



Making It Better, Together.

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TABLE OF CONTENTS

		Page
Section 1	Definitions	2
Section 2	Permit Required	3
Section 3	Application Procedure	4
Section 4	Permit Issuance	5
Section 5	Time Limitations	6
Section 6	Fees & Guarantee Requirements	7
Section 7	Hold Harmless Clause	10
Section 8	Insurance Requirements	10
Section 9	Traffic Control	12
Section 10	Safety Protections	13
Section 11	Excavation and Restoration	14
Section 12	Violation & Penalties	18
Section 13	Per Diem Inspector	18
Section 14	Permit Appeal	19
Section 15	Savings Clause	19
Section 16	Inconsistent Resolutions & Resolutions Repealed	19
Section 17	Effective Date	19
Section 18	Road Closure Permit	20
Section 19	Oversized Load Permit	20
Section 20	Telecommunications Permit	20
Appendix 1		

SECTION 1: DEFINITIONS

For purpose of this Resolution, the following terms, phrases, words, and their derivations shall have the meaning given herein:

Revised 1/30/2017

- (1) **Applicant** – is any person making written application to the County Public Works Director for a road-opening permit hereunder. If the applicant is a contractor who will be performing the excavation work on behalf of another party, the contractor shall be co-applicant, and the party on whose behalf the work is being performed shall be the applicant.

The applicant must be a contractor, either corporate, individual or partnership, a utility company, municipality or a utility authority who will be actually engaged in the performance of the work under the permit and who will be directly responsible for the protection of the work, for the adherence of the work specifications and for the safety of the public. The applicant shall be made for an on behalf of the owner for whom the work is being done and shall be countersigned by the owners. Permits will not be issued to private owners and developers without written approval of the County Public Works Director. The owner shall agree as a condition of the issuance of the permit, that any facilities, pipes, etc. to be installed within the County right of way pursuant to the permit shall be promptly relocated at the owners expense as required by the County Public Works Director to accommodate the installation of the County facilities existing or future.

- (2) **Co-Applicant** – is a contractor who will be performing excavation work on behalf of the applicant and who is jointly and severally responsible and liable along with the applicant, for compliance with all terms and conditions of this Resolution and any penalty or claim filed by the County as a result of any violation of the Resolution.
- (3) **County** – shall mean the County of Camden, New Jersey
- (4) **County Engineer** – is the person appointed to the position of County Engineer, or any person authorized to act as his or her representative.
- (5) **County Public Works Director** – is the person appointed to the position of County Public Works Director or any person authorized to act as his or her representative.
- (6) **Excavation** – is the digging, displacing, undermining, opening, boring, tunneling, auguring, or in any manner breaking up any improved or unimproved street, sidewalk, curb, gutter, or other public property in any roadway or any other portion of a County right of way.
- (7) **Linear Foot** – common unit of English measurement used to determine openings in County roads. It's equal to 12 inches.
- (8) **Maintenance Guarantee** – is security in the form of either a bond, letter of credit or a certified check posted by an applicant or co-applicant to guarantee proper maintenance of the reconstruction of the site of any road opening for a period of two years after final acceptance.
- (9) **MUTCD** – Manual on Uniform Traffic Control Devices
- (10) **Maintenance Period** – permit applicant is responsible for maintenance of the excavation for a period of two (2) years after final acceptance of the work.

- (11) **Per Diem Inspector** – in cases where Permit openings require specific oversight, openings of 200 If and/or at the discretion of the County Public Works Director solely or his designee, any applicant shall be required to pay a fee for a Per Diem Inspector. The Per Diem Inspector list will be generated by the County. The specific selection of each Per Diem Inspector for each permit will be selected by the County. Per Diem Inspector will physically visit each project as outlined in the specific permit, to insure proper guidelines are being followed as illustrated in the Camden county Permit Application. Weekly written reports will be given to the County by each Per Diem Inspector, along with a weekly time sheet.
- (12) **Performance Guarantee** – is security in the form of either a bond, letter of credit or a certified check posted by an applicant or co-applicant to guarantee proper closure and satisfactory reconstruction of the road opening.
- (13) **Permittee** – is any person, firm, partnership, association, corporation, company or organization of any kind.
- (14) **Person** – is any person, firm, partnership, association, corporation, company or organization of any kind.
- (15) **Residential Driveway** – is an excavation for a single-family dwelling, duplex or common driveway, which serves two single-family residences in accordance with a subdivision approval requirement of the County’s Division of Planning.
- (16) **Square Foot** – shall mean the surface area of the opening made in the County roadway or property by the permit applicant. It shall be the product of the length and width of opening measured in feet, in cases of irregular opening the County may at its sole discretion choose to average the length and/or width.
- (17) **Street** – is any street, highway, road, roadway, sidewalk, alley, avenue, pavement, shoulder, gravel base, subgrade, curb, gutter, including drainage structures, utility structures, all other appurtenant structure, trees and landscaping or any other public right of way or public ground in the County of Camden, and under the control of the County of Camden.
- (18) **Utility Company** – shall include telephone, fiber optic, cable, water, sewer, gas and electric.

SECTION 2: PERMIT REQUIRED

- (1) It shall be unlawful, except in an emergency as set forth in subsection 2 hereunder, for any person to engage in any of the following activities on County Property or County right of way (including County air space and waterways) unless such person shall first have obtained a permit therefore from the County Public Works Director as herein provided.
 - (a) To dig up, excavate, tunnel, undermine or any manner break up any street or other County property.
 - (b) To make or cause to be made any excavation in or under the surface of any street, to install any street improvements, or for any purpose construct, remove or alter improvements which are located within a County Right of Way.
 - (c) To place, deposit or leave upon any street any earth or other excavated material obstructing or tending to interfere with the free use of the street or drainage.

