

Road Opening Permit Policy Requirements

Any applicant applying for a road-opening permit shall comply with the following conditions as well as any existing conditions which are made a part of this permit:

1. Submit a completed permit application with sketch, plans or detailed drawing showing location and dimensions of proposed work site, along with a certified or bank check made out to the County of Bergen, amount to be determined as per Permit Office. Minimum escrow amount \$2,500.00. An application fee of \$350.00 will be charged along with an initial inspection fee charge of \$300.00 covering a **minimum** of 4 inspections, (\$75. Per hour will be charged for any additional inspections). Additional inspections will be charged for each site visit or at a rate of \$75.00 per hour.
 - a) A permanent maintenance fee as set forth in our resolution #09-15, dated 5/20/09, will be charged up front.
 - i. Roads resurfaced within the 5 years prior to the date of permit application will be charged \$12.00 per S.Y. of road disturbance/ damage with a minimum charge of \$100.00
 - ii. Roads NOT resurfaced within the 5 years prior to the date of permit application will be charged \$7.50 per S.Y. of road disturbance/ damage with a minimum charge of \$50.00
 - b) In the event of an emergency opening, the person, company, or utility shall apply for a permit no later than the next business day. Any opening that is found by the Operations Division without a permit issued will be subject to a \$1,000.00 application fee and a \$75.00 inspection fee. No exceptions.
2. Applicants must provide a certificate of insurance with the County of Bergen named as certificate holder. Endorsement/special provisions must also list "County of Bergen" as additional insured. The minimum policy limit of such insurance shall be as follows:
 - a) Bodily injury liability coverage with limits of not less than one million (\$1,000,000) dollars for bodily injury, including accidental death, to any one person, and subject to that limit for each person, in an amount not less than one million (\$1,000,000) dollars for each accident; and property damage coverage in the amount of not less than five hundred thousand (\$500,000) dollars for each accident.
 - b) One person in any one accident – amount of one million (\$1,000,000) dollars
 - c) Two or more persons in any one accident - amount of three million dollars (\$3,000,000)
 - d) Property damage in any one accident - amount of five hundred thousand dollars (\$500,000) with aggregate property damage limit of one million dollars (\$1,000,000)
3. Applicants must submit this construction notice to the permit office at least forty-eight (48) hours before digging by:
 - a) Faxing to (201) 336-7683 during our normal working hours: Monday through Friday 7:00 a.m. to 3:30 p.m.
 - b) E-Mail to bcoperations@bergencountynj.gov
 - c) Or call Charles Unagast (201)336-7679 or Barbara Lazeri (201)336-7678

4. Maintenance and protection of pedestrian and traffic control is the responsibility of the applicant and must conform to NJDOT and MUTCD standards along with the requirements of the local municipality.
5. The existing pavement must be cut with a compressor, wet saw, or an approved mechanical cutting device, in a straight line and to the full depth of pavement before excavation. All county storm drains and catch basins will be protected at all times. Any damage will be repaired by the applicant at their expense.
6. All fill removed from trench is to be discarded by applicant. The trench must be of suitable width to obtain proper mechanical compaction. All backfill is to be done with quarry process stone **Type I-5 or DGA** for the full depth of the trench. First lift of fill, twelve (12) inches above pipe, shall be compacted using a Jumping Jack Tamper. Successive lifts shall be compacted by mechanical means such as tamping, vibrating or rolling. A vibra plate tamper is **not** acceptable.
7. Upon completion of the proper backfill compaction, a ten (10) inch layer of Bituminous Stabilized Base mix I-2 shall be utilized in two lifts of five (5) inches each compacted in all trench areas. The top surface shall be flush with the adjacent pavement and be uniformly contoured to conform to the existing surrounding surface.
8. The applicant must install and maintain temporary line striping and pavement markings.
9. The applicant further agrees to keep the trench filled to the level of surrounding pavement until settlement has ceased. Bergen County shall be held harmless in any and all accidents arising out of trench defects.
10. After a reasonable settlement period, final restoration will require infrared application or a two (2) inch compacted surface course of **Hot Mix Asphalt 9.5 M64 Surface Course** to be placed over the entire area of stabilized base, as determined by this office.
 - a) Prior to the application of the surface course, the entire area of stabilized base, including twelve (12) inches surrounding the edge of the opening, shall be milled by a milling machine (self-propelled, power operated planeing, grinding or cutting machine) to a minimum depth of two (2) inches from the outside edge of trench to the curb line in a uniform width, a minimum of ten (10) foot wide
 - b) The resulting milled surface shall then be swept, and tack coat material applied before the two (2) inch compacted surface course is laid. This course shall be thoroughly compacted flush with the surrounding surface by vibratory rolling and be uniformly contoured to the adjacent pavement.
 - c) When using infrared resurfacing applications, all stabilized base material in the road opening plus a minimum of twelve (12) inches surrounding the edge of the opening require heating and raking to a depth of one (1) inch. All raked material to be discarded and replaced by fresh hot FABC top mix.
 - d) All manhole frames and covers installed within the pavement area shall be set to finished grade.
 - e) Any scarring or road damage to any other part of a county roadway caused by this permit shall be repaired as per the above conditions.

