

PERMIT# \_\_\_\_\_  
(Office use only)



**SEE ATTACHED FEE SCHEDULE**  
Application fee must be paid at  
time of application submission.

ENGINEERING DEPARTMENT  
PHONE: 732-897-4162 .x. 200

APPLICATION DATE: \_\_\_\_\_

### STREET OPENING PERMIT APPLICATION

*This application is for work on local roads only. State or County road openings require application to the respective agency.*

**PLEASE NOTE: If any of the requested information is submitted incomplete, this application shall be returned, unprocessed.**

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CONTACT EMAIL: *Contact email must be provided.* \_\_\_\_\_

*All correspondence regarding this application will be conducted through email.*

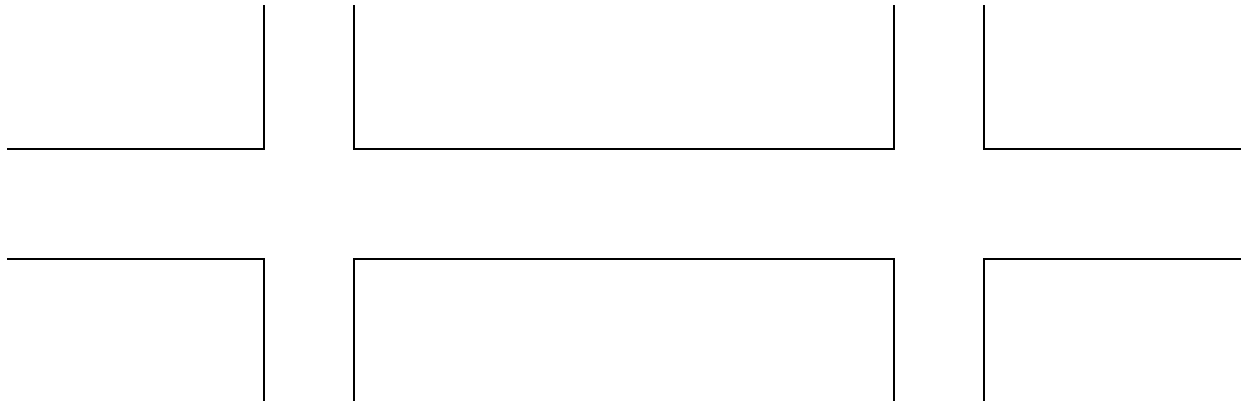
CONTRACTOR (if other than Applicant): \_\_\_\_\_ PHONE: \_\_\_\_\_  
CONTRACTOR ADDRESS: \_\_\_\_\_

**LOCATION OF EXCAVATION.** *Please indicate **only** the location of the excavation in this space (e.g. – cross street, distance from intersection).  
Size of opening, W/O number & other information should be provided in other parts of the form.*

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

OPENING IS:  ON PAVEMENT  OFF PAVEMENT

Show location on diagram below, including road names, distances, etc. If space is not sufficient, attach detailed drawing(s).



**NATURE, PURPOSE AND EXTENT OF EXCAVATION:**

- SIDEWALK  CURB  DRIVEWAY / DRIVEWAY APRON  SEWER CONNECTION
- NEW BUSINESS – GAS SERVICE INSTALLATION  REPAIR WATER MAIN BREAK
- NEW BUSINESS – OIL CONVERSION  SERVICE LINE RENEWAL
- RETIRE GAS SERVICE  NEW WATER SERVICE
- REPAIR GAS LEAK  RETIRE SERVICE LINE
- GAS SERVICE UPGRADE  HYDRANT REPAIR / REPLACEMENT
- INSTALL ANODE STRING  VALVE REPAIR / REPLACEMENT
- INSTALL CATHODIC PROTECTION TEST STATION

EMERGENCY  NON-EMERGENCY

OTHER (Please describe):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UTILITY W/O #: \_\_\_\_\_

PROPOSED DATE OF COMMENCEMENT: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROPOSED DATE OF COMPLETION: \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTE: Applicant shall notify Engineering Department (732-897-4162 .x. 203) 48 hours prior to commencement of work.