- (d) To perform any other operation on any street which in any manner interferes with or disturbs the surface of such street.
 - (e) To place and/or relocate any type of building structure including towers and billboards along a County road.
 - (f) To install irrigation system in the County Right of Way.
 - (g) To install fiber optic cable: Aerial or underground at the discretion of the County.
 - (h) To install or replace utility poles: at the discretion of the County.
 - (i) Tele-Communications: complete available application and agreement from Director of Public Works
- (2) In the event that any sewer main, conduit or other utility installation in or under any street, alley, sidewalk or public way shall burst, break or otherwise be in such condition as to seriously endanger persons or property, the owner of such sewer main, conduit or other installation shall immediately remedy such trouble and shall immediately take all such necessary steps to make said location safe and secure. **The County Public Works Director must be notified immediately of the occurrence.** In the event that the County Public Works Director's Office is closed, the applicant must contact the County's 24-hour answering service (856-566-2980) and also secure a permit within 24 hours of the emergency opening. **Payment must be made within (5) five business days from the applicants notification to the County. Failure to do so will result in a \$100.00 per day fine for every day the permit is not secure.** The necessary permanent repairs to the street, alley or sidewalk shall be made as directed by the County Public Works Director and shall be completed within the time frames set forth in Section 5(3). Such owner shall not, however, begin making any permanent repairs to such street, alley or sidewalk until he shall have secured a permit as hereinafter provided. Such permit shall be applied for within three business days after such break or serious trouble shall have developed, and the necessary permanent repairs to the street, alley, or sidewalk shall be made as directed by the County Public Works Director and shall be completed within the time period stated in the permit.

SECTION 3: APPLICATION PROCEDURE:

- (1) A written application for the issuance of a Road Opening Permit shall be submitted to the County Public Works Director and may be sent via facsimile transmission or submitted in person at the Camden County Complex between the hours of 7:00AM-3:30PM. Facsimile applications may be transmitted 24 hours a day and seven days per week and shall include the name and address of the applicant, the owner and the contractor performing the work, the street location of the side to be opened, the exact location of the opening from the nearest road intersection and the location and dimensions of the proposed work area, the purpose of the project and the estimated dates of commencement, completion and restoration of the excavation, and such other data as may reasonable be required by the County Public Works Director. Any applicants choosing to apply electronically must submit payment to the County within (5) five business days. The application shall also state the name of any and all subcontractors being used for the work along with telephone numbers of the contractor, the subcontractors and the applicant. These numbers provided must include ones at which each of the above can be reached 24 hours per day, 7 days per week. In lieu of providing these names and numbers, utility companies may provide 24-hour emergency phone number. The applicant shall certify to the truthfulness of all information on the application. At the discretion of the County Public Works Director, the applicant may be required to submit permit information on a computer disc that is compatible with the County's software for engineering, planning, and or other public works related computer applications,

- (2) Drawings including a full restoration plan must be attached to the applications and must be drawn to a scale sufficient to show clearly the proposed work. For Access Permits the drawing should include driveway location and proposed apron area installation. Plans should show all utilities within 25 feet of the proposed work. The County Public Works Director reserves the right to require plans or drawings to be drawn by a NJ licensed professional engineer to be paid for by the applicant. Where the Road Opening involves a site plan or subdivision plan approved by the County Land Development Review Committee, a copy of the approved site plan or subdivision shall be submitted with the application.
- (3) The County assumes no responsibility for identifying the location or condition of any existing utility lines, cables, or other facilities in the review of plans or issuance of a County permit. It shall be the responsibility of the applicant to verify the locations of underground utility lines, cables and other facilities and to determine the appropriate scope of work and safety requirements. Prior to the commencement of work, the applicant shall contact the Garden State Underground Plant Identification Service at 1-800-272-1000 (or such other number as the service may from time to time employ) and, if facilities of utilities are located in the vicinity of the proposed excavation the applicant shall comply with any statutes or regulations pertaining thereto.

SECTION 4: PERMIT ISSUANCE:

- (1) The County Public Works Director, the County Road Supervisor, the County Engineer, and the County Planning Director shall review and approve all requests for road opening permits and the release of all guarantees involved in the permitting process. Upon applications and payment of the fees and deposits for which provision is hereinafter made, the County Public Works Director, in his or her discretion, may issue a permit to excavate or open the surface of any County Road.
- (2) No permit shall be issued for an opening on any roadway surface which has been reconstructed, repaved or otherwise improved by the County for a five (5) year period after completion of said construction except in the event of an emergency. The moratorium period shall commence on the date of final acceptance of the road which has been resurfaced or reconstruction or otherwise improved and the restoration shall include the infrared process unless otherwise directed by the County.
- (3) Any roadway that is opened during the County's moratorium period, without approval, shall result in a \$1,000.00 fine and repairs will be made by the applicant to the satisfaction of the County.
- (4) If the application for a permit is denied, the County Public Works Director shall send the applicant written notification of the denial and shall state the reason for the denial.
- (5) Any permit issued under this resolution may be revoked at any time by the County Public Works Director for failure to comply with the resolution. The County Public Works Director also reserves the right to stop work for failure to comply with the resolution and/or to order the completion of sufficient work to ensure the safety of pedestrian and vehicular traffic.
- (6) The County Public Works Director shall have a maximum 30 calendar days to review permit applications, commencing upon the date that the County Public Works Director has received a completed permit application and any other information required.
- (7) In the event that the County deems appropriate, no permit shall be issued until the applicant has submitted the bonds and insurance certificate required by Section 6 and 8 in a form acceptable to the county counsel and the county Insurance/Risk Manager.

- (8) The County Public Works Director may require the permit applicant to video tape or photograph all the areas of proposed construction of extensive openings to protect the interests of the County and all adjoining properties to the construction area.
- (9) The applicant's supervisor on project site must possess a copy of the approved permit at all times.

