

TOWNSHIP OF BERLIN

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

PROPERTY OWNER STREET OPENING APPLICATION & REQUIREMENT

Whenever any curb, sidewalk and/or driveway apron is to be set, reset, laid, relaid, repaired, replaced or constructed in the Township of Berlin, the property owner of the abutting lands or his contractor shall first apply to the Township Clerk for a permit under this Article. The application shall specify the grade, dimensions, mix materials and the method of construction, repair or replacement to be used. The Township Clerk or such officer or agent as the governing body may designate shall examine said specifications and register his or her approval or disapproval thereof. Upon approval thereof, a permit shall be issued to the applicant for such construction and/or repairs.

PERMIT FEE

A permit fee of \$5.00 shall be paid for a permit to repair or replace sidewalks, curbs and driveway aprons. A permit fee of \$50.00 shall be paid for a permit to construct new sidewalks, curbs or driveway aprons.

REPLACEMENT (\$5.00) \$ _____

NEW OPENING (\$50.00) \$ _____

APPLICANT: Please submit a diagram /sketch

Name _____

Address _____

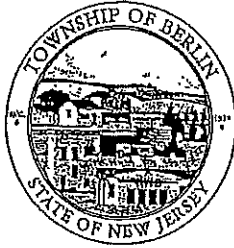
Telephone Number _____

Description of work to be done _____

Approval

Director Public Works _____ Date _____

Comments:



TOWNSHIP OF BERLIN

MUNICIPAL BUILDING
135 South Route 73
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.

B. FAMILIARITY OF STREET OPENING ORDINANCES

The applicant must be familiar with all the requirements under Ordinance 1986-29 and subsequent amending Ordinance 2004-4 and 2015-7.

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

All persons, partnerships, limited liability companies, corporations or other businesses, associations or government entities or agencies required to obtain a permit under this Chapter shall file with the Township Clerk one (1) application (in duplicate) for each opening in an envelope marked "Application for Right-of-Way Permit," which form shall be kept on file in the office of the Township Clerk and shall be made available upon request, along with an application fee as follows:

- (1) for each opening for the repair, reconstruction and/or replacement of existing sidewalk, driveway and/or driveway apron - \$50.00 per opening;
- (2) for each opening for new construction of sidewalk, curb, street, driveway, driveway apron and/or for any other opening - \$300.00 per opening.

F. DIAGRAM, SKETCH OF WORK AND DESCRIPTION

In addition to any other information required by the application, all applicants also shall provide the following:

- (1) an explanation of the scope of work sought to be completed which also identifies the probability of damage to any trees, highway structures or private property;
- (2) a diagram, sketch or plan showing the location of the work to be performed in relation to all adjoining property lines, the nearest intersection and all curbs or edges of pavement within the work area and showing the dimensions of the area to be opened and the depth of excavation;
- (3) an analysis of the impact of the proposed work upon any Township shade trees located within the proposed area of work and a proposal for addressing or mitigating such impacts;
- (4) a proposal for addressing work zone safety and the maintenance and protection of vehicular and pedestrian traffic; and
- (5) in cases where the applicant is proposing Work of Major Scope, the Township Engineer, in his sole discretion, can require complete engineering plans and specifications in lieu of a diagram or sketch.

G. INSURANCE

The applicant shall purchase and maintain during the life of a permit the following types of insurance policies to protect the Township from claims for damages for personal injury, including accidental death, and/or claims for property damage

which may arise from work performed under and in accordance with the permit, whether such operations are conducted by the applicant, any subcontractor of the applicant or anyone employed directly or indirectly by either of them.

The types of policies and amounts of coverage afforded under such insurance policies shall be as follows:

1. Commercial General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence, \$2,000,000 aggregate for personal injury and \$250,000 per occurrence, \$500,000 aggregate for property damage;
2. Automobile Insurance, comprehensive and collision coverage, with limits of liability not less than \$250,000 per occurrence and \$500,000 aggregate for personal injury and \$500,000 for property damage;
3. Blanket Catastrophe Insurance with limits of liability not less than \$3,000,000; and
4. Worker's Compensation Insurance in the amounts required by law.

H. PERFORMANCE SURETY

Prior to issuance of a permit, the applicant shall post or deposit with the Township a bond or other form of performance guarantee in a form approved by the Township Solicitor for the purpose of protecting the Township against loss in the event the applicant fails to complete the work or fails to make required repairs or restoration of damages. The performance guarantee required in this Section A shall remain in effect and shall not be released until the applicant has posted a maintenance guarantee as required by Subsection C below. The amount of the performance guarantee shall be calculated by the Township Engineer or Director of Public Works as follows:

1. Street pavement opening: \$1,500.00 for 10 square feet of opening or less plus \$10.00 per square foot for each square foot in excess of 10 square feet of opening;
2. Curb opening: \$250.00 for 10 linear feet of opening or less plus \$25.00 per linear foot for each linear foot in excess of 10 linear feet of opening;
3. Sidewalk opening: \$250.00 for 5 square feet of opening or less plus \$50.00 per square foot for each square foot in excess of 5 square feet of opening; and
4. Driveway apron opening: \$350.00 for first 5 square feet of opening or less plus \$70.00 per square foot for each square foot in excess of 5 square feet of opening.

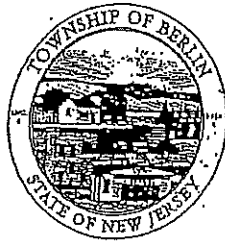
I. WORK ZONE SAFETY

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.

J. TRENCH RESTORATION REQUIREMENTS (SEE ORDINANCE 1996-33 FOR DETAILS)

1. Edge of pavement shall be cut along straight lines, vertically.
2. Properly braced and shore all openings
3. Clean backfill materials to be approved by Township prior to placement in the trench. Backfill materials to be properly compacted in lifts.
4. 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.



TOWNSHIP OF BERLIN

MUNICIPAL BUILDING

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

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: REPLACEMENT (\$50.00) \$ _____

NEW OPENING (\$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 _____	_____/____

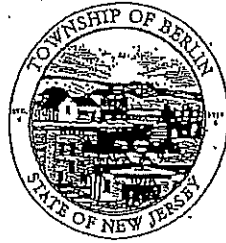
12. APPROVALS:

OPENING APPROVAL:

CHARLES RIBBEL, DIRECTOR OF PUBLIC WORKS DATE _____

COMPLETION APPROVAL:

CHARLES RIBBEL, DIRECTOR OF PUBLIC WORKS DATE _____



TOWNSHIP OF BERLIN

MUNICIPAL BUILDING

135 Route 73 South

West Berlin, NJ 08091

Phone (856) 767-1854

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 MAINTIENANCE 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

