

County of Sussex
APPLICATION FOR OPENING A COUNTY HIGHWAY

Sussex County Division of Engineering
Administrative Center
One Spring Street, 3rd Floor
Newton, N.J. 07860
973 579-0430 ext 1315

Date _____

Phone # _____

Email: _____

Application is hereby made by _____

of _____

whose Address is _____

To Open County Road _____
(Name of Road and Route)

in the Municipality of _____, Block _____, Lot _____

at Mile Marker _____ for the purpose of _____

_____.

Sussex County Planning Board No.: _____.

The opening will extend for a distance of _____ feet:

1. across entire road.
2. one-half way across road.
3. through shoulders but not in pavement.
4. along gutter.
5. within right-of-way/not in pavement, shoulder or sidewalk
(Cross out the ones, which do not apply.)

Attached hereto one shall be the checklist, along with all items essential to the Application for Opening a County Highway.

A fee as per the attached schedule shall accompany the Application for Opening a County Highway. (Payable to County of Sussex.)

Comments _____

Signed _____

Applicant



Sussex County Division of Engineering
Standard Permit Conditions - Road Opening Permits

General Permit Conditions applicable to ALL Permits:

1. The Applicant shall provide the County with 24-hour emergency contact telephone number(s) when work is performed within the County right-of-way.
2. Twenty Four (24) hours prior to commencing construction the Applicant shall provide the County Engineer with verbal notice. No work shall begin during a weekend.
3. The Applicant shall be responsible for alerting Call-Before-You-Dig to identify potential utilities. The Applicant must provide the County with Call-Before-You-Dig verification numbers prior to commencement of construction.
4. The appropriate fee shall be required with each application as established per Sussex County Freeholder Board Resolution adopted May 9, 2007. Check shall be made payable to the County of Sussex.
5. The permittee shall provide a traffic maintenance and safety plan signed and sealed by a N.J. Licensed Professional Engineer incorporating proper control devices in conformance with NJDOT Work Zone Safety Setup Guide as supplemented by the Sussex County Standard Details. All traffic control devices shall be in conformance with current Manual on Uniform Traffic Control Devices per the Federal Highway Administration. During hours of darkness the permittee shall maintain sufficient warning lights, barricades and/or signs.
6. All work shall be completed in conformance with the NJDOT Standard Construction Details as supplemented by the Sussex County Standard Construction Details. Sussex County Standard Construction Details are available upon request or may be obtained from the Sussex County web site at www.sussex.nj.us
7. All proposed work shall be designed in accordance with the Sussex County Land Development Standards or if not defined therein, in accordance with the American Association of State Highway Officials "A Policy on Geometric Design of Highways and Streets"
8. No work shall be conducted within the Sussex County right-of-way between November 1st and April 15th of each year unless necessitated by emergent events impacting public safety. Work conducted during the permitted construction season, April 16th through October 31st, shall be executed in conjunction with conditions conducive to quality work. Inferior work resulting from poor workmanship or environmental impacts shall be removed and replaced by the Applicant.
9. The work shall be so conducted in a manner such that there shall be no interference with any structures on, over or under the County Road. **The existing cross section and drainage of the highway shall not be disturbed. Interference with drainage structures must be avoided.**
10. Permits are valid for a period of One Year
11. The permittee shall notify all adjacent land owners fronting along areas of construction. Copies of notice shall be provided to the County.
12. After reviewing the application the County Engineer may impose additional conditions as deemed necessary to protect and safeguard the public.



Specific Road Opening Conditions:

1. Trenches must be stabilized in accordance with the Sussex County Standard Construction Details within 48 Hours.
2. The permittee agrees to keep the trench filled to the level of pavement until settlement has stopped and to replace the permanent pavement when ordered to do so by the County Engineer or his designated representative within a period of **12 months** following the construction. Twenty-four hour telephone numbers shall be supplied to the County of Sussex for use during the settlement period where a responsible agent can be contacted to replace or fix any settlement. If permittee does not keep the trench filled during settlement period or does not replace the pavement to the satisfaction of the County Engineer or his designated representative the County is authorized to complete the same using the application bond. No notice shall be required by the County prior to the exercise of its right to complete the restoration and improvements and the use of the escrow deposit as herein provided.
3. **Twenty-four hour telephone numbers** shall also be supplied to the local police department having jurisdiction prior to the opening of the County Road along with the exact location of said opening in the event a settlement or erosion problem occurs, so that a responsible agent can be contacted to correct the problem.
4. In the event an emergency road opening is necessary, the County of Sussex shall be notified at the emergency telephone number listed in the directory prior to the commencement of digging operations. "Application for Opening a County Highway" shall be submitted to the Sussex County Engineer's Office during normal working hours on the first working day following the opening. All other requirements of the permit shall be fulfilled.
5. Connections to existing County Storm Drainage Systems will require appropriate drainage discharge easements. It will be the responsibility of the Applicant to obtain easements from property owners impacted by the proposed project.
6. 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 for a firm, corporation or municipality) or (\$300,000.00 for private homeowner) before commencing work 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 work covered by permit. No permit will be processed or issued until a certificate of insurance is received.
7. Open Cut Trench construction is the least preferred method. The Applicant shall explore and utilize low impact alternative construction techniques whenever possible. The Applicant shall provide information eliminating low impact alternative construction methods prior to the County issuing a Road Opening permit for open trench type construction.