SECTION 5: TIME LIMITATIONS:

- (1) Permits shall become null and void unless work is commenced within 90 calendar days of the issuance of said permit, and permit work shall be diligently pursued until completed unless an extension of time for good cause is granted by the County Public Works Director or the County Public Works Director may declare the permit null and void. Work commenced under a permit shall be continued without interruptions during normal working hours until completed.
- (2) If a permit is revoked or becomes null and void due to the passage of time, then the applicant shall apply for a new permit. The new application shall be revised to include any changes in the work or conditions of the work site, and shall be accompanied by a new fee.
- (3) The applicant must give a minimum 24 hours' notice to the County Public Works Director prior to performing any work under the jurisdiction of Camden County except in cases of emergency as provided for in Section 2 (2), and five working days' notice shall be provided for openings which require detours. No opening shall be done on weekends, County holidays or outside normal County working hours (7:00 AM to 3:30 PM) without the prior written permission of the County Public Works Director unless in cases of emergency. Failure to provide notice as required within this section may result in the revocation of the permit, the issuance of a stop order, and a \$1,000.00 fine. If special conditions require weekend work, Camden County holidays or night work, the permittee shall obtain the prior written consent of the County Public Works Director and shall reimburse the County for all overtime costs incurred for its inspectors.
- (4) All openings must be backfilled immediately and temporarily paved as specified in Sections 10 and 11, subject to asphalt plant closings in winter months. Permanent pavement restoration shall be done within 2 (two) months of temporary restoration for shallow road openings (4 ft. or less in depth from finish grade). Permanent pavement restoration for deep road openings (depths of more than 4 ft. below finish grade) shall be completed within 3 months from the time of temporary restoration or when directed by the County Public Works Director. At no time shall the applicant utilize dirt, gravel, millings, stone or any other construction debris as a temporary road surface. The applicant shall give a minimum 24-hour notice to the County Public Works Director prior to final restoration operations. In addition, the County Public Works Director shall be notified when final restoration is completed.
- (5) The applicant is responsible for notifying the County Public Works Director when all work has been completed and is ready for final inspection. All inspections shall be performed during the County's normal business hours. The maintenance of the project shall begin only when the County Public Works Director has accepted the permanent restoration and the applicant has posted a satisfactory maintenance surety with the County.
- (6) No permits will be issued for extensive road openings between December 15th and March 15th or where conditions exist due to severe weather, freeze, frost, etc., without written permission from the Camden County Public Works Department.

SECTION 6: FEES AND GUARANTEE REQUIREMENTS:

(1) A permit fee shall be charged by the County Public Works Director for the issuance of a permit, which shall be in addition to all other fees for permits or charges relative to any proposed construction work. A permit fee should be in the form of a check or money order. **No cash will be accepted.** The permit fee shall be in an amount varying with the size of the road opening. Municipal and County utilities authorities are subject to all restoration, insurance, and performance and maintenance bond provisions of this chapter whether or not they are also subject to payment of permit fees. Permit fees shall fixed as follows:

A.	Utility/Commercial Application fee	\$100.00
B.	ACCESS	
	Private use	\$50.00
	Private closing	\$50.00
	Structure Relocation	\$50.00
	Utility Pole , beacon & lights	\$50.00
	Residence & Business Comb.	\$150.00
	Monitoring Wells	\$200.00
	(Each curb line opening)	
	Commercial Access	\$550.00
	Commercial Development	
	With Widening	\$1,250.00
	Soil borings:	
	1 – 5	\$100.00
	6 – 10	\$200.00
	Each additional over 10	\$25.00
	Storage of Equipment in County Right of Way	\$30.00/Day
	Wide Load or Heavy Transport on County Road	\$500.00/Per Trip
	Construction Related Road Closure including Partial Closure	\$150.00/Day
C.	ROAD OPENINGS WITHIN RIGHT OR WAY (SIDEWALK, GRASS AREA, SHOULDER OR TRAVEL WAY)	
	Single – Not to exceed 16 SF	\$125.00
	Multiple – Over 16 SF	\$250.00
	But not to exceed 200 SF	
	Each additional 200 SF	\$75.00
	Or part thereof	
	Manhole, Vault, Metering pit, Inlet	\$125.00
	Test Pit under 16 sf	\$125.00
	Test Pit over 16 sf	\$200.00
	<u>Overhead/Direct Burial Cable</u>	
	Up to 1500'	\$250.00
	From 1501' to 2000'	\$325.00
	For every 1000' thereafter	\$60.00
	Handicap ramp w/curb & 8 LF sidewalk	
	Jack/Boring up to 100'	\$200.00
	Each additional 50ft	\$50.00

D. CURB/GUTTER INSTALLATION

0' to 100'	\$80.00
101' to 500'	\$200.00
From 501' to 1000'	\$300.00
For every 500' thereafter	\$30.00

E. SIDEWALK INSTALLATION

Non-Residential: Every 16 Linear Feet	\$75.00
Single Family Residential (not developer): Every 1 Linear Foot	\$1.00

All fees for ADA pedestrian ramps in the County ROW are waived.
A permit is still required.

NOTE: Permit fees will be doubled for work within roads that are under moratorium, but have been approved for opening by the Director of Public Works. Operating without a permit will result in a \$1,000 fine and permit fees will be doubled.

Any opening permitted during the moratorium period must be milled and repaved to the existing longitudinal joint and a length of 50 feet beyond the area of disturbance.

(2) GUARANTEE REQUIREMENTS

(a) **Surety** – At the discretion of the County applicants or their contractors shall be required to post a Surety, in a form acceptable to County Counsel. The Surety shall include a performance guarantee that the road opening will be properly closed and that the road, street or highway over the road opened will be satisfactorily reconstructed. The surety shall also include a maintenance guarantee, which shall ensure that the road as reconstructed will remain in good condition after the work has been accepted. The Performance guarantee shall not be required if the applicant has already posted a performance guarantee with the County as a condition of a site plan or subdivision approval. Proof of the posting must be supplied with the permit application.

(b) **Maintenance Bond** – The maintenance bond will serve to guarantee that the road as reconstructed will remain in good condition and free of defects after acceptance, as follows:

1. for a period of two years after the date of acceptance for which involve trenches within a paved road surface, which have depth of 4 or more feet from the road surface; or
2. for a period of two years after the date of final acceptance for all other work, which requires a permit as set forth herein.

