds

In lieu of a performance bond per job, any utility regulated by the BPU or any contractor expecting to request multiple permits per year, may post a blanket performance guarantee in the minimum sum of \$10,000 with the Borough on an annual basis.

FEE CALCULATOR

Select one per category as applicable

APPLICATION FEE CALCULATION

Minor Opening (≤200 S.F.)

Base fee: \$300

Total Application Fee: \$_____

Major Linear Opening Calculation

Base fee: \$500

First 500 feet: _____ ft × \$5 = \$_____

Next 500 feet: _____ ft × \$4 = \$_____

Next 500 feet: _____ ft × \$3 = \$_____

Next 1,500 feet: _____ ft × \$2 = \$_____

Additional length: _____ ft × \$1 = \$_____

Total Application Fee: \$_____

Major Non-Linear Opening Calculation

Base fee: \$300

First 300 S.F.: _____ SF × \$3 = \$_____

Next 200 S.F.: _____ SF × \$2 = \$_____

Additional area: _____ SF × \$1 = \$_____

Total Application Fee: \$_____

INSPECTION FEE CALCULATION

Minor Opening (≤ 200 S.F.)

Base fee: \$300

Total Inspection Fee: \$_____

Major Linear Opening Calculation

Base fee: \$300

First 1,000 feet: _____ ft $\times$ \$8 = \$_____

Additional length: _____ ft $\times$ \$5 = \$_____

Total Inspection Fee: \$_____

Major Non-Linear Opening Calculation

Base fee: \$300

First 500 S.F.: _____ SF $\times$ \$5 = \$_____

Additional area: _____ SF $\times$ \$3 = \$_____

Total Inspection Fee: \$_____

PERFORMANCE GUARANTEE CALCULATION

Minor Opening (≤ 200 S.F.)

Area calculation: _____ SF $\times$ \$20 = \$_____

Minimum required: \$500

Required guarantee (greater of the two): \$_____

Major Opening (> 200 S.F.)

To be calculated by Borough Engineer Reference: N.J.S.A. 40:55D-1

TOTAL FEES SUMMARY

1. Application Fee: \$_____
2. Inspection Fee: \$_____
3. Performance Guarantee: \$_____

Total Amount Due: \$_____

Inspection and Application Fees shall be submitted by two separate checks made payable to the Borough of West Long Branch.

Performance Guarantee shall be posted in full via cash deposit or by surety bond.

CERTIFICATIONS

SURFACE RESTORATION AGREEMENT

I hereby agree to refill and resurface the opening/excavation to restore the street surface to the same or better condition than its original state.

Signature: _____ Date: _____

APPLICANT'S CERTIFICATION

I certify that all information provided in this application is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the permit.

Applicant Signature: _____ Date: _____

Print Name: _____

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***For Official Use Only, to be completed by Borough Officials***

**Permit #** \_\_\_\_\_

- ☐ You are hereby granted permission to make an excavation on a Borough Street at the location set forth herein, in accordance with the Code of the Borough of West Long Branch, Chapter 15-4 entitled "Excavation and Construction in Public Streets" and agree to comply with all conditions therein, subject to the following special conditions (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ You are hereby denied permission to make an excavation for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Borough Engineer or Designee      Date      Borough Clerk      Date

**BOROUGH OF WEST LONG BRANCH**  
**Application for Street Excavation**  
965 Broadway, West Long Branch, NJ 07764

**Carolina Santos, Borough Clerk**

**(732) 229-1756 Ext. 100**

[csantos@westlongbranch.org](mailto:csantos@westlongbranch.org)



Property Line

Sidewalk

Curb Line

Property Line

Sidewalk

Curb Line

Curb Line

Sidewalk

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Sidewalk

Property Line

***Detailed drawing of work must be completed on this page prior to submission of application.***

***Once all signatures have been obtained, this form will become your permit.***