

Township of Hampton - Road Opening Permits

Please take note that Road Opening Permits are required for any/all work which is to be performed in the Right-of-Way (R/W) including, for example:

UTILITY WORK:

- Sanitary Sewer Connections
- Water Lines (Distribution & Private)*
- Gas Lines*
- Electric Lines*
- Communication Lines (Phone, Cable, etc.)*
- Industrial Equipment
(i.e., Utility Poles, Fire Hydrants, Utility Cabinets, Manholes, Pumps, Confined Space Vaults, etc.)*

ROADWORK:

- Curbing
- Asphalt Repairs
- Sidewalk Installations (Public)
- Storm Water Drainage System
- Regrading
- Tree Stump Removal

RESIDENTIAL/COMMERCIAL IMPROVEMENTS:

- Drainage (sump pump discharges, leaders, drywell overflows, etc.)
- Driveway Repairs &/or Upgrades
- Landscaping
 - Sidewalk Installations (Private)
 - Fences
 - Retaining Walls (Wet Walls in R/W are NOT permitted)
 - Planting (Trees, bushes, shrubs)
- Sprinkler Systems
- Dog Fences
- Mail Boxes
- Lighting/Security Systems, etc.

MISCELLANEOUS:

- Sign Installations
- Demolition
- Test Pits

NOTES:

***=May require Inspections from other entities**

If you require any further information, please see the information listed below, or call (973)383-8745

HELP CENTER:

Applicant's Checklist for Road Opening Permits: (See below for more information)

SUBMIT:

- Completed Road Opening Application/Permit
- Application Fee/Payment
- Escrow Fee (if applicable)/Payment
- Deposit and/or Performance/Maintenance Bond
- Information Sheet
- Certificate of Insurance
- Hold Harmless clause – Contractor to complete, not the Insurance Carrier
- Drawing Details – Provide to your Contractor & to the Township

PLEASE REMEMBER

- **Call for Utility Mark Out (Call 811 or 1(800)272-1000 BEFORE you Dig)**
- **Schedule your Road Opening Inspections – Call the Hampton Township Department of Public Works- 973-383-8745**

Payment Requirements:

- All Fees are based on the Township's Chapter 88 Art. I, Excavations and Openings
- Make Checks Payable to "Township of Hampton"

Road Opening Application/Permit on next page:

TOWNSHIP OF HAMPTON

ROAD OPENING APPLICATION/PERMIT

1 Rumsey Way
Newton, NJ 07860
Phone: 973-383-5570

PERMIT No.: _____

NAME OF APPLICANT: _____

DATE: _____

ADDRESS: _____

CONTRACTOR: _____

TELEPHONE NUMBER: _____

ADDRESS: _____

EMAIL : _____

TELEPHONE: _____

LOCATION OF OPENING: _____

EMAIL: _____

BLOCK NUMBER _____ LOT NUMBER _____

CERTIFICATE OF INSURANCE

DESCRIPTION OF WORK: _____

APPROVED DATE: _____

SKETCH

DATE WORK TO START: _____ DATE WORK TO BE COMPLETED: _____

If work does not start within 45 days of the date of permit approval, this permit will automatically terminate.

FEES (as applicable): ☐ \$50.00 ☐ \$500 for road paved within the last year ☐ \$300 road paved between one and two years ago ☐ \$100 road paved between two and three years ago ☐ \$25 driveway permit ☐ \$150 initial escrow for Township Engineer review

DEPOSIT/BOND: \$ _____ per Code § 88-3(A) and (C).

PAYMENT: Amount: \$ _____ ☐ Cash ☐ Money Order ☐ Check # _____ Date: _____

REQUIREMENT: Contractor to remove all spoils from the site. Contractor shall use only material approved by the Township for backfill purposes, which shall be compacted in 6" lifts.

PERFORMANCE /MAINTENANCE DEPOSIT/GUARANTEE:

☐ CASH: \$ _____ ☐ PERFORMANCE/MAINTENANCE BOND: \$ _____

Date Received by Township: _____

Applicant shall comply with the requirements of Hampton Township Code, Chapter 88, Article I, Excavations and Openings.

Applicant Signature

Date

Township Approval

Date

INSPECTIONS: Backfill Approval: _____ Deposit/Bond Release: _____

Copy to: _____ Applicant _____ Contractor _____ Police Dept. _____ Road Dept.

Township of Hampton

CERTIFICATE OF INSURANCE REQUIREMENTS

1. A Required Information Sheet, per attached, must be filled out and returned to the Administrators Office.
2. The certificate of Insurance must list Township of Hampton as Additional Insured, and the "Addl Insd" box must be checked in the general Liability section of the certificate. Sample attached. *Should a prospective bidder or vendor not have commercial automobile coverage in their business name, please provide a Hired and Non-Owned Automobile Enforcement to the GL policy.
3. Explanation and date of work, program, or contract being performed for the Township must be entered in the "Description of Operations" section of the Certificate of Insurance.
4. The minimum amount of such comprehensive public liability insurance shall be \$1,000,000 for each claim for bodily injury, \$3,000,000 for multiple claims for bodily injury arising from a single accident and \$500,000 for property damage for a single accident. Such insurance shall remain in full force and effect throughout the effective period of the permit as well as any authorized extensions thereof; all such insurance shall carry an endorsement to the effect that the insurance company will provide at least 10 days' written notice to the Township prior to any modification or policy cancellation.
5. A Hold Harmless Clause, per attached, must be filled in and signed by applicant, and returned to the Administrator's Office.

Should you have any questions, please contact the Administrator's Office: 973-383-5570.

INFORMATION SHEET

TOWNSHIP OF HAMPTON

The Township requires the following information to enter vendor/facilities user into risk toolbox.

Please note that a Hold Harmless clause, which is attached, is also required to be completed by the contractor, not the insurance carrier.

Questions regarding these procedures are to be directed to the Township Administrator's office 973-383-5570.

Name of Insured using or
coming onto Township Property: _____

Business Address: _____

City, State, Zip _____

Phone No.: _____

Contact Person's Name/Title: _____

Contact Person's E-Mail: _____

Business Name, if different
Than name of insured: _____

Type of work, date of work, and
For which department, or what
Twp. Facilities are being used &
when: _____

HOLD HARMLESS CLAUSE
TOWNSHIP OF HAMPTON
(To be completed by Contractor)

In consideration of the issuance of a permit, the Contractor is deemed to agree to hold harmless and indemnify the Township of Hampton, its employees, agents and representatives from and against all damage, harm, injury, death, expense, cost, loss, claim, dispute, suit and attorney's fees resulting from the negligence, acts and/or omissions of the Contractor and its subcontractors, employees, agents and/or representatives in connection with or in the course of designing, planning, performing and concluding the project in question.

(Contractor's signature)

(Title)

(Date)