CONSTRUCTION COST \$ \_\_\_\_\_

(For openings 90 SF and greater)

Are street closures or traffic rerouting required?  NO  YES

If yes, please attach sketch and description of proposed traffic control devices.

Neptune Township PD must be notified of street closures: 732-988-8000.

EXCAVATION DIMENSIONS:    LENGTH: \_\_\_\_\_ FT    WIDTH: \_\_\_\_\_ FT    DEPTH: \_\_\_\_\_ FT

*The undersigned applicant for a street opening permit hereby warrants that the information herein is correct and that he is familiar with, and agrees to abide by, the requirements of the "Street Excavation Ordinance" of the Township of Neptune. The Permittee is responsible to make all supplemental investigations to locate all underground utilities in the vicinity of work.*

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

---

ADDITIONAL COMMENTS, DIAGRAMS:

## STREET OPENING PERMIT FEE SCHEDULE

Fee schedule is for work on local roads only. State or County road openings require application to the respective agency.

### ROAD OPENINGS DISTURBING LESS THAN 90 SF:

- Application Fee in the amount of \$50.00 (Twp Code Ch. 13-1.3)

### ROAD OPENINGS DISTURBING 90 SF OR GREATER:

- Application Fee in the amount of \$25.00/100 SF or portion thereof (Twp Code Ch. 13-1.3)
- Street Opening Performance Bond in the amount of \$4,000 for a term of five (5) years (Twp Code Ch. 13-1.6) ***(Original Bonds shall be submitted to the Municipal Clerk)***
- Inspection Escrow Fee in the amount of five percent (5%) of the estimated cost of the project, or five hundred (\$500.00) dollars, whichever is greater (Twp Code Ch. 13-1.11)

**\*\*\* Application Fee and Inspection Escrow Fee shall be paid in separate checks \*\*\***

---

### CERTIFICATE OF INSURANCE:

All applications require submission of a Certificate of Insurance in the minimum amount of \$100,000-\$250,000 for bodily injury, \$25,000 property damage for the purpose of indemnifying the Township of Neptune, in the County of Monmouth, for any personal injuries or property damage, which might be sustained during the work progress. (Twp Code Ch. 13-1.5)

---

### MORATORIUM FOR ROAD WORK IN HISTORIC DISTRICT OF OCEAN GROVE:

§ 13-1.4. Excavation of Streets Not Permitted During the Summer Season in the Ocean Grove Historic District. [Ord. No. 2016-19]. A road excavation permit issued for any street within the Ocean Grove Historic District shall only be valid between September 16th and April 30th. No excavation of streets shall be permitted within the Ocean Grove Historic District between May 1st and September 15th. A road excavation permit may be issued for a road excavation during the prohibited time period in the event of emergency circumstances as determined by the Director of Engineering & Planning.

---

### EXCAVATION OF NEWLY PAVED STREETS:

No street opening permit shall be issued by the Director of Engineering & Planning which would allow an excavation or opening in paved and improved street surface less than three (3) years old unless the applicant can clearly demonstrate that public health or safety requires that the proposed work be permitted or unless an emergency condition exists.

If determined that the roadway needs to be opened in the event of an emergency the following penalty shall apply.

The penalty charge shall be on a sliding scale determined as follows:

- |                                   |                 |
|-----------------------------------|-----------------|
| a. Penalty assessment             | = \$1,000       |
| b. Area of road cut in S.F. x \$5 | = Varies        |
| <b>Total a. and b.</b>            | <b>= Varies</b> |

Penalty factor is three (3%) percent of the above total for each unelapsed month or fraction thereof of the three (3) year (36 months) restricted period. Maximum penalty shall be one hundred eight (108%) percent of above total and minimum penalty shall be five hundred (\$500.00) dollars. ***No portion of the penalty charge shall be refundable and penalty charges do not relieve the permit holder from the required performance cash bond or the required insurance. Restoration of all road openings in "new street" pavement shall be to a "newly paved" condition. The restoration shall be according to subsection 13-1.10.***

# IMPORTANT!

Please provide the following information to your contractor prior to commencement of street opening.

