



BOROUGH OF BOUND BROOK

BUREAU OF HOUSING INSPECTIONS

230 Hamilton St. Bound Brook, NJ 08805
 Phone: (732) 356-0833 Fax: (732) 560-9136

Housing Official

Application for Road Opening Sidewalk/Apron/Curb Repair or Replacement Permit

NOTE: ALL areas must be completed or application is deemed incomplete and permit will NOT be issued

NOTE: APPLICANT MUST COMPLY WITH ALL OF BOROUGH CODE CHAPTER 26

Information required as per Borough ORD 26-1.2; 1.5; 1.6; 1.7; 1.8; 1.9 printed on back of this form

| | | | | | |
|-----------------------------|------|--|----------------|----------------------------|----------------------------|
| Name of Applicant | | Name of Company | | Telephone Number | |
| Address of Company | | | Property Owner | | |
| Address of Street Opening | | Date to Start Work | | Date to Complete | |
| Block: | Lot: | Purpose of Work Circle ALL that Apply: | | | |
| | | Road Opening | Sidewalk | Replacement Driveway Apron | New Driveway Apron Curbing |
| Type of Surface (EXISTING): | | Pavement | Concrete | Black Top | Grass |
| Type of Surface (NEW): | | Pavement | Concrete | Black Top | Grass |
| Other: _____ | | Other: _____ | | | |

| |
|--------------------------------------|
| Total Value of Work to be performed: |
|--------------------------------------|

| | | | |
|---|--------------|-------|---|
| FEES: | | | |
| Application Fee: - \$150.00 | Amount Paid: | Date: | |
| Deposit - 20% | Amount Paid: | Date: | |
| \$700 for sidewalk or driveway apron | Amount Paid: | Date: | |
| Police Officer Cost - if required, refer to Borough Ordinance 26-1.10 (Not listed on _____) | Amount Paid: | Date: | |
| Utility Company (Circle One) : | YES** | NO | ** YES - Bond equal to 20% of value of Work |
| Is there a 5 Year moratorium as per Chapter 26-1.8? | Circle One: | YES** | NO **YES Council Approval MUST be Attached |
| Is opening larger than 20 linear feet? | YES** | NO | ** Yes, then pavement restoration must be curb to curb as per Chapter 26-1.9c |

The applicant agrees to comply with all the rules and regulations as well as all laws ordinances and resolutions relating to said work and the acceptance of the permit shall be deemed an agreement to abide by all terms and conditions. The applicant stipulates that they have read Chapter 26 of the Borough Code and reaffirm compliance with Chapter 26-1.8 - Rules and Regulations and 26-1.9 - Restoration of surface by Permittee

Applicant Signature: _____ Date: _____

| | | | |
|--|------------------------|-------|--------------|
| Required information checklist: | Office Use ONLY | | |
| | Circle if done | Date | Reviewed by: |
| App. filled out completely, signed and contains all pertinent information: | YES | _____ | _____ |
| All fees reviewed and paid: | YES | _____ | _____ |
| Detail sketch of ALL work is provided: | YES | _____ | _____ |
| Permit reviewed and recommended for approval by Engineering: | YES | _____ | _____ |
| If permit is denied - reason for denial: | | | |
| Administrator Approval: | | Date: | Permit #: |

Road opening Permit – Borough Ordinance Chapter 26 – Ordinances referred to on Application.

Applicant must comply with all regulations as outlined in Chapter 26

26-1.3 Application.

An application for permit shall be made to the Construction Official and shall contain the following information:

- a. A sketch showing the area to be opened.
- b. Name of the street where the opening is to be made and the street number, if any, of the abutting property.
- c. The Borough of Bound Brook tax map block and lot number of the property for the benefit of which the opening is to be made.
- d. Nature of the surface in which the opening is to be made.
- e. Character and purpose of the work proposed.
- f. Time when the work is to be commenced and completed.
- g. Each application shall be accompanied by a set of plans in quadruplicate showing the exact location and dimensions of all openings.

