

Bergen County Roadway Solicitation Permit Application Instructions

Charitable organizations may have access to County roadways and/or intersections ONLY with approval of the County Administrator and the Board of Commissioners.

Steps to secure approval are as follows:

- 1) Review Bergen County Board of Commissioners Ordinance No. 14-31, which implements the process by which charitable organizations may have access to County roadways and/or intersections.
- 2) In addition to Ordinance No. 14-31, familiarize yourself with: County of Bergen Roadway Solicitation Application, N.J.S.A. 39:4-60, N.J.S.A. 45:17A-20, N.J.A.C. 16:40-6.1, and N.J.A.C. 16:40-5.1.
- 3) At least **30 days prior** to the scheduled solicitation event, the charitable organization must submit the following to the Deputy County Administrator:
 - a) A copy of the Municipal ordinance authorizing roadway solicitation.
 - b) Written approval from your Municipality for your specific solicitation event, usually in the form of a Municipal Resolution.
 - c) A detailed Traffic Control Plan, clearly displaying written approval by your Police Department. (You may draw/photocopy/Print from Google maps a map of the proposed solicitation location. Mark the proposed placement of firefighters, fire apparatus, signs, cones, etc. Have your municipal Chief of Police sign the Traffic Plan, indicating his/her approval.)
 - d) Your current Certificate of Insurance, naming the County as additional insured for liability purposes in an amount not less than One Million Dollars (\$1,000,000.00).
 - e) A signed and notarized Indemnification and Hold Harmless Agreement (A copy of this Agreement is included with the Roadway Solicitation Application).
 - f) A completed, signed and dated Bergen County Roadway Solicitation Application.
- 4) Email your Roadway Solicitation Application and accompanying documents as listed above to: Kerry Salkin ksalkin@bergencountynj.gov and Tricia Ford tford@bergencountynj.gov or hand-deliver to:

Kenneth R. Ehrenberg
Deputy County Administrator
One Bergen County Plaza, 5th Floor
Hackensack, NJ 07610

If you email your application, please send all original notarized documents via regular mail or hand-delivery to the above address, as well.

For further information, please contact Tricia Ford in the Deputy County Administrator's Office at 201-336-7324.