

TOWNSHIP OF HOWELL

DEPARTMENT OF COMMUNITY DEVELOPMENT & LAND USE

DIVISION OF ENGINEERING

4567 Route 9 North, 2nd Floor
Post Office Box 580
Howell, NJ 07731-0580

Phone: (732) 938-4500 x2300
Fax: (732) 414-3243
Web: www.twp.howell.nj.us

ROAD OPENING / R.O.W. EXCAVATION PERMIT

(To be completed by the Applicant)

Permit # _____
(Assigned by Township)

The issuance of this permit requires the Permittee to comply with the terms and conditions of the Code of the Township of Howell, Chapter 277 entitled "Streets, Sidewalks & R.O.W. Excavations." The permittee is responsible to make all necessary supplemental investigations to locate all underground utilities in the vicinity of work.

Date of Application: _____ Scheduled Date of Excavation: _____

Application is hereby made by: _____ hereafter known as the Permittee.

Address: _____

Telephone #: _____ E-mail Address: _____

- Proposed construction consists of:
- | | |
|---|---|
| <input type="checkbox"/> Sanitary Sewer Connection | <input type="checkbox"/> Storm Sewer Connection |
| <input type="checkbox"/> Curb Repair or Replacement | <input type="checkbox"/> Sidewalk Repair or Replacement |
| <input type="checkbox"/> Utility (Gas, Water, etc.) | <input type="checkbox"/> Driveway Repair or Replacement |
| | <input type="checkbox"/> Other _____ |
- (check all that apply)

Exact description of work (attach sketch of all work proposed): _____

If work requires excavation within a Township street, trench will be: _____ ft. X _____ ft. = _____ Square Feet (S.F.)
(Wide) (Long)

Any additional area of work or improvements within the Township right-of-way is _____ S.F.

Total area of excavation and work within right-of-way is _____ S.F. (trench) + _____ S.F. (other) = _____ S.F. Total.

To service the property located at: _____ Block: _____ Lot: _____

Contractor completing work: _____ Telephone #: _____

Contractor's address: _____

FEE SCHEDULE:

A.	Application Fee (non-refundable)	\$ 75.00
B.	Inspection Fee (non-refundable) (Openings 100 SF or less, \$100.00)	\$ _____
	(Openings greater than 100 SF, _____ SF x \$1.50/SF)	\$ _____
	(Minimum inspection fee for a Utility company, \$250.00)	\$ _____
	Total for 1st Payment*:	\$ _____
C.	Restoration Guarantee _____ SF x \$25.00/SF (Min. \$500.00)	\$ _____
	(refundable, see Chapter 277 for conditions)	
	(* separate payments required)	
	Total for 2nd Payment*:	\$ _____

APPLICANT: Applicant/Permittee, his/her agents and any representatives agree to hold the Township and its officers harmless against any and all claims, judgments or other costs arising from the excavation and other work covered by the excavation permit or for which the Township, the Township Council or any Township officer or designee may be made liable by reason of any accident or injury to person or property through the fault of the permittee either in not properly guarding the excavation or for any other injury resulting from the negligence of the permittee.

Signature (Permittee): _____ Date: _____

APPLICANT: When all signatures have been obtained, this form will become your permit. Please produce a copy of this form during construction upon request.

=====
(For Official Use Only, to be completed by Township Officials)

Approved: _____ Denied: _____

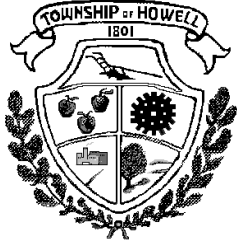
Special Conditions for Approval or Reason for Denial: _____

- Traffic Control devices will be required Police Traffic Directors will be required Detour required

