

**TOWNSHIP OF ROXBURY
ENGINEERING DEPARTMENT
1715 ROUTE 46, LEDGEWOOD, NJ 07852
Telephone: 973-448-2018 ~ Fax: 973-448-2119**

**Applicant
Inspector
File**

APPLICATION FOR RIGHT-OF-WAY EXCAVATION PERMIT

CHECKLIST: The following must be provided in order for the application to be considered complete.
Incomplete applications will not be processed.

- a) Approved Zoning Permit
- b) Two (2) checks, payable to the "The Township of Roxbury" as follows: one for application fee, and one for performance guarantee.
- c) Attach sketch plan showing purpose of excavation
- d) Insurance Certificate (Must Be Attached from Contractor)

APPLICATION FEE

as per Ordinance No. 3-13 payable to the "The Township of Roxbury" as follows:

• Driveway Resurfacing	\$	50.00	
• Driveway Expansion, Sidewalk, Curb or Apron Replacement	\$	100.00	
• Utility Services	\$	100.00	
• Utility Mains	\$	200.00 or 5% Bond Amount (whichever is greater)	<u>\$</u>

PERFORMANCE GUARANTEE (BOND)

AREA CALCULATION

_____ L x _____ W (trench)	_____ SF	Performance Guarantee Base Subtotal	<u>\$ 350.00</u>
_____ SF / 9 =	_____ SY	Area Subtotal	<u>\$</u>
_____ SY x \$ 40 per SY (asphalt) or \$ 10 per SY (grass)	\$ _____	Total Performance Guarantee (Bond)	<u>\$</u>

DATE OF APPLICATION: _____ APPLICATION NO. _____

1) OWNERS NAME: _____ TELEPHONE NO: ____/____/____

ADDRESS: _____

CITY & STATE

ZIP CODE

E-Mail: _____ (For Township notification purposes only.)

2) CONTRACTOR NAME: _____ TELEPHONE NO. ____/____/____

ADDRESS: _____

CITY & STATE

ZIP CODE

3) CONTACT PERSON: _____

TELEPHONE: Business: ____/____/____

Emergency: ____/____/____

Cell: ____/____/____

Fax: ____/____/____

4) WORK SITE ADDRESS: _____

BLOCK NO. _____ LOT NO. _____

5) DESCRIPTION OF WORK IN DETAIL: _____

6) ANTICIPATED START DATE: _____ COMPLETION DATE: _____

7) SIZE OF EXCAVATION: Length _____ Width _____ Depth _____

8) DESCRIBE EXISTING SURFACE: _____

9) OWNER'S AFFIDAVIT

- a) To accept and abide by all provisions of Chapter XI, "Streets and Sidewalks", of the General Ordinances of the Township of Roxbury and all other pertinent Township Ordinances, Rules and Regulations.
- b) To furnish any additional information relating to the work to be performed as may be requested from time to time by the Township Engineer of the Township of Roxbury.
- c) To cooperate at all times with the Township Engineer, Road Supervisor and Engineering Inspector of the Township of Roxbury in the inspection and examination of the work being performed, and to comply with all instructions and directives issued by said officials with reference to the manner and completion of said work.
- d) **All excavations require a utility MARKOUT for all underground utilities which must be completed by calling 1-800-272-1000 or 811, a minimum of three (3) working days before commencement of work.**
- e) **To contact the Engineering Department 24 hours before commencement of work and also after completion of work for a final inspection at (973) 448-2018.**
- f) To be responsible for any damage and repairs to any Township's property including roadway, sidewalk, curb and trees which occur during the course of the permitted work. The posted performance guarantee may be used for this purpose and additional funds will be provided if necessary to reimburse the Township for these costs.
- g) To agree to reimburse the Township of Roxbury for all costs incurred by the Township in the emergency repair, maintenance and/or restoration of all disturbed areas cited in this application. The posted performance guarantee may be used for this purpose and additional funds will be provided if necessary to reimburse the Township for these costs.
- h) To indemnify and save harmless the Township, its Officers and Employees from all suits, actions, or claims of any character brought because of any injuries or damage received or sustained by any person, persons, or property on account of the operations of said owner or on account of, or in consequence of, any neglect in safeguarding the work; and through the use of unacceptable materials in constructing the work; or because of any act of omission, neglect or misconduct of said owner.
- i) That the permit granted hereunder is subject to revocation by the Township of Roxbury in the event any of the provisions of the application or the aforementioned ordinances, rules or regulations are violated.

SUBJECT TO THE CONDITIONS OF THE ATTACHED RIDERS A & B

OWNER SIGNATURE: _____ **DATE:** _____

***CONTRACTOR SIGNATURE:** _____ **DATE:** _____

** If signature by contractor is on behalf of a corporation, signature represents that the contractor acts as an agent for the corporation and assigns all liabilities to said corporation.*

APPROVED BY TWP. ENG. DEPT: _____ **DATE:** _____

COMMENTS: _____

INSPECTION REPORT

APPLICATION NO. _____

Address: _____

Block No. _____ Lot No. _

Date: _____ Inspector's Signature: _____

Excavation/Backfill: _____

Temporary Repair: _____

Permanent Repair: _____

COMMENTS: _____

Emergency Action Required: Date: _____ Costs \$ _____

Final Acceptance by Township: _____ Date: _____