

CHRISTOPHER T. MORRIS
Council President

Council Members
MARION BODANZA
THOMAS DIGANGI
JEROME McINTOSH



PHYLLIS MAGAZZU
Mayor

CATHERINE UNDERWOOD
Township Clerk

TOWNSHIP OF BERLIN

MUNICIPAL BUILDING
135 Route 73 South
West Berlin, NJ 08091
Phone (856) 767-1854

CHECKLIST FOR STREET OPENING APPLICATION FOR THE EXCAVATING OR OPENING OF A MUNICIPAL STREET

A. JURISDICTION OF STREETS

This checklist is only for the opening within the limits of the right-of-way of a municipal street. For opening of a street under the jurisdiction of the State or County, you must contact the respective agency. (State- NJDOT at (856) 428-6550, or the County at (856) 566-2980)

B. FAMILIARITY OF STREET OPENING ORDINANCES

The applicant must be familiar with all the requirements under Ordinance 1986-20 and subsequent amending Ordinances 2004-4.

C. LOCATING EXISTING UTILITIES

NO work shall commence without all existing utilities being accurately located and clearly marked through the notification of the New Jersey One Call Center 1-800-272-1000.

D. SUBMISSION REQUIREMENTS

The applicant must submit the following items:

1. Completed "Application for Permit" Form
2. Right-of-Way Restoration Costs
3. Diagram or Sketch
4. Certificate of insurance
5. Signed Responsibility Statement (See Attachment A)
6. Performance Surety

E. APPLICATION FEE

1. Opening Within Right-of-Way
 - Administration and Inspection Fee - \$300.00
2. Sidewalk and/or Apron Replacement Only
 - Administration and Inspection Fee - \$300.00

F. RIGHT-OF-WAY RESTORATION COST

The applicant must submit a listing of the items with their respective unit cost and total cost for the restoration of the disturbed areas within the right-of-way.

G. DIAGRAM OR SKETCH OF WORK

The applicant shall submit a diagram or sketch which is neatly prepared and clearly depicts the:

1. Dimensions location of the work to be performed in relation to the property line, intersection, curb or edge of pavement.
2. Dimensions of the area to be opened.
3. Depth of excavation

H. INSURANCE

The applicant shall submit a legal Certificate of Insurance with the application protecting the Township of Berlin from any claims for damages which may arise from the operations under the permit. The amounts of such insurance shall not be less than the following:

1. Workman’s Compensation – Employer’s liability of at least \$500,000.00
2. Comprehensive general liability:

<u>Type</u>	<u>Amount</u>
Personal Injury – Each Person	\$5,000,000.00
Personal Injury – Each Occurrence	\$5,000,000.00
Property Damage – Each Person	\$1,000,000.00
Property Damage – Each Occurrence	\$1,000,000.00
3. Comprehensive Automobile Liability
4. Blanket Catastrophic Liability Insurance \$10,000,000.00

I. PERFORMANCE SURETY

For all work to be performed within the right-of-way of a municipal street, excluding sidewalk and/or replacement:

1. 0-10 square feet of opening: \$1,500.00 = \$1,500.00

2. Additional charge over 10 square feet:
 Area in excess of 10 sq. ft.= _____ s.f.x. \$10/s.f. = \$ _____
 TOTAL SURETY AMOUNT = \$ _____

J. WORK ZONE SAFETY

The applicant shall address work zone safety and the protection of vehicular and pedestrian traffic in accordance with the applicable codes, rules and regulation.

The applicant shall notify the Police Department, during normal business hours, to determine the need for Police assistance and any other requirements, determined to be necessary by the Police Department. The applicant shall be responsible for any costs associated with Police assistance.