Division Officer's Name: _____ Title: _____

Division Officer's Signature: _____ Date: _____

cc: Applicant, File, Public Works, Police Department



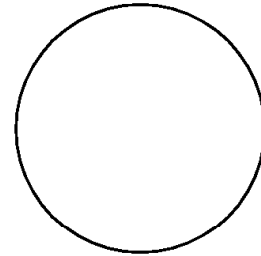
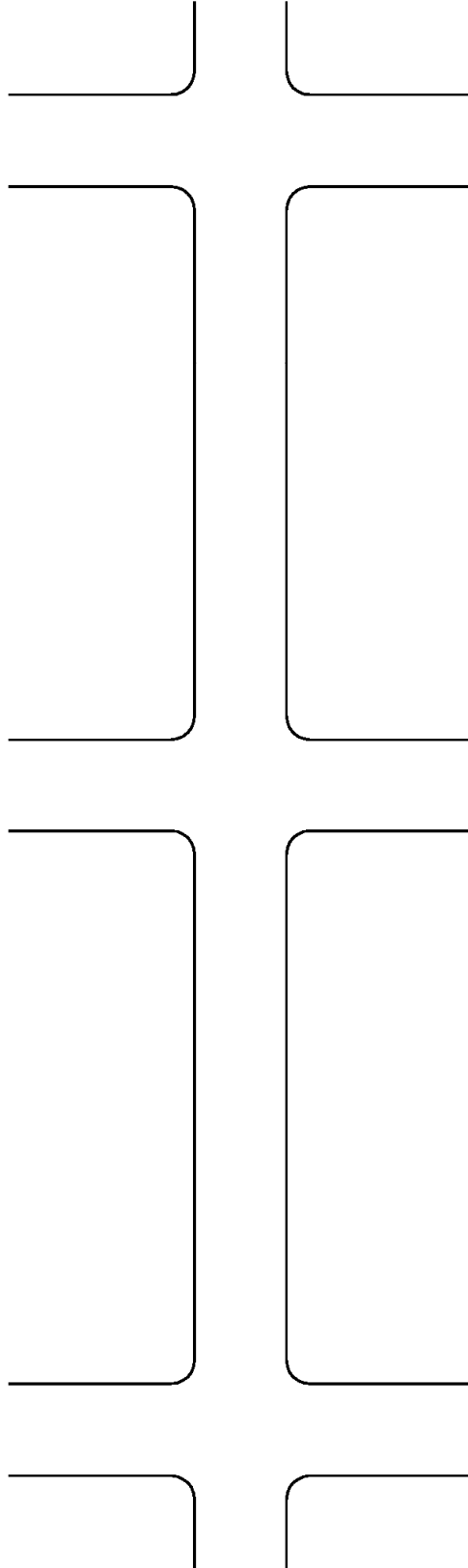
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SKETCH FOR PROPOSED EXCAVATION



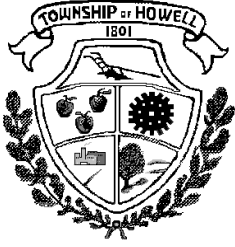
DRAW NORTH ARROW

APPLICANT

DATE

General Notes:

1. Draw excavation location and label size and orientation on plan.
2. Provide house locations (if any) and house numbers for reference points.
3. Add sidewalk to plan if it's part of excavation or if excavation is between curb and sidewalk.



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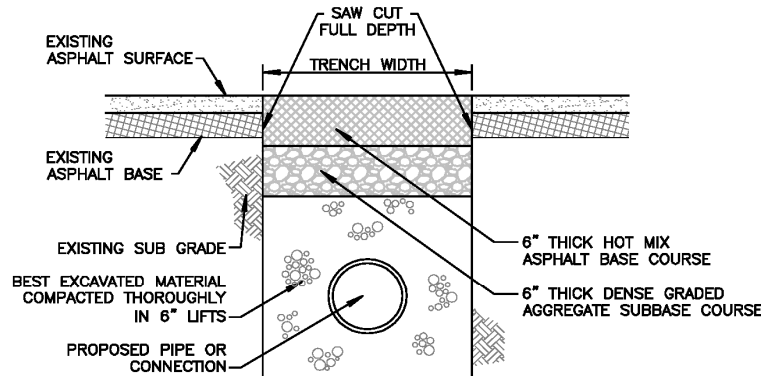
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QUICK REFERENCE GUIDE FOR EXCAVATION PERMITS

The Permittee shall review the Administrative Code of the Township of Howell Chapter 277 entitled "Streets, Sidewalks & R.O.W. Excavations", on file at the Township Offices or online at www.twp.howell.nj.us, under "Code Book", prior to applying for a permit.