---

## §13-1.10 Backfilling; Restoration of Surface.

The permittee shall assume all responsibility and hold the Township harmless for any property damage or bodily injury which may occur as a result of the work performed from the time the work commences until the permanent restoration has been made by the permittee. The permittee shall immediately backfill the opening with excavated material if such material is suitable, in layers not exceeding two (2') feet in thickness if heavy compacting equipment is used or in layers not exceeding one (1') foot in thickness if hard or light compacting is used. This fill shall be brought to an elevation of six (6") inches below the permanent surface. If the Director of Engineering & Planning, or their designated representative, determines that the excavated material is not suitable for backfilling as specified, then it shall be removed from the site and the opening backfilled as herein specified with suitable material, then six (6") inches of road gravel of a grade satisfactory to the Director of Engineering & Planning, or their designated representative, shall be applied and thoroughly compacted. This temporary restoration shall be checked for settling and all holes shall be filled evenly with the surface of the adjoining pavement.

Once the excavation work area has been properly saw cut, and the backfill tamped and compacted, the permittee shall install no less than six (6") inches of bituminous stabilized base course to the trench surface. If the distance from the edge of the excavation work area to the existing curb is less than two (2') feet, the permittee shall be required to excavate to the curb and evenly install six (6") inches of bituminous stabilized base course in the entire area.

The partially restored pavement shall be allowed to settle for no less than ninety (90) and no more than one hundred eighty (180) days. If at any time during the settlement period, the trench becomes unacceptable as determined by the Director of Engineering & Planning, the permittee shall be notified of the condition requiring repair, and such repair shall be performed within twenty-four (24) hours of such notification by the Director Engineering & Planning. If the repair is not made in the time specified, the Township may make the repair and any cost thereof will be charged against the permittee's cash repair deposit and/or maintenance bond. At the end of the period of time of settlement required by the Department of Engineering & Planning, an inspection shall be performed by the Department.

At this time, the permittee shall be required to mill the excavation work area surface to a width equal to one (1') foot wider on each side of the initial repair and install no less than two (2") inches of FABC surface course. The permittee shall also be required to provide a tack coat on all existing bituminous and concrete surfaces and a hot-poured, rubber asphalt joint sealer (per current DOT Standard Specifications for Roads and Bridges).

Unless authorized by the Department of Engineering & Planning, any excavation less than ninety (90) square yards square feet/ten (10) square yards shall require milling and restoration of the excavation work area extending a minimum of one (1') foot beyond the edge of excavation to the nearest curb. Any excavation equal to or greater than ninety (90) square yards square feet/ten (10) square yards shall require milling and restoration of the excavation work area extending from the center line of road to the curb and extending a minimum of one (1') foot beyond the outer edges of the excavation. If the excavation work area will be within two hundred (200') feet or less of previous excavations occurring within one (1) year of the subject excavation (by same permittee along the same side of the road), the permittee shall be required to mill and restore the roadway between the outer most excavations.

The permittee shall be required to replace any facilities including, but not limited to, curb, pavement, sidewalk, line striping, etc., that is affected by the excavation and restoration work, at the permittee's expense. Such work shall be performed according to Township standards.

With Department of Engineering & Planning approval, center line of road milling and restoration may be offset by the distance necessary to avoid disturbing existing line striping or markers. (Ord. No. 1671 § 10)

Work that is completed in the Public Right of Way, but outside of the cartway, should be restored to existing conditions. If the work contains curb and sidewalk then the area shall be restored with curb and sidewalk in accordance with the Township Engineer's review and recommendations on specifications.

If the work was other than sidewalk, such as slate or pavers, than it shall be restored to slate or pavers or the material that existed prior to excavation. (Ord. No. 2016-19)