



**STREET OPENING PERMIT APPLICATION CHECKLIST**

**(Residential/Commercial)**

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Application Fee and Performance Escrow
- \_\_\_\_\_ Certificate of Insurance providing proof of coverage
- \_\_\_\_\_ Call Before You Dig Confirmation
- \_\_\_\_\_ Contractor's N.J. Business Registration Certificate



**\*\*FAILURE TO APPLY FOR A ROAD OPENING PERMIT \$1,000.00**  
**(24-hour grace period for emergency road openings)**

**BOROUGH OF RIVER EDGE**  
**APPLICATION FOR STREET OPENING PERMIT**  
**Residential/Commercial**

NO. \_\_\_\_\_

Name of Resident:

\_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Place where work is to be done: \_\_\_\_\_

Contractor Performing Work:

\_\_\_\_\_

Name

Address

Telephone

Description: \_\_\_\_\_

Completion date: \_\_\_\_\_

Per Chapter 362, Article 3, Entitled "Street Excavations" of the Code of the Borough of River Edge.

1. **Application Fee:** (Minimum fee - **Nonrefundable**) **\$500.00** (plus \$1.00 per linear foot over 100 linear feet)
  - a. Fee for failure to apply for a road opening permit shall be a fine not exceeding - \$1,000.00  
(24-hour grace period for emergency road opening)
2. **Inspection Fee:** (Minimum fee) **\$500.00** (includes up to 2 inspections of a maximum duration of 1 hour each (any additional inspections thereafter shall be paid at the rate of \$150.00 per hour – 1 hour minimum)
3. **Bond** (refundable) – In the form of cash or an approved surety bond in the amount of:
  - Residential - **\$1500**
  - Commercial - **\$2500**
  - Exception: Historical Streets (Lincoln Avenue and Webb Avenue) - **\$3600**

4. **Waiver of Fees – Municipalities** – Road Opening Permit Fees may be waived for Municipal Projects, in connection with County roads, including but not limited to: handicap ramp installation curb replacement projects, and streetscape projects. Notwithstanding anything to the contrary, Road Opening Permit Fees apply to all municipally owned utilities and may not be waived.
5. **Insurance Requirements:**
  - I. **Contractor** - No permit shall be issued until the contractor has furnished the Superintendent of Public Works with satisfactory proof that contractor is insured against injury to persons and damage to property caused by any act or omission of the contractor, his agents, employees or subcontractors done in the course of the work to be performed under the permit. The contractor shall carry the following coverages:
    - A. Commercial General Liability insurance shall cover all hazards likely to arise in connection with the work, including but not limited to collapse and explosion, and shall also insure against liability arising from completed operations. The limits of the insurance policy shall be a combined single limit of \$1,000,000.00 for injury to any one person, for injuries to more than one person in the same accident and for property damage for a single incident. Contractual liability **must** be included on all Certificates of Insurance as well as evidence of XCU (Explosion, Collapse, and Underground) coverage.
    - B. Business Auto Liability insurance with limits of \$1,000,000.00 per accident combined with single limit for bodily injury and property damage.
    - C. Worker's Compensation Insurance in accordance with the Statues of the State of New Jersey. Under Coverage A, Worker's Compensation, such coverage will be Statutory. Under Coverage B, Employer's Liability, coverage will be no less than \$1,000,000.00 each accident, \$1,000,000.00 each employee, \$1,000,000.00 policy limit. If any contractor operates as a Sole Proprietor, Partnership, Limited Liability Partnership (L.L.P.) or Limited Liability Company (L.L.C.) the Certificate of Insurance shall state when applicable that the self-employed persons, partners, partners of the L.L.P. or members of the L.L.C. have elected to be deemed employees of the business and therefore covered under the policy.
    - D. Umbrella / Excess Liability insurance policy with limits of at least \$2,000,000.00 per occurrence. No Umbrella / Excess liability insurance policy shall be more restrictive than the coverage provided for under the above-described primary policies.
    - E. Indemnification and Hold harmless- Contractor hereby agrees to release, indemnify and hold harmless the Borough of River Edge including their employees, officers, agents and officials from and against any loss, damage, liability, judgment or demand including attorney fees and defense costs which arise out of injuries to persons, including death, or damage to property caused by that party, his employees, agents, subcontractors or any other person or persons. Contractor expressly represents and warrants that he has complied with all the requirements concerning insurance and contractual indemnification.

The Contractor is required to carry as a minimum the coverage described above. The Contractor is also required to verify that all of sub-contractors carry the coverage's listed in the minimum limits shown, and to obtain Certificates of Insurance for from all such sub-contractors verifying the existence of coverage. The contractor shall submit to the Borough of River Edge prior to the start of any work a Certificate of Insurance specifically naming the Borough of River Edge as additional insured on all Liability policies including General Liability, Commercial Automobile Liability and Umbrella / Excess Liability coverage including bodily injury and property damage with the minimum limits of liability set forth herein. The governing body of the Borough of River Edge reserves the right to waive any requirement at its discretion by passage of a resolution.

**II. The following requirements shall pertain to every Resident / Applicant for a street opening permit:**

- A. Every application for a street opening permit must be accompanied by a certificate of insurance demonstrating that the applicant possesses Personal Liability insurance including bodily injury and property damage with minimum limits of liability of not less than \$500,000.00 under a homeowners or similar policy. Said insurance shall be maintained by the permittee during the period of construction. Utility companies may file an annual certificate showing proof of coverage.
- B. Resident / Applicant hereby agrees to release, indemnify and hold harmless the Borough of River Edge including their employees, officers, agents and officials from and against any loss, damage, liability, judgment or demand including attorney fees and defense costs which arise out of injuries to persons, including death, or damage to property caused by that party, his employees, agents, subcontractors or any other person or persons employees in conjunction with the work authorized by said street opening permit.

**\*Violations of Road Opening Ordinance and/or Procedures (up to) \$1,000.00 per occurrence.**

A bond must accompany this application, executed by applicant as principal and a surety company licensed to do business in the State of New Jersey as surety, etc.

Call Before You Dig Confirmation

N.J. Business Registration Certificate

All work must be done in accordance with the rules and regulations in the above Code.

Restoration of Surface must be done in accordance with the rules and regulations in the above Code.

***CALL BEFORE YOU DIG (800) 272-1000 FOR UTILITY LOCATIONS***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

Permit issued subject to the conditions in the above Code.

\_\_\_\_\_  
Anne Dodd, Borough Clerk

\_\_\_\_\_  
Date

**BOND REFUND REQUEST**

\_\_\_\_\_ YES - The permittee has restored the street surface to the satisfaction of the Public Works Superintendent as per the Borough's Code.

\_\_\_\_\_ NO - The permittee has NOT restored the street surface to the satisfaction of the Public Works Superintendent as per the Borough's Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jason Milito, Superintendent of Public Works

Copy: Superintendent of Public Works  
Police Department