

**TOWNSHIP OF ROXBURY
ENGINEERING DEPARTMENT
1715 ROUTE 46, LEDGEWOOD, NJ 07852
Telephone: 973-448-2018 ~ Fax: 973-448-2119**

**Applicant
Inspector
File**

APPLICATION FOR RIGHT-OF-WAY EXCAVATION PERMIT

CHECKLIST: The following must be provided in order for the application to be considered complete.
Incomplete applications will not be processed.

- a) Approved Zoning Permit ☐
- b) Two (2) checks, payable to the "The Township of Roxbury" as follows: one for application fee, and one for performance guarantee. ☐
- c) Attach sketch plan showing purpose of excavation ☐
- d) Insurance Certificate (Must Be Attached from Contractor) ☐

APPLICATION FEE

as per Ordinance No. 3-13 payable to the "The Township of Roxbury" as follows:

• Driveway Resurfacing	\$	50.00	
• Driveway Expansion, Sidewalk, Curb or Apron Replacement	\$	100.00	
• Utility Services	\$	100.00	
• Utility Mains	\$	200.00 or 5% Bond Amount (whichever is greater)	\$

PERFORMANCE GUARANTEE (BOND)

AREA CALCULATION

_____ L x _____ W (trench)	_____ SF	Performance Guarantee Base Subtotal	\$ 350.00
_____ SF / 9 =	_____ SY	Area Subtotal	\$
_____ SY x \$ 40 per SY (asphalt) or \$ 10 per SY (grass)	\$	Total Performance Guarantee (Bond)	\$

DATE OF APPLICATION: _____ APPLICATION NO. _____

1) OWNERS NAME: _____ TELEPHONE NO: ____/____/____

ADDRESS: _____

CITY & STATE _____ ZIP CODE _____

E-Mail: _____ (For Township notification purposes only.)

2) CONTRACTOR NAME: _____ TELEPHONE NO. ____/____/____

ADDRESS: _____

CITY & STATE _____ ZIP CODE _____

3) CONTACT PERSON: _____

TELEPHONE: Business: ____/____/____ Emergency: ____/____/____

Cell: ____/____/____ Fax: ____/____/____

4) WORK SITE ADDRESS: _____

BLOCK NO. _____ LOT NO. _____

5) DESCRIPTION OF WORK IN DETAIL: _____

6) ANTICIPATED START DATE: _____ COMPLETION DATE: _____

7) SIZE OF EXCAVATION: Length _____ Width _____ Depth _____

8) DESCRIBE EXISTING SURFACE: _____

9) OWNER'S AFFIDAVIT

- a) To accept and abide by all provisions of Chapter XI, "Streets and Sidewalks", of the General Ordinances of the Township of Roxbury and all other pertinent Township Ordinances, Rules and Regulations.
- b) To furnish any additional information relating to the work to be performed as may be requested from time to time by the Township Engineer of the Township of Roxbury.
- c) To cooperate at all times with the Township Engineer, Road Supervisor and Engineering Inspector of the Township of Roxbury in the inspection and examination of the work being performed, and to comply with all instructions and directives issued by said officials with reference to the manner and completion of said work.
- d) **All excavations require a utility MARKOUT for all underground utilities which must be completed by calling 1-800-272-1000 or 811, a minimum of three (3) working days before commencement of work.**
- e) **To contact the Engineering Department 24 hours before commencement of work and also after completion of work for a final inspection at (973) 448-2018.**
- f) To be responsible for any damage and repairs to any Township's property including roadway, sidewalk, curb and trees which occur during the course of the permitted work. The posted performance guarantee may be used for this purpose and additional funds will be provided if necessary to reimburse the Township for these costs.
- g) To agree to reimburse the Township of Roxbury for all costs incurred by the Township in the emergency repair, maintenance and/or restoration of all disturbed areas cited in this application. The posted performance guarantee may be used for this purpose and additional funds will be provided if necessary to reimburse the Township for these costs.
- h) To indemnify and save harmless the Township, its Officers and Employees from all suits, actions, or claims of any character brought because of any injuries or damage received or sustained by any person, persons, or property on account of the operations of said owner or on account of, or in consequence of, any neglect in safeguarding the work; and through the use of unacceptable materials in constructing the work; or because of any act of omission, neglect or misconduct of said owner.
- i) That the permit granted hereunder is subject to revocation by the Township of Roxbury in the event any of the provisions of the application or the aforementioned ordinances, rules or regulations are violated.

