

**Application Submittal Checklist
 INTERIM ROADWAY ACTIVITY PERMIT APPLICATION
 FOR BANNERS, DECORATIONS
 AND TEMPORARY ANNOUNCEMENTS OR GUIDE SIGNS**

The Following Information shall be provided with each application:

Applicant:	Date:
County Route:	Mile Post:
Municipality:	
Event Name:	
Event Date:	Event Time:

Items Required for Permit Application for Banners, Decorations and Temporary Announcements Or Guide Signs	
Provided	Item Description:
<input type="checkbox"/> Y <input type="checkbox"/> N	Completed Application Form
<input type="checkbox"/> Y <input type="checkbox"/> N	Completed Permit Application Checklist
<input type="checkbox"/> Y <input type="checkbox"/> N	Insurance Certificate (See Note Below)
<input type="checkbox"/> Y <input type="checkbox"/> N	24 hour Emergency Contact Telephone Numbers
<input type="checkbox"/> Y <input type="checkbox"/> N	Signed & Sealed Display Plan(s) – Including:
<input type="checkbox"/> Y <input type="checkbox"/> N	Seal and Signature of N.J. Licensed Professional Engineer
<input type="checkbox"/> Y <input type="checkbox"/> N	Scale between 1"=30'
<input type="checkbox"/> Y <input type="checkbox"/> N	Date of Plan Preparation and subsequent revisions.

Note: An individual, firm, corporation or municipality, agrees to furnish to the County of Sussex a Public Liability Policy or Liability Insurance, designating the County of Sussex as an additional insured in the amount of \$1,000,000.00 before commencing activity and to indemnify the County of Sussex against loss by reason of the liability imposed on it by law, for damages on account of loss of property or bodily injuries, including death at any time resulting there from, suffered or alleged to have suffered by any person or persons and shall also save harmless said County of Sussex, its officers or servants from and against any loss, injury or damage resulting from any negligence or fault of the permittee, his agents or servants in connection with the performance of the activity covered by permit. No permit will be processed or issued until a certificate of insurance is received.



COUNTY OF SUSSEX
APPLICATION FOR COUNTY ROADWAY OCCUPANCY
FOR BANNERS, DECORATIONS
AND TEMPORARY ANNOUNCEMENTS
OR GUIDE SIGNS

Name of Event
Date of Event
Time of Event:

Print or Type

APPLICATION MADE BY _____

MAILING ADDRESS _____
(Street) (City) (State) (Zip Code)

TELEPHONE NUMBER _____ Email: _____

On Behalf of _____
(Self, Tenant, Lessee)

**FOR BANNERS, DECORATIONS
AND TEMPORARY ANNOUNCEMENTS
OR GUIDE SIGNS**

Requests _____ Permit for the Use and Occupancy of the Right-of-Way
(Type of Permit)

of County Route No. _____ Milepost _____, County of **SUSSEX**
(Municipality)

Located as Follows: _____
(Describe Exact Location, Direction and Reference with Street, Milepost)

for the installation, operation and maintenance of the following described project:

Subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., I or we will be responsible for personal injuries and property damage caused by the actions of ourselves, our agents, servants and employees which arise out of or which are claimed to arise out of this Permit. Any claim for such personal injury or property damage must be filed in accordance with N.J.S.A. 59:8-1 et seq.

NOTE: SUBMIT ONE (1) COPY OF THIS APPLICATION AND ONE (1) COPY OF A DETAILED PLAN DRAWN TO SCALE SHOWING THE PROPOSED INSTALLATION AND WHATEVER DATA IS NECESSARY FOR A COMPLETE UNDERSTANDING OF THE REQUEST.

THE COUNTY OF SUSSEX WILL NOT BE RESPONSIBLE FOR ANY ERRORS OR MISINFORMATION GIVEN IN THE APPLICATION AND/OR ON THE ACCOMPANYING PLANS.

If a permit is granted, I or we, agree to comply with the rules and regulations of the County of Sussex and the conditions included therein and on the reverse side of this form. In addition, I or we, understand that N.J.S.A. 27:7-44.1 makes any violation of the provisions of the permit subject to a fine and civil action for the costs of prosecution as well as civil action for trespass to remove any non-conforming use. No work in connection with this application will be started until the permit is approved and issued.

(Signature of Agent or Authorized Representative)

(Title) (Type or Print)

(Print)

(Date)