The following is a brief outline of the procedures required for obtaining an excavation permit.

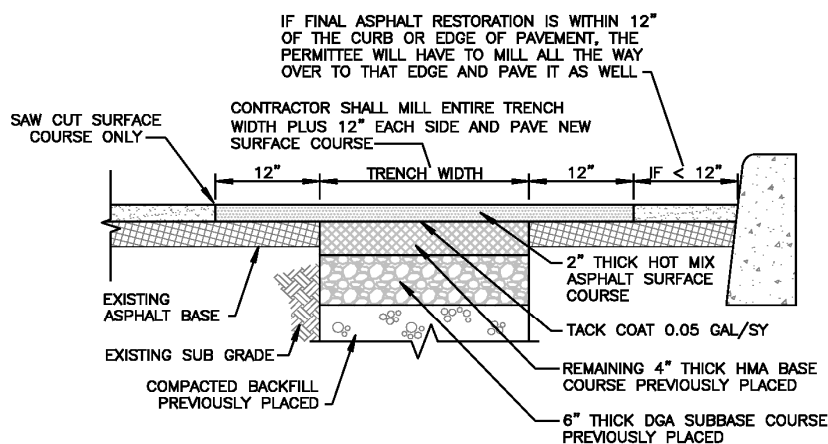
1. The application must be completely filled out and include a sketch of the work on sheet 2 of the application. If the applicant is filling out the electronic form, once complete, it must be printed on 8 1/2" x 14" legal size paper.
2. The applicant must obtain an engineering jacket (blue folder) from the office and properly fill out all the required information. This folder will become the division's internal tracking folder.
3. The applicant shall provide two (2) payments. The first payment (application and inspection fee) is non-refundable. The second payment (restoration guarantee) will be held in escrow until the trench repairs are completed to the satisfaction of the Township Engineer. Final repairs cannot be made for at least 90 days after construction to allow for settlement.
4. The applicant shall fill out the required taxpayer identification form (W-9) in order to properly hold funds in escrow.
5. The applicant shall provide a Certificate of Insurance naming Howell Township as additionally insured for not less than \$1,000,000 per person, \$1,000,000 per accident and \$1,000,000 for property damage.
6. Once items #1-5 have been completed, the applicant shall place all of the documents inside the engineering jacket and submit it to the Division of Engineering.
7. Once the permit is approved, the permittee (you) must call for a utility mark out at least three (3) full days prior to excavation and keep a record of the tracking number from NJ One Call: (800) 272-1000.
8. The roadway shall be repaired in accordance with Article III, Right of Way Excavations, as shown below.
9. Upon completion of the final pavement surface course, the applicant shall request an inspection by the Township Engineer. Requests shall be made by phone, fax or letter to the Township Engineer.
10. After the inspection, if restoration has been completed to the satisfaction of the Township Engineer, the restoration guarantee shall be released.
11. If applicant fails to restore the trench to the satisfaction of the Township Engineer, the Township may hold the guarantee until proper restoration is complete.



NOTE:
1. ALL MATERIALS SHALL CONFORM TO THE LATEST NJDOT STANDARDS AND SPECIFICATIONS.

TEMPORARY ASPHALT SURFACE / TRENCH RESTORATION

NOT TO SCALE



NOTE:
1. ALL MATERIALS SHALL CONFORM TO THE LATEST NJDOT STANDARDS AND SPECIFICATIONS.

FINAL ASPHALT SURFACE RESTORATION

NOT TO SCALE