SUBJECT TO THE CONDITIONS OF THE ATTACHED RIDERS A & B

OWNER SIGNATURE: _____ **DATE:** _____

***CONTRACTOR SIGNATURE:** _____ **DATE:** _____

** If signature by contractor is on behalf of a corporation, signature represents that the contractor acts as an agent for the corporation and assigns all liabilities to said corporation.*

APPROVED BY TWP. ENG. DEPT: _____ **DATE:** _____

COMMENTS: _____

RIDER - A

1. The contractor shall properly guard the excavation by the erection of suitable barricades and warning signs. Warning flags and amber flashing lights shall be provided as required.
2. The work shall be arranged in such a manner as to cause a minimum of inconvenience and delay to vehicular and pedestrian traffic.
3. Where the free flow of traffic is interfered with, the contractor shall furnish competent persons to direct and expedite traffic. Vehicular traffic shall be maintained at all times during the progress of the work.
4. No Township road shall be closed to traffic without the prior consent of the Police Department and Engineering/Public Works Department, contingent upon approval of appropriate detour plan.
5. Before excavating in areas of pavement, each edge of the trench shall be neatly sawcut.
6. The material excavated from the trench opening shall not be used as backfill unless specifically permitted by the Township Engineer or his authorized representative. Backfill material shall meet the requirements of Soil Aggregate Type 5-A or 3/4" quarry process stone or approved equivalent.
7. Backfill materials shall be deposited in thoroughly compacted layers by mechanical tamper. At no time shall the thickness of each layer exceed twelve (12) inches.
8. Immediately after backfilling, the contractor shall repair any pavement disturbed as follows:
 - Temporary pavement restoration shall consist of a base course of six (6) inches of bituminous stabilized base over four (4) inches of approved backfill material, soil aggregate type 5-A or 3/4" quarry process stone. The stabilized base shall be laid flush with the existing road surface.
 - Permanent pavement restoration shall be completed within six (6) to nine (9) months after completion of the temporary pavement restoration. The area to be restored shall be milled to a depth of two (2) inches and overlaid with a two (2) inch FABC-1 top course finished level with the adjacent pavement. The milling shall extend a minimum of one (1) foot beyond the original area disturbed.
9. All work shall be subject to inspection by the Township Engineer or his authorized representative. The contractor shall give notice at least 72 hours prior to commencement of work, and again at least ten hours before backfilling.

10. All work, including the temporary and permanent pavement restoration, shall be maintained in perfect order and repair during the required period of maintenance. The period of maintenance shall be considered as a period starting at the issuance of the permit and extending for a period of six months after the date of final completion of restoration work.
11. In the event that the Township finds it necessary to make emergency repairs at any time during the period of maintenance, the cost of making such emergency repairs shall be charged against the permittee.
12. Special provisions shall be applicable for roads surfaced within five (5) years prior to the opening as set forth in Rider-B or as determined by the Township Engineer.

RIDER - B

Pavement Restoration Requirements for Newly Resurfaced Township Roads

The following pavement restoration program shall be followed for all Township streets resurfaced within five (5) years of the date of the permit:

The disturbed pavement shall be restored as specified in Rider-A8. In addition, the entire 1/2 width or full width of the pavement surface shall be milled and resurfaced with a two (2) inch FABC-1 top course at the direction of the Township Engineer.