



### APPLICATION FOR PERMIT – EXCAVATION IN STREET

ISSUE DATE \_\_\_\_\_ PERMIT NO. \_\_\_\_\_ EXPIRES \_\_\_\_\_

Application is hereby respectfully made for a permit to open street at \_\_\_\_\_  
Address or Street Name

Between \_\_\_\_\_ and \_\_\_\_\_  Check here if  
*Street Name* *Street Name* plan is attached.

Work to begin on \_\_\_\_\_ and be completed on \_\_\_\_\_  
*Date* *Date*

Number of Openings: \_\_\_\_\_ Dimension of Opening(s), ft.: \_\_\_\_\_

24-hr emergency contact: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

#### SURETY BOND

The applicant hereby provides the Township of Montclair with a Surety Bond to guarantee faithful performance and proper maintenance of the work for a period not less than **TWO YEARS**. The amount of said bond shall be **\$5,000.00** unless otherwise stipulated by the Township Engineer.

NAME OF SURETY \_\_\_\_\_

ADDRESS \_\_\_\_\_

BOND AMOUNT \$ \_\_\_\_\_

#### INSURANCE

The applicant hereby provides Montclair Township with a Certificate of Insurance indicating that the applicant and Montclair Township, as a third party, are insured against claims for damages for personal injury as well as against claims for property damage which may arise out of or from the performance of the work. Insurance coverage shall not be less than the following:

- \$1,000,000 Commercial General Liability, General Aggregate and Products and Complete Operations Aggregate
- \$1,000,000 Automobile Liability

NAME OF INSURANCE CO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

**APPLICANT CERTIFICATION**

The applicant hereby agrees to abide by all of the requirements of this permit, including provision of appropriate notice(s) of impending work and replacement within 30 days from the date of the excavation of the pavement, sidewalk, and any other material excavated to the satisfaction of the Township Engineer.

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Contractor Name \_\_\_\_\_ Phone No \_\_\_\_\_

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Address \_\_\_\_\_

I, the undersigned, hereby acknowledge that I have read this permit application and attachments, understand all the terms and conditions contained herein and agree to abide by same. Additionally, I agree to perform all work in full compliance with the Ordinances of the Township of Montclair and the laws of the State of New Jersey in relation thereto. Further, I agree to save the Township of Montclair, its officers, employees and agents from any and all costs, damages and liabilities which may accrued or be claimed to accrue by reason of work to be done in accordance with this application and permit.

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Applicant Name (*please print*) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

This permit is granted by authority of the power vested in the Township Engineer by Chapter 297, Article II of the Revised Ordinance of the Township of Montclair, as adopted by the Township Council. A copy must be kept at the work site and shown to the Police or Engineering inspector upon request.

**CALL BEFORE YOU DIG!**  
**1-800-272-1000 FOR UTILITY LOCATION MARK-OUT**

NOTE: It is the contractor’s responsibility to call 1-800-272-1000 for location of underground utilities before excavation work begins. All utility companies, including Montclair sewer and water participate in this service.

Applicant shall contact the Montclair Police Dept., Traffic Division, prior to starting any work (973) 509-4749.

Applicant shall contact Montclair Engineering Bureau at (973) 509-5711, prior to backfill of any excavation to schedule inspection of the work.

**DO NOT WRITE BELOW THIS LINE**

**FEE**

	Application Fee*	Permit Fee	
		5 years old or less	More than 5 years old
Residential:	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$300.00	<input type="checkbox"/> \$200.00
Utility:	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$500.00	<input type="checkbox"/> \$400.00
Payment Rec'd			
*Non-refundable	Initials    Date	Initials    Date	Initials    Date

**PERMIT APPROVAL**

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*Kimberli Craft* \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Township Engineer



## MEMORANDUM

From the desk of Kimberli R. Craft, P.E. • Township Engineer • Phone: 973-509-5707 • E-mail: [kcrafft@montclairnjsa.org](mailto:kcrafft@montclairnjsa.org)

February 18, 2016

TO: Street Opening Applicants

SUBJECT: Chapter 297, Article II - Excavation in Streets

Applicants for permits to excavate in streets (between the curbs or edge of pavement if there is no curb) are hereby advised of revised permit requirements outlined below. Please note, this memorandum is not comprehensive and applicants are still responsible for meeting all provisions of the Ordinance, which is available online at <http://ecode360.com/MO0769#MO0769>.

### **§ 297-23. Duties and responsibilities of applicant; review of application.**

A. It shall be the duty and responsibility of any person applying for a permit to:

(1) Pay an application fee as provided in § 297-30.7. This fee is nonrefundable.

(2) Present a properly completed application form to the Township Engineer's office.

B. The Engineer shall have a minimum of three working days to review the application. The Engineer, after reviewing said application form, will approve or deny the street opening permit.

(1) When the Engineer denies the application, she will so advise the applicant, in writing, along with an explanation as to the reason or reasons the permit is denied.

(2) When the Engineer approves an application, she will advise the applicant as to the requisite fees, as provided in § 297-30.7. She shall further advise the applicant of the applicant's responsibility to provide liability insurance and a surety bond necessary to cover the work proposed in said application and as more particularly set forth in § 297-29 below.

### **§ 297-24. Duties and responsibilities of permittee.**

D. The applicant shall submit, when required by the Engineer, a list of owners and tenants of all property abutting the area where the work authorized by the permit is to be performed.

E. It should be the duty and responsibility of any person obtaining a permit to keep the original copy of the permit at all times while such work is in progress and show such permit upon demand to any authorized representative of the Township.

### **§ 297-30.1. Notification of adjoining property owners and tenants.**

If, in the opinion of the Engineer, the work to be undertaken by the permittee is such that it will affect the use of properties abutting or adjoining the project, he shall require the permittee to notify the owners or tenants of such properties and to provide to the Engineer a certification that said permittee has notified the abutting and adjoining property owners and/or tenants, together with a list of those persons notified.

### **§ 297-30.2. Notification of Police and Fire Departments.**

The permittee shall notify, in writing, the Township Police and Fire Departments of his intention to excavate a street within the Township. Such notification shall state the nature of the work to be done and the location of such project. He shall also notify the Police and Fire Public Safety Departments when any openings or excavations have been closed, permitting traffic to flow thereon. The permittee shall, in all cases, be responsible for and required to have traffic directors to maintain traffic with regard to safety and flow.

### **§ 297-18. Commencement of work; permit fees; exception.**

A. Work for which a permit has been issued pursuant to this article shall commence within 30 days after the issuance of the permit therefor. If not so commenced, the permit shall be automatically terminated.

B. In the event that no street work has been commenced, the permittee may, within 60 days of the issuance of the permit, request, in writing, the refund of the permit fee paid, except that the application fee is nonrefundable. Permits thus terminated may be renewed upon the payment of an additional application fee and the required permit and inspection fees as determined by the Township Engineer and defined within § 297-30.7.