K. TRENCH RESTORATION REQUIREMENTS (SEE ORDINANCE 1996:33 FOR DETAILS)

1. Edges of pavement shall be cut along straight lines, vertically.
2. Properly braced and shore all openings.
3. Clean backfill material to be approved by Township prior to placement in the trench. Backfill material to be properly compacted in lifts.
4. Pavement Restoration – the pavement restoration consist of less than a minimum of 3 inches thick bituminous surface course, Mix 1-5 (FABC) over 4 inches of thick dense graded aggregate subbase. In no case shall the pavement cross section and subbase be less than the original pavement thickness.
5. All piping in the trench in the street must be schedule 40.
6. Stainless steel saddles must be used unless otherwise stipulated by the Township.
7. **A separate opening shall be made for each utility. Multiple utilities should not be placed within the same opening.**

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PERMIT NO. _____

APPLICATION FOR PERMIT OF EXCAVATING OF OPENING OF A MUNICIPAL STREET BERLIN TOWNSHIP, CAMDEN COUNTY, NEW JERSEY

NOTE: The applicant must provide at least 48 hours notice prior to the commencement of any work, to the Berlin Township's Public Works Director, Charles Riebel at (856) 767-5052, so inspections may be scheduled. The Berlin Township's Police Department at (856) 767-5878 should also be notified during normal business hours of 9 a.m. – 4:30 p.m., to determine the need for police assistance or any other requirements.

1. APPLICANT:

Name: _____

Address: _____

Telephone No.: Day () _____ Night () _____

2. CONTRACTOR (IF DIFFERENT THAN APPLICANT):

Name: _____

Address: _____

Telephone No.: Day () _____ Night () _____

24 Hour Emergency Telephone No.: () _____

3. ADDRESS OF STREET OPENING AND REASON FOR OPENING:

4. SIZE OF OPENING: _____

5. DATE WHEN WORK WILL COMMENCE: _____

6. DIAGRAM OR SKETCH ATTACHED? YES _____ NO _____

7. CERTIFICATE OF INSURANCE ATTACHED? YES _____ NO _____

8. APPLICATION/ INSPECTION FEE ATTACHED? YES _____ NO _____

FEE TO BE PAID: \$300.00

Sidewalk and/or Apron Replacement Only – Administration and Inspection Fee \$300.00

TOTAL APPLICATION FEE = \$ _____

9. PERFORMANCE SURETY

(Excluding sidewalk and/or apron replacement)

Amount \$ _____ Type of Surety: _____

1) 0-10 sq. feet of opening = \$1,500.00

2) Area over 10 sq. feet _____ s.f.x\$10./additional feet = \$ _____

TOTAL SURETY AMOUNT = \$ _____

10. RESPONSIBILITY STATEMENT “ATTACHMENT A” SIGNED?

YES _____ NO _____

11. CONTACTS:

<u>AGENCY</u>	<u>CONTACT PERFORMED</u>	<u>DATE/ TIME OF CONTACT</u>
1) NJ One Call Center	Yes _____ No _____	_____/_____ _____
2) Director of Public Works	Yes _____ No _____	_____/_____ _____
3) Police Department	Yes _____ No _____	_____/_____ _____

12. APPROVALS:

OPENING APPROVAL:

CHARLES RIEBEL, DIRECTOR OF PUBLIC WORKS DATE

COMPLETION APPROVAL:

CHARLES RIEBEL, DIRECTOR OF PUBLIC WORKS DATE

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ATTACHMENT A

RESPONSIBILITY STATEMENT

I AGREE TO ACCEPT RESPONSIBILITY FOR ANY MAINTENANCE NEEDED IN THIS STREET OPENING WITHIN A TWO YEAR PERIOD FROM THE DATE OF CLOSURE. I ALSO UNDERSTAND THAT MY FAILURE TO RESPOND TO A MAINTENANCE REQUEST WITHIN 10 DAYS OF THE DATE OF SAID NOTIFICATION FROM THE TOWNSHIP OF BERLIN, WILL SUBJECT ME TO LEGAL ACTION AND THE COST OF ANY REPAIRS DONE BY OR FOR THE TOWNSHIP OF BERLIN ON THE STREET OPENING.

APPLICANT SIGNATURE

DATE