11. Final line striping and pavement markings must be restored immediately to original or better condition. The standard for the County of Bergen for line striping and traffic markings is the application of 6" min. width hot extruded thermoplastic.
12. When necessary to cross over, or under existing bridges or culverts under the jurisdiction of the county, no work whatsoever shall be performed until the county engineer has approved filed plans. There shall be a minimum of 24 inches separation between the County drainage system and the utility line.
13. This division requires an extended maintenance period of up to two years after permanent restoration and an additional maintenance bond depending upon the nature of the work involved. This additional obligation will be released upon completion and acceptance of the work by this division. The maintenance bond shall be executed by the permittee as principle and Surety Company licensed to do business in the State of New Jersey as surety.
14. No road opening permit will be issued between November 15th and March 15th unless an emergency exists. In the event an emergency exists, and a permit is issued during this period, the applicant by accepting this permit assumes all responsibility for the safe maintenance of said opening and further assumes all liability for damages resulting from or any way connected to this project
15. The use of steel plates on county roadways between November 15th and March 15th is prohibited. All steel plates that are installed on county roadways are to be countersunk, pinned, and ramped and the applicant all liability for damages for any incidents that may arise from the installation of steel plates on our county roads.
16. All road openings more than 100 feet are considered a long line trench, and no permit application will be accepted until a walk-through has been completed with the Operations Division Road Inspector.
17. If during the walk-through a county structure is encountered (such as a Culvert, Bridge or Drainage Structure) the applicant would need to submit and get approvals from the County Engineering Department before a permit could be processed. Please allow up to 90 days for this approval.
18. The County of Bergen does not allow the installation of utilities (utility pipes, cables and/structures) to be placed or attached to any county structure. Also, all utilities must be a minimum of 24" from a county structure.
19. Application fees would be subject to the fees as outlined in Ordinance #20-25 dated 10-07-2020.
20. Permanent Paving of long line trenches must include final restoration milling and paving of the entire road, curb to curb, no exceptions. If laterals are 100' apart or less in the project limits of the trench the entire road must also be milled and paved from curb to curb. Also, all traffic lines and markings in the project limits must be 30 mil. thermoplastic.
21. Applicants are responsible for complete and total restoration of opening and surrounding roadway for a period of up to two years after permanent paving. There

are no exceptions. All escrow monies and bonds will be released at that time when all workmanship connected with this project is deemed acceptable and a final inspection has been completed and signed off by the Operations Division.

Contractor and Owner jointly and separately agree to defend, indemnify, and hold harmless the County of Bergen, its officers and employees, from and against any claims for property damage or personal injury, including death, arising in any way from Contractor or Owner's opening, maintaining, or restoring the roadway, or any activities conducted by the Owner or Contractor in connection therewith, regardless of whether negligence on the part of the County or any of its officers or employees contributed thereto.

No openings are to be made on Saturdays, Sundays or Holidays unless of an emergency or approved by the Operations Office in advance.

It is the responsibility of the applicant to ensure that all personnel, contractors or subcontractors working under this permit application abide by this document. Furthermore, a copy of this agreement and the permit application must be available onsite when work is being done.

The above terms are hereby accepted by the Applicant and shall be deemed to be included in the Applicant's Permit Agreement with the County of Bergen.

APPLICANT

DATED

**NEW JERSEY ONE CALL CONCEPTS
CALL BEFORE YOU DIG – 1-800-272-1000 OR DIAL 811**

Revised 3-18-2025 ep