26-1.5 Contents of permit; filing.

Each permit shall state the identity and address of the applicant, the name of the street and the location where the excavation or tunnel is to be made, the dimensions of the opening and the period during which the permit shall be valid. The original of each permit shall remain on file with the Public Official.

26-1.6 Fees.

Fees must be paid when the application is made. The applicant shall be charged a processing fee of \$150 for each permit. In addition, the applicant shall be required to post a deposit as follows:

- a. Street. No person shall be granted a permit to open any street until and unless there is deposited with the Construction Official cash or a certified check in an amount equal to 20% in excess of the value of the work to cover the expenses of repairing or replacing the street, or other surfaces or appurtenances within the street area, as may be determined by the Division of Public Works. The amount on deposit shall be reduced to 50% after a satisfactory six-month inspection. The remaining deposit will be refunded at the time of a satisfactory final inspection 12 months after completion of the job. In the event that satisfactory compliance is not met, the amount of the remaining deposit will be forfeited.
- b. Sidewalk or driveway apron. No person shall be granted a permit to open any sidewalk or driveway apron within the Borough right-of-way until and unless there is deposited with the Construction Official cash or a certified check in the amount of \$700 to cover the expenses of repairing or replacing the sidewalk or driveway apron, or other surfaces or appurtenances within the sidewalk or driveway apron, as may be determined by the Division of Public Works. The amount on deposit shall be reduced to \$250 after a satisfactory six month inspection. The remaining deposit will be refunded at the time of a satisfactory final inspection 12 months after completion of the job. In the event that satisfactory compliance is not met, the amount of the remaining deposit will be forfeited.
- c. Where the excavation is to be made in a heavily traveled street, or where for any other reason it is necessary for the Borough to station a Police Officer near the excavation to direct traffic, the applicant shall also be charged an amount sufficient to compensate the Borough for the expense of stationing the Police Officer at the excavation prior to the issuance of the permit.

26-1.7 Utilities.

Any private public utility, subject to regulation by the Board of Public Utility Commissioners of the State of New Jersey, which desires to obtain permits under the provisions of this chapter may, in lieu of the provisions hereof requiring deposits, make a bond which may be the bond of the public utility solely in the penal sum of an amount equal to 20% of the value of work, to cover the expenses of repairing or replacing the street, or other surfaces or appurtenances within the street area, as may be determined by the Division of Public Works running in favor of the Borough, and file it with the Borough Clerk. The bond shall be conditioned upon compliance with the applicable provisions of this chapter in respect to each street opening.

In lieu of the filing of the certificate of insurance for bodily injury and property damage, the public utility may file with the Borough Clerk, at the same time the bond is filed, a letter certifying that it is a self-insurer and exempt from the necessity of obtaining an insurance policy pursuant to the provisions of the statutes of the State of New Jersey.

26-1.8 Rules and regulations.

All permits issued under this section shall be subject to the following rules and regulations:

