



Making It Better, Together.

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(excluding holidays)

ADOPTED BY CAMDEN COUNTY BOARD OF COMMISSIONERS ON
March 18, 2021

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SECTION 1: TITLE

This Permit Book is adopted by the Board of Commissioners of the County of Camden in accordance with law and the delegated responsibilities for the purpose of preventing damage to Camden County Highways and Bridges under its maintenance and jurisdiction, and for keeping them safe and convenient for the traveling public during all times. This authority includes controlling access by public and private utilities by specifying terms of use, occupation, and location within the rights of way or easements associated within said Highways. It also includes the right and responsibility of the County to ensure safe and unobstructed passage of traffic, including vehicular and pedestrian traffic by approving and inspecting all roadway and sidewalk closures and detours to ensure they are established in accordance with current standards established by the Federal Manual for Uniform Traffic Control Devices (MUTCD) (Latest Edition) and New Jersey Department of Transportation (NJDOT) standards and specifications (Latest Edition).

SECTION 1A: DEFINITIONS

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