(3) No performance bond shall be released prior to the submission of a maintenance bond.

(4) The maintenance bond amount shall be 50% of the performance bond amount.

A. All bonds submitted must meet the following minimum requirements:

- (a) The bond must have an identifying number.

- (b) The name and address of the principal must be listed on the bond and in the case of a corporation or partnership; the state of incorporation or partnership must be noted.
 - (c) The name, address and phone number of the surety company must be listed on the bond and in addition the company must be authorized to issue bonds in the State of New Jersey pursuant to the New Jersey Department of Insurance.
 - (d) The amount of the bond must be in accordance with the bond fee schedule established for performance and or maintenance bonds in Section 6 (5) B and C.
 - (e) The work to be performed must be clearly defined in the **bond**.
 - (f) The lot and block number, street address and the county road opening permit application number must be listed on the bond.
 - (g) Determination of the acceptability of all the work covered by the bond shall be at the sole discretion of the County Public Works Director.
 - (h) The term or expiration date of the bond must be clearly stated and must conform to the time periods set forth in Section 6 (5) (C) above. Bonds must be automatically extended by bonding company until notified by Camden County Public Works Director.
 - (i) The manner in which a bond may be called in the event of non-performance must be specified in the bond.
 - (j) The bond shall be signed and attested to by the appropriate persons for the principal and the surety company together with the appropriate form of notarization.
- B. In lieu of bonds, a certified check in the full amount required to guarantee performance and maintenance may be provided. The amount of the surety may be reduced by 50% for the maintenance surety period.
- C. In lieu of bonds, an irrevocable letter of credit in the full amount required to guarantee performance and maintenance may be provided. The amount of the surety may be reduced by 50% for the maintenance surety period. Letters of credit must be submitted in substantially the same form as the sample, which is available upon request from the County Public Works Director. Letters of Credit must be automatically extended continuously until notified by the County.
- D. A utility company may, in lieu of giving a separate bond for each project, annually in January of each year, may post a blanket performance/maintenance bond or corporate bond in the amount of \$5,000.00. However, when, in the opinion of the County Public Works Director, the openings or trenches contemplated by an application exceed the amount of the bond posted, additional bonds/or cash security will be required.

- E. All checks and bonds and letters of credit under this resolution shall be submitted to the County Public Works Director before subdivision approval and shall be made payable to the "County of Camden". All checks will be forward to the Treasurer of the county of Camden. Performance bonds will be forwarded to the County Counsel for review and approval and then returned to the County Public Works Director. Performance bonds will be held until receipt of the certification of satisfactory completion issued by the County Public Works Director. Performance bonds shall not be released until satisfactory Maintenance Bonds have been posted as required by this resolution.
- (1) If it becomes necessary for the County to sue under a performance bond or maintenance bond or letter of credit
- F. Because of unsatisfactory work and if the cost of the corrective work exceeds the original bond value, the County reserves the right to recover all additional costs from the applicant.

SECTION 7: HOLD HARMLESS CLAUSE

Upon receipt of the permit, the applicant agrees that is shall defend and save the County its agencies, departments, bureaus, boards, officials and employees harmless from any and all claims of any nature arising out of the construction and road opening work covered by the permit, and also agrees that the County of Camden is issuing the permit shall not assume liability in connection therewith. In the event of any suit or claim against the County die to the negligence or default of the permittee, the County shall give written notice to the permittee of such suit or claim. Any final judgment requiring the County to pay for such damage shall be conclusive upon the permittee, and the permittee shall be liable to repay the County for all costs in connection with such suit.

SECTION 8: INSURANCE REQUIREMENTS

- (1) The permittee and any contractor hired by the permittee shall provide insurance coverage of such types and in such amounts as will completely protect the permittee, contractor and the County, its elected officials, officers, agents, servants, employees and assigns against any and all risks of loss or liability arising out of any work under this permit. The insurance must be furnished by insurance companies authorized by the Commissioner of Insurance to do business in the State of New Jersey and must be approved by or acceptable to the County Public Works Director. The permittee shall furnish the County with Certificates of Insurance naming the County as an Additional Insured, and providing further that any liability insurance coverage shall be considered as primary and not as excess insurance, describing the types and amounts of insurance, identifying the coverage to this permit by reference and providing for thirty (30) days written notice to the County by registered mail prior to any modifications, cancellation, non-renewal or other change in coverage. The policies must be effective prior to the commencement of work and must remain in force until the certificate of satisfactory completion is issued by the County Public Works Director. If the permittee returns to the site to perform maintenance work during the maintenance period a current certificate of insurance must be provided to the County at that time.

- (2) The following are the minimum mandatory types and minimum amount of insurance coverage to be carried in accordance with this Article:
- (a) Workers Compensation-Statutory Limits-Employer's Liability-Unlimited.
 - (b) General Liability in a comprehensive form with a minimum limit of \$1,000,000 C.S.O. including:
 - (c) Premises-operations
 - (d) Blanket Contractual
 - (e) Products-completed operations
 - (f) Broad form property damage
 - (g) Independent contractors and subcontractors
 - (h) Personal injury
 - (i) Motor Vehicle Liability Insurance in a comprehensive form with a minimum of \$1,000,000 C.S.L. including:
 - (j) Owned automobiles
 - (k) Hired automobiles
 - (l) Non-owned automobile
- (3) Utility companies may submit blanket insurance certificates from themselves and/or their contractors, which shall be valid, until the expiration of the coverage listed thereon.
- (4) The permittee shall provide proof that any contractor or subcontractor have in force during the term of this permit insurance equal to the coverage as herein set forth, or shall make arrangements to insure that the activities of any contractors or subcontractors are included under permittee's policy. If the contractor does not have adequate insurance then the permittee must agree to indemnify the County for all the contractor's actions. Neither approval by the County nor failure to disapprove Certificates of Insurance furnished by the permittee shall release the permittee of full responsibility for all liability and casualty claims or losses. Insurance is required as a measure of protection and the permittee's liability is not limited thereby. The certificate shall be subject to the review and approval of the County Insurance/Risk Manager. If at any time during the term of this permit or any extension thereof, any required policies of insurance should expire or be canceled, it will be the responsibility of the permittee to furnish to the County a Certificate of Insurance or an acceptable replacement of the expiring policy prior to the expiration or cancellation date so that there shall be no lapse in any coverage.
- (5) Residential Driveways
- A. The Permittee shall provide to the County a copy of a current liability policy, insuring the premises in question where the driveway is being constructed; the policy shall be necessary if the work is to be performed by the applicant/policyholder. The minimum limits of liability coverage must be \$300,000.00.
 - B. If any of the work is to be performed by an outside contractor, the contractor must supply an insurance certificate meeting the requirements set forth in paragraph 1, 2, and 4 of this section.