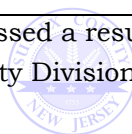
**Sussex County Division of Engineering
Application Submittal Checklist
Road Opening Permits and Access Permits**

The Following Information shall be provided with each application:

Applicant:	Date:
County Route:	Mile Post:
Municipality:	
Block:	Lot:

Items Required for ALL Permit Applications	
Provided	Item Description:
<input type="checkbox"/> Y <input type="checkbox"/> N	Completed Application Form
<input type="checkbox"/> Y <input type="checkbox"/> N	Cost estimate or Quote for proposed work including proposed Items and respective quantities. County will utilize to establish Bonding Amounts.
<input type="checkbox"/> Y <input type="checkbox"/> N	Permit Bonding Provided
<input type="checkbox"/> Y <input type="checkbox"/> N	Appropriate Insurance
<input type="checkbox"/> Y <input type="checkbox"/> N	Permit Fees
<input type="checkbox"/> Y <input type="checkbox"/> N	24 hour emergency contact telephone numbers
<input type="checkbox"/> Y <input type="checkbox"/> N	Signed and Sealed Plans Scale between 1"=10' and 1"=30' – 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	Seal and Signature of N.J. Licensed Land Surveyor or copy of sealed survey with reference on site plan.
<input type="checkbox"/> Y <input type="checkbox"/> N	Date of Plan Preparation and subsequent revisions.
<input type="checkbox"/> Y <input type="checkbox"/> N	Spot Elevations – Existing and Proposed
<input type="checkbox"/> Y <input type="checkbox"/> N	All existing and proposed site grades – 2' maximum contour interval
<input type="checkbox"/> Y <input type="checkbox"/> N	Edge Asphalt, Traffic Stripes and spot elevations of County Route – Full width, within 100 feet of property frontage or work limits.
<input type="checkbox"/> Y <input type="checkbox"/> N	All existing and proposed utilities including poles with numbers
<input type="checkbox"/> Y <input type="checkbox"/> N	All traffic control features, signs, lights, pavement markings and similar
<input type="checkbox"/> Y <input type="checkbox"/> N	Existing right-of-way and source document references.
<input type="checkbox"/> Y <input type="checkbox"/> N	Existing and proposed storm drainage systems
Requirements Specific to Access Permits	
<input type="checkbox"/> Y <input type="checkbox"/> N	Driveway Centerline Profile
<input type="checkbox"/> Y <input type="checkbox"/> N	Existing and proposed onsite parking
<input type="checkbox"/> Y <input type="checkbox"/> N	All existing and proposed buildings with FF elevation
<input type="checkbox"/> Y <input type="checkbox"/> N	On-site turn around with dimensions.
<input type="checkbox"/> Y <input type="checkbox"/> N	Table including measured sight distances, posted speeds, 85 th percentile speed when available and safe travel speeds for measured distance. Sight distance requirements shall be based upon current Sussex County Standards. 85 th percentile speeds are available from the Sussex County Division of Engineering.
Requirements Specific to Road Opening Permits	
<input type="checkbox"/> Y <input type="checkbox"/> N	Traffic Control Plan – Work Zone Safety Plan
<input type="checkbox"/> Y <input type="checkbox"/> N	Existing and proposed onsite parking
<input type="checkbox"/> Y <input type="checkbox"/> N	Proper Notices.

- NOTE: Incomplete applications will be assessed a resubmittal fee.



Road Opening and Access Permit
For permits issued by the Sussex County Division of Engineering
Fee Schedule and Bonding Requirements
As Amended May 9, 2007

Access Permit (formerly Entrance Permit): A permit issued by the Sussex County Division of Engineering for the construction, maintenance, and use of a driveway or public street connecting to a County Road.