- a. All newly constructed roads have a five-year moratorium restricting any work from being performed.
- b. All excavations shall be kept properly barricaded at all times. Any excavation not completed at the end of the day must be plated, pinned and ramped. This regulation shall not excuse the permittee from taking any other reasonably necessary precautions for the protection of persons or property.
- c. All work shall be done in such a manner as to cause a minimum of interference with travel on the street affected. No street shall be closed to traffic unless the closing is approved by the Mayor and Council by resolution. The Police Department shall be informed of all street closings at least 24 hours in advance.
- d. The Construction Official may, upon application by the permittee, extend the time limit during which the permit is valid.
- e. No work shall be done in such a manner as to interfere with any water main or storm/sanitary sewer line or any connection with either of the same from any building unless that is the purpose of the excavation or permission has been obtained in advance from the Public Official. No work shall be carried on in such a manner as to result in the destruction or damaging of any property of the Borough unless this is necessary for completion of the work and permission has been obtained in advance from the Borough department or agency having jurisdiction over such property.
- f. All excavations shall be completely back filled by the permittee. The existing material excavated from the opening may be utilized if deemed to be suitable by the Division of Public Works. Any material remaining on site after the opening has been properly backfilled, shall be disposed of off site by the permittee. All backfill material shall be compacted by tamping or other suitable means in a manner prescribed by the Construction Official. Where the Construction Official determines that the excavated material is unsuitable for backfill, the permittee shall backfill the excavation with dense graded aggregate base course (D.G.A.B.C.) or recycled concrete which shall be placed in layers not exceeding six inches in depth and thoroughly compacted in the manner prescribed by the Construction Official. Upon completion of the work, the permittee shall remove any excess material and leave the premises in a clear condition. If the Construction Official determines that any backfilled excavation has settled or caved in he shall so notify the permittee, who shall promptly continue backfilling until the Construction Official determines that settlement is complete. The Division of Public Works must be notified at least two hours prior to the start of backfill.
- g. If tunneling operations are required the tunnel shall be back filled with rammed flowable fill of one part cement to six parts sand.
- h. If blasting is required to be done in the course of any excavation it shall be done in strict compliance with all applicable State laws and regulations. Any rock or other substance within five feet of any water main, sewer line or other facility which may be damaged by blasting shall be removed without blasting.
- i. If the work is not completed within the time specified in the permit or any extension granted by the Construction Official, or is not performed in accordance with the regulations set forth in this subsection and any other regulations that may be established by the Construction Official, then the Borough may complete the work and restore the surface of the street. The cost of completing the work and restoring the street shall be charged to the permittee and may be recovered by an action in any court of competent jurisdiction.
- j. Each permittee shall, as a condition of accepting any permit issued, save hold and keep harmless and indemnify the Borough, its officers, agents, servants and employees from and against any loss, damage, claim, demand or expenses arising out of a suit or claim for damage or injury alleged to have been sustained as a result of any work done under the permit.
- k. Signs with the contractor's name and twenty-four-hour emergency telephone number must be posted at the site.
- l. No trench spoil is to be left at the job site.

26-1.9 Restoration of surface by permittee.

In all cases where permits are issued hereunder wherein the permittee is to restore the surface of the street, the following rules, regulations and requirements shall apply:

- a. Right-of-Way openings outside of the pavement area shall be backfilled to within eight inches of the existing shoulder surface. The remainder of the trench shall be filled with road stone and tamped or rolled with the equivalent capacity of a five - to ten-ton roller and topped with material to restore the area to a pre-existing condition such as topsoil and seed, sidewalk, etc.
- b. Pavement openings less than 20 linear feet shall be backfilled to within eight inches of the existing surface elevation then filled with eight inches of bituminous stabilized base material. When, in the opinion of the Division of Public Works (DPW), settlement in the pavement opening(s) has ceased, two inches of bituminous concrete base course shall be removed and the existing pavement opening shall be widened via saw-cut to one foot each side of the opening. After surfaces of the existing pavement are tack coated, the entire area shall then be filled with bituminous concrete surface course and properly rolled to present an even riding surface.
- c. Pavement openings in excess of 20 feet linear feet shall be backfilled to within eight inches of the existing surface elevation then filled with eight inches of bituminous stabilized base material. When, in the opinion of the DPW, settlement in the pavement opening(s) has ceased, the entire width of the two inch surface course shall be removed curb to curb. After surfaces of the existing pavement are tack coated, the roadway width shall then be filled with two inches of bituminous concrete top course or as directed by the Borough Engineer, and rolled to present an even riding surface.
- d. Driveway openings shall be replaced in kind and the appropriate specifications for shoulder openings or road openings shall govern the replacement of same.
- e. A adequate provision shall be made in every case to maintain and restore existing draining and drainage facilities.
- f. All joints of trenches in pavement openings shall be repaired by infrared technology for any pavement that has been constructed within a period of five years or less or as directed by the Borough Engineer.
- g. Applicants shall pay all required application and inspection fees, which fees shall be calculated to cover the entire area that requires milling and resurfacing.



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