SECTION 9: TRAFFIC CONTROL

- (1) The permittee shall take appropriate measures to assure that during the performance of the excavation work both vehicular and pedestrian traffic as applicable, shall be maintained as nearly normal as practicable. The permittee shall plan and carry out his work to provide for the safe and convenient passage of such traffic and to cause as little inconvenience as possible to the occupants of adjoining properties. The permittee shall notify the owners of adjoining properties in writing, at least 48 hours prior to the time he proposes to begin any work which will interfere with their normal passage and must provide the County Public Works Director with proof of such notice. No County roadways will be closed without review and written approval by the Camden County Public Works Department.
- (2) The permittee shall open no greater part of a roadway or pedestrian way than shall be reasonably necessary as determined by the County Public Works Director.
- (3) The permittee shall provide, erect, and maintain all necessary barricades, suitable and sufficient lights, danger signals, signs and other traffic control devices in accordance with Section 110, of New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction, latest edition and any amendments thereto and in accordance with any direction of the County Public Works Director and shall take all necessary precautions for the protection of the work and safety of the public. Highways closed to traffic shall be protected by effective barricades, and obstructions shall be illuminated during hours of darkness. Barricades must have a 24-hour accessible phone number stenciled on the barrel or barricade. Specified warning signs shall be provided to properly control and direct traffic. The permittee shall erect warning signs at a reasonable distance ahead of any place where operations may interfere with the use of the road by traffic. All barricades, warning signs, lights, and other protective devices shall conform to the U.S. Department of transportation MUTCD and any amendments thereto. The use of flagmen is encouraged on all construction and may be deemed mandatory by the County Public Works Director. If the use of flagmen is deemed necessary, all costs for same shall be the responsibility by the permittee. Use of 2 flagmen shall be deemed mandatory if one lane of traffic is to be closed. All flagmen must have orange safety vests, shall use STOP/SLOW paddles and shall be trained in proper traffic control procedures. Off duty police officers shall be employed for traffic control where required by either the local Police Chief or by the County Public Works Director, and shall be paid by the permittee.
- (4) In the event that it will become necessary to close off any street to pedestrian or vehicular traffic, the permittee shall provide a detailed detour plan to the county Public Works Director and appropriate municipal authority for their approval. This plan shall be prepared by a New Jersey licensed professional engineer and shall be submitted at the time of application.

The permittee shall notify the County Public Works Director, in writing, at least 5 working days in advance of putting the detour in effect. It shall be the contractor's responsibility to notify the appropriate police department, rescue squads, Board of Education, Municipal Administrator or Clerk, public transportation and Central Communications of Camden County at least seven (7) working days before closure and show proof of that notification. The permittee shall be responsible for the repair and maintenance of such detours, the regulation and direction of traffic thereon, and signing.

Uniformed traffic control personnel wearing safety vests and using paddles for traffic control shall be provided at selected locations on all detours as determined by the local police department. The cost of all work with such detours shall be borne by the permittee. The applicant, at the discretion of the County Public Works Department, may be required to employ uniformed police to act as traffic directors. If other than uniformed police are utilized, the personnel directing traffic must have within their employ, a person certified by New Jersey Department of Transportation in traffic control if allowable by the local governing body.

- (5) The excavation work shall be performed and conducted so as not to interfere with access to emergency facilities, (i.e. fire stations, police stations, hospitals, etc.) and fire hydrants. Materials and obstruction shall not be placed within 25 feet of fire hydrants or as directed by the Camden County Fire Marshall. Passageways leading to fire escapes, fire equipment and emergency access ways shall be kept free of obstruction.

SECTION 10: SAFETY PROTECTION

It shall be the sole responsibility of the applicant to conduct, install and maintain all work permitted by or subject to this Resolution in a manner which ensures the continuing safety and protection of the public.

- (1) All openings must be backfilled immediately and temporarily paved the same day as the opening is made. Additionally, all traffic markings (crosswalks, centerlines, berm lines, etc.) must be restored in kind in a manner satisfactory to the County Public Works Director and in accordance with the MUTCD immediately upon final restoration. Final restoration must be performed within the time periods described in Section 5 (3).
- (2) If the nature of the work requires leaving an excavation unfinished overnight or for an extended period of time, the permittee shall notify the County Public Works Director at least 5 days in advance of construction. Alternatively, in case of an emergency, in writing, the permittee shall notify the County Public Works Director by phone using the 24-hour phone number provided in Section 2 (2), which should be followed up by a notification to the County within twenty-four hours of such telephone call. Permittee shall place safety barriers with appropriate lighting around the unfinished excavation area. The barriers and lighting devices shall conform to the specifications set forth in the U.S. Department of transportation MUTCD and any amendments thereto, Part VI; additionally, that the permittee must place his name and a phone number where he can be reached at all times on these barriers. He shall also notify the County Public Works Director and local municipal authority in writing of the condition of the unfinished excavation and furnish the above with his name and phone number where he can be reached at all times.
- (3) Any portions of work areas not closed to traffic shall be brought to the existing grade with at least 6" of approved paving materials bituminous stabilized base, mix 1-2, applied over a 6" sub-base of dense graded aggregate. All lifts must be mechanically compacted and continuously maintained until final restoration is performed.
- (4) The permittee shall construct and maintain adequate and safe crossings over excavations and across highways under improvement to accommodate vehicular and/or pedestrian crossings. The applicant shall submit all plans, design calculations, and specifications to the County Public Works Director at the time application is made.
- (5) It shall be the responsibility of the applicant to secure information regarding buried utilities, by contacting the New Jersey One Call service (as specified above in Section 3, paragraph 3) and to undertake such measures as may be required to ensure the safety and protection of underground utilities within the work area.
- (6) Permittee and contractor shall comply with the OSHA trench sheeting regulations and all other OSHA regulations, and with any other applicable laws, in the performance of the work.