Single Residential or Farm Driveway.....	\$250.00
Common Residential Driveway Access	\$250.00 each property
Non-Residential Access	\$400.00 first access \$400.00 each additional access
Street Intersection	\$400.00
Paving Access (Driveway).....	\$100.00
Temporary Construction Access Permit:	\$250.00
<i>(Temporary Construction Access Permits will be issued by the Division for limited use land access. Pre-Access conditions must be restored by the applicant upon closure of the temporary access point. Temporary access points shall not exceed twelve (12) months in duration.)</i>	

Road Opening: A permit issued by the Sussex County Division of Engineering required for any work proposed to be conducted within a County right-of-way, with fees as follows:

Transverse Trench	\$250.00 each
Longitudinal Trenches	\$400.00 base fee up to 100 linear feet (lf). \$150.00 each additional 100 lf increment or part thereof.
Non-Residential Intersection	\$750.00 each
<i>(all related work: curbs, road widening, signs, excluding trenches)</i>	
Street Intersections:.....	\$750.00 each
<i>(all related work: curbs, road widening, signs, excludes trenches)</i>	
Road Improvements	\$500.00 base fee plus
<i>(Auxiliary Lanes or widening, curbing, sidewalks, or similar items)</i>	\$2.00 per Square Yard asphalt



Signs \$150.00

Other Work of Encroachment within ROW \$250.00
 (Clearing sight lines and easements, overhead utility work, sidewalks, right-of-way or traveled way encroachments)

Emergency Utility Work:

Emergent Utility Work – Annual Permit \$250.00 Annual
(The Division will issue an annual Emergency Utility Work Road Opening Permit. The permit allows for the immediate response and remediation required by utility companies to address emergent conditions. Each utility shall provide a \$1500.00 bond to the County for issuance of these permits, bonding may be rolled into subsequent years. The permit holder shall coordinate all emergent roadwork with the County Division of Engineering at the earliest possible convenience.)

Permit Renewal:..... \$100.00
 (Road Opening and Access Permit Renewals; Permits must be renewed within two months of Expiration, any permit not renewed within this time frame will be subject to applicable fees. Current Permit Bonding Requirements must be met with all permit renewals)

Waivers of Fees:

Permit fees for both Road Opening Permits and Access Permits shall be waived to Municipalities for municipal projects and Municipal Utility Authorities for self funded capital improvements and system maintenance. Bonding requirements are not waived and must be complied with prior to issuance of said permit. Municipalities must secure a permit for all work within a County right-of-way prior to commencement of work. The County strongly encourages all municipalities proposing work to schedule a pre-design meeting with the Division of Engineering to review particulars of their proposal.

Application Resubmittal: \$100.00 plus applicable permit fee

Violation Assessment: \$750.00
 Additional permit assessment added to standard Fees for Unauthorized or Un-Permitted work or Conducting work in violation to an existing Permit Condition or Design Requirement. Note: First Time Residential offenders shall be provided a 10 day grace period from the assessment for Unauthorized or Un-Permitted work provided such offender remedies the violation within 10 days of notice of said violation in accordance with County requirements including payment of appropriate Permit fees.

Reinspection Fee:..... \$75.00



Permit Bonding:

Permit Bonding: Bonding shall be required for ALL work within the County Right-of-Way for both Road Opening and Access Permits.

All permit bonding shall be in conformance with the resolution adopted on August 23, 2006 by the Sussex County Board of Chosen Freeholders establishing the Department of Engineering and Planning Administrative Procedure entitled "Procedure Governing Bonding Requirements for Division of Engineering Permits and Sussex County Planning Board Approvals" with applicable revisions.

Bonds shall be provided to the County for fair and reasonable costs anticipated to complete the proposed work.

Applicant is advised that the County will maintain the bond for up to one year after the completion of proposed work. The bond will be utilized by the County for the completion or repair of proposed work as deemed necessary should the Applicant fail to remedy faulty work. The Applicant shall be provided one notice and given 10 days to complete repairs prior to the County utilizing bonding funds.

Applicants shall submit with the application either an Engineers estimate for the proposed work or a valid quotation from the Contractor hired to perform the work.

Estimate unit costs shall be reasonable and in conformance with current industry standard pricing as established through a source such as R.S. Means Site Work Construction Estimating. The County Division of Engineering will review the submitted Estimate or Quotation for conformance with industry standard pricing. Should there be a significant deviation between the Engineers Estimate or Contractor Quotation the County will apply current Industry standard pricing to the proposed work to establish the bond amount.

Acceptable project estimates or quotations will be multiplied by a "Public Works Cost Adjustment Factor". The "Public Works Cost Adjustment Factor" will be established and updated as needed by the Sussex County Division of Engineering. The "Public Works Cost Adjustment Factor" will represent additional costs incurred by the County should the County be required to complete the work. This will include additional costs resulting from compliance with public bidding requirements, County administrative costs and project contingencies.

Required Bond = Valid Industry Cost x Public Works Cost Adjustment Factor