- (7) No construction activity shall begin on any day until all traffic control devices are in place.
- (8) Temporary restoration must be smooth with no ruts or bumps. All temporary pavement over openings must be rolled or mechanically tamped the same day as the opening is made. Hand Raking of temporary pavement is prohibited.

SECTION 11: EXCAVATION AND RESTORATION OF ROAD SPECIFICATIONS:

- (1) Street and improvement construction and restoration shall conform to the NJDOT Standard Specifications for Road and Bridge Construction. However, the County Public Works Director may require specific street improvements based upon a review of the applicant's plans, specifications, and after considering the impact of the project on the street and its users. Final restoration must be detailed on a restoration plan.
- (2) It will be the full responsibility of the contractor to administrate the relocation of utility poles before restoration. For Construction Layout: the applicant shall employ a New Jersey Professional Land Surveyor to provide all the work required in connection with the layout for the construction of Concrete Curbing, Storm Sewer Pipe, Drainage Structures and Highway Paving Grades and Lines.

The Applicant's Professional Engineer and/or Professional Land Surveyor shall provide and maintain offset stakes be identified and marked to show the offset distance from the Concrete Curb lines, Drainage Structures, etc. the Applicant's Engineer and/or Surveyor shall furnish grade sheets to the County Inspector a minimum of one week prior to construction of any curbing, showing the cut of fill to the finished curb line profile with reference to the offset stakes.

The Applicant's Professional Engineer and/or Professional Land Surveyor shall immediately upon discovery bring to the attention of the County Inspector in writing any error or apparent discrepancies from the plans.

The applicant shall be responsible for the work conforming to the lines and grades called for on the Plans, and the Applicant shall correct all errors caused by the Applicant's Professional Engineer and/or Professional Land Surveyor at no cost to the County of Camden.

- (3) Trenches and other open excavations shall be back filled with clean granular soil free of excessive fines or clay material, construction debris, or other aggregate over 6" in diameter in lifts not exceed 18" in height. Compaction shall be done in 6' lifts with vibratory tampers such as jumping jacks, hoe packs, or Dynapacks. Jack hammer compaction methods are prohibited. Standing water in backfill is prohibited. If there is a deficiency of backfill material additional backfill shall be supplied by the permittee (see County detail 19 in Appendix 1).

Whenever the County Public Works Director deems the backfill material unsatisfactory, the permittee shall provide acceptable material that is clean, granular and free from excessive fines. 98% relative compaction is required for all backfill operations. The County Public Works Director may require the permittee to have a certified soil testing laboratory test backfill for compaction at any given lift. These tests shall be done at the expense of the permittee and a copy of the test results shall be furnished to the County Public Works Director immediately upon receipt. If the certified laboratory test results do not achieve the 98% relative compaction required, the County Public Works Director may require re-excavation and compaction.

- (4) In all roadways except those with a concrete surface, the permittee shall restore said road or street with a compacted subgrade of material acceptable to the County Public Works Director, 6" of compacted dense graded aggregate, and a temporary pavement consisting of 8" of bituminous stabilized base, HMA 19M64. The top of the bituminous stabilized base course shall be brought even with the existing finished grade of the roadway. Cold patch will not be permitted as a temporary pavement course, unless the asphalt plants are closed during the winter months (see County detail 18 in Appendix 1).

Temporary pavement surface course for any opening must be mechanically rolled, hand raking is prohibited. The temporary pavement shall stay in place for a period of at least 4 weeks unless further time is deemed necessary by the County Public Works Director. In general, deeper excavations shall require longer periods of time for soil consolidation. The permittee is responsible for maintaining the temporary pavement in passable condition and shall apply additional courses of skin patches. Immediately prior to applying the surface course, the permittee shall mill out the temporary pavement above the trench and to sufficient widths on both sides of the trench to assure straight and uniform surface restoration limits.

- (5) The milling depth shall be 2 inches. The permittee shall then apply a tack course followed by 2 inches of bituminous concrete, HMA 12.5M64. Alternatively, a thin sand release layer may be applied beneath the temporary bituminous stabilized base course so that the course may be replaced with final pavement or other method subject to prior approval by the County Public Works Director (see county detail 16 in Appendix 1).

The total width of the restored roadway surface shall comply with the policies stated in paragraph 3 below. Roadways with a concrete base shall be restored using a combination of concrete and asphalt as approved by the County Public Works Director. All concrete bases under asphalt shall be doweled in accordance with NJDOT details CD-4-5-1.1, CD 405-1.3, CD-405-1.4, CD-405-1.5, CD-405-1.6, and the concrete depth replaced to the in kind concrete depth. All disturbed full depth concrete roadways shall be doweled in accordance with NJDOT details CD-453-1, CD-405-1.4, CD-405-1.5, and CD-405-1.6, and the concrete depth replaced to match the existing concrete depth but no less than nine (9) inches thick (see NJDOT detail sheets CD-405-1 and CD-453.1 in Appendix 1).

Width and location of concrete base or full depth restoration will be determined by the Director depending on the excavation trench's location or concrete replacement to the nearest concrete joint. The size and location of concrete base restoration will be determined by the Director depending on the opening's relation to the nearest seam and location of wheel loads to both new and old concrete sections. The time limitations prescribed in Section 5, paragraph 3 also apply to this section.

All disturbed concrete base shall be doweled and replaced in kind to depth. Width and location of concrete trench restoration will be determined by the Director. Size and location of box opening restoration will be determined by the Director.

- (6) Concrete/Asphalt Surface restoration standards are further delineated as follows:

Concrete Surface: Disturbed concrete surface must be replaced at full depth (9" or greater), pad for pad. Permit holder is required to replace the full existing pad of any concrete surface that is disturbed, cut, jackhammered or opened in any way. All openings in a concrete pad requires full pad replacement regardless of the size of the opening. All openings require saw and seal of any new or existing concrete joints after final paving is completed.

Asphalt Surface: Multiple openings within 30 feet of one another shall be milled and shall have continuous top paving longitudinally; and transversely as outlined below. Additional limits of restoration may be required by the Director depending on damage from equipment and the impact of the project on the street and motorists. All trenches/multiple openings shall be restored as follows:

- (a) **Paved Shoulders** – Standard full width trench restoration will be decided prior to final restoration by the County of Camden.
 - (b) **One Travel Lane or Deceleration Lane** – Surface restoration shall extend for one-half of the road width for two-lane road and a full lane width for a multi-lane road.
 - (c) **Openings Down the Middle of a Road or Exceptionally Deep Trench Openings** – Surface restoration shall extend across the full width of the paved road.
 - (d) All seams, joints (including curb to roadway joint) are to be sealed.
- (7) All final edges of trench restoration shall be straight: uniform cuts with no keys or edge realignments. The County Public Works Director may require a diamond restoration pattern for cross trenches and intersection crossings depending upon the amount of traffic on the road and the depth of the trench. The Permittee is responsible for the fill restoration of the roadway surface including restriping and installing raised pavement markers.
- (a) Pipes, trenches, and hook-ups, 6” in diameter or less used for making opposite side of the street hook-ups may be driven or bored under the paved portion of the road or street without disturbing the surface upon review of the Public Works Director.
 - (b) Upon completion of work, Applicant will request a final inspection by the County Public Works Department. The County Public Works Director may require that random core samples be taken on the project if in the opinion of the County Public Works Director there appears to be a question regarding either quality of the asphalt or the thickness thereof. These core samples will be the responsibility of the contractor and shall be taken and tested by a certified testing laboratory. All costs associated with this testing will be borne by the Permittee. If these samples reveal the use of improper material or insufficient thickness, the Permittee shall be required to remove, replace, add or take other actions to satisfactorily complete the restoration work as directed by the County Public Works Director. If the work is completed in a manner satisfactory to the County Public Works Director, the County Public Works Director will then issue a certificate of satisfactory completion to the applicant with a copy to the County Treasurer and to the county Counsel. The Permittee will then submit the maintenance guarantee to the County Public Works Department for review and submission to the County Counsel. The Performance Surety will be returned by the County Treasurer and County Counsel upon receipt of a satisfactory maintenance guarantee.
 - (c) If Permittee fails to complete work or provide required work zone safety measures in a timely manner satisfactory to the County Public Works Director, the County or a County hired contractor shall complete the work and the Permittee shall be obliged to pay the County for labor, materials and equipment as follows:

- (d) For labor, Permittee shall pay at the current prevailing wage rate as determined for Camden County by the New Jersey Department of Labor or the County's current rate, imperious wage must govern. Payment shall be made on a per hour basis for all time expended by each County employee in completing the work. Payment shall be required for a minimum of 3 hours for each Occasion County employees are needed to complete work left unfinished by the permittee.
 - (e) For materials, Permittee shall pay for all material used at the County's cost, based upon the County's annual bid prices.
 - (f) For equipment, Permittee shall pay for usage on a per hour basis based upon the fee schedule listed in the current edition of the publication "Rental Rates Compilation Construction Equipment" published by Associated Equipment Distributors.
 - (g) In Addition, Failure to complete the work in a timely and satisfactory manner shall be deemed to constitute a violation of this resolution.
- (8) All traffic striping damaged during construction shall be restored with temporary striping that same day. Final traffic striping and symbol restoration shall consist of Long Life materials, as described in the NJ DOT Standard Specifications for Road and Bridge Construction, latest edition.
- All traffic control signs removed for construction activities shall be reinstalled that same day.
- All raised pavement markers affected by construction activities shall be replaced with new units of the same design.
- (a) All driveways damaged during construction shall be restored with the same material and size existing prior to construction. Minimum restoration depths shall be six (6) inches.
 - (b) All landscaping damaged during construction shall be restored in kind to the size existing prior to construction. Replacement of lawn irrigation systems that existed prior to the work will be required to be relocated outside the County Right of Way unless specifically authorized by the County Public Works Director. Lawn areas shall be restored with four (4) inches of loamy topsoil and two (2) applications of hydroseeding and or sod as directed by County Public Works Director.
 - (c) All main installations of plastic or non-ferrous materials must contain a wire or detection device to accurately determine locations after installation so as to facilitate other proposed utilities and drainage.
 - (d) The uncompleted length of the opening allowed under a permit at any time shall not exceed fifty (50) lineal feet.
 - (e) Reconstruction of all pavements will require that a tack coat be applied to all vertical surfaces and the placement of the two- (2) inch surface course. Tack coat shall also be applied to the horizontal joints after the placement of the surface course.
 - (f) Manhole rim elevations are to be set level to road grade.
- (9) No permit will be issued for any opening that is less than twenty-four (24) inches in any direction from an existing roadway seam(s) or previous road opening. In such cases the opening must include or abut the existing roadway seam(s).

- (10) The surface of any Residential Driveway apron shall be constructed with permanent pavement, as approved by the County Public Works Director. Such pavement shall extend to the paved traveled way or paved shoulder of the County road and shall extend throughout the area defined by the required driveway dimensions and County road Right of Way or maximum 10 feet. Depressed concrete curbing shall be installed at the end of driveways where they meet the County highway. Aprons should be constructed with 6" of compacted dense graded aggregate and 2' of 1-5 bituminous concrete or 6" of class B concrete. Driveway elevation at the shoulder shall be supplied by the applicant's engineer. A proper turnaround driveway detail should be shown on the submitted plan (see details 6, 7, 8 and 9 in Appendix 1).
- (11) Applicants must notify residents adjacent to work zone in writing before any work commences at site and copy the Camden County Public Works Department with notification.

SECTION 12: VIOLATIONS AND PENALTIES:

- (1) The penalty prescribed for each violation of this resolution or any section thereof shall be the maximum penalties established by the N.J.S.A. 40:41A-101(b)(7), and any subsequent amendments thereto, plus costs. Each day and action shall be considered a separate offense. The County shall bill the applicant for such fines as defined herein and the permittee shall pay such penalties immediately thereof. Continued violations or failure to correct noted violations will result in the County seeking legal action including but not limited to injunctive relief and/or debar the violator from receiving future permits.
- (2) A written stop notice may be issued by the County Public Works Director for failure to procure a permit, failure to comply with the terms of an issued permit, or violation of any of the provisions of this resolution. Failure to stop work after issuance of a stop order will subject the applicant to attest, prosecution and the penalties enumerated in section 12(1).

SECTION 13: PER DIEM INSPECTION:

- (1) For any opening more than 200' or at the sole discretion of the County Director of Public Works, the County Permit office shall post a Per-Diem Inspector on the job. The Permit holder shall be responsible for paying the Per-Diem Inspector \$100.00 per day. (The duties of the Per-Diem Inspector are defined in Section 1).
- (2) The check for the Per-Diem Inspector should be forwarded by the Permit holder, directly to the Per-Diem Inspector. The County will send a voucher to the Permit holder illustrating the time spent on the project.

SECTION 14: PERMIT APPEAL:

- (1) Any applicant who is denied a permit in accordance with the provisions of this may appeal in writing to the office of the Camden County Department of Public Works.
- (2) Appeals must be made within 5 business days of the permit denial. The written appeal and any written documentation in support thereof shall be sent to the office of the Camden County Department of Public Works Director. The County Public Works Director shall provide the Permit Appeal Committee with a copy of the permit application, plans, and a copy of the notification of permit denial stating the reasons for the denial.
- (3) The Camden County Permit Appeal Committee shall meet within 15 business days following receipt of the appeal.
- (4) The Permit Appeal Committee shall consist of a designated representative from each of the following County departments: County Counsel and Public Works.
- (5) After reviewing the material submitted to the County Public Works Director and by the applicant, the committee shall discuss and decide the matter. The decision shall be final and binding. The committee shall send the applicant written notification of this decision within 10 business days after the decision has been made.
- (6) If the appeal is granted the Camden County Department of Public Works shall have the right to require extra restoration measures as better defined herein:

SECTION 15: SAVINGS CLAUSE:

Should any section, clause, sentence, phrase or provision of this Resolution be declared unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the remaining portions of this Resolution.

SECTION 16: INCONSISTENT RESOLUTIONS AND RESOLUTIONS REPEALED:

Resolution 45 dated 4/24/03 and all subsequent amendments thereto and any other applicable prior resolution and resolutions or parts of resolutions or resolutions inconsistent with this resolution be and the same are hereby repealed to the extent of such inconsistencies.

SECTION 17: EFFECTIVE DATE:

This resolution and any amendments thereto shall take effect after passage by the Board of Chosen Freeholders, approval by the Camden County Department of Public Works, and according to law.

SECTION 18: ROAD CLOSURE PERMIT

Camden County is happy to provide County roads for use as parade routes and fairs. In order to close a road or use it for any local event, you must file for a free permit from the Camden County Public Works Permit Division.

To receive the free road closure permit, you must supply:

1. County Road Event Agreement – available online or at the permits office
2. The Indemnification Agreement – available online or at the permits office
3. A copy of the Insurance certificate for the event naming the County as insured.

SECTION 19: OVERSIZED LOAD PERMIT

1. Provide plan of proposed route for review of minor and major bridges crossed.
2. Provide load calculations signed and sealed by a structural engineer if crossing a County major bridge that does not have a load rating calc.
3. Provide spanner over any minor bridges (culverts) being crossed.
4. Drive the route with Engineer from CCDPW to review road conditions in the field, location and height of trees and overhead utilities.
5. Determine day of week and time of transport. Transports are generally scheduled and approved for Sunday morning hours to minimize impact on business and residents.
6. Apply and pay for a County permit.
7. Provide a police escort to ensure safe passage. Escort required in front and behind transport vehicle.
8. Provide a road closure plan if necessary. At no time should the transport or spanner be left without police escort.
9. Provide documentation that local police department has been notified and local police will be on hand during transport to block side streets, direct local traffic, etc. to ensure public safety. Documentation required for each municipality on the travel route.
10. If necessary, provide escort from all utility companies to elevate wires with bucket trucks. No employees from Transport Company are permitted to lift utility wires. Each utility company should review your transport route with pole trucks set at your top elevation to determine if utility wires need to be elevated.
11. Provide final map and transport information that can be provided to County communications 2 weeks before the transport will occur.

SECTION 20: TELECOMMUNICATION FACILITY PERMIT

After receiving approval from the municipality and adjacent property owner(s), the telecommunication facility must submit the following:

1. Provide a visual representation of the type of equipment that could be added to the monopole in the County right-of-way once it is constructed.
2. Provide a plan based on survey information showing the exact location of the monopole.
3. The plan must show the proposed distance between the edge of pavement and the front face of the monopole. If the County Road is curbed the plan should provide the curb height and the proposed distance between the front face of curb and the front face of the monopole
4. Provide a Traffic Study to determine if guide rail is warranted for the proposed monopoles in the County Right-of-Way.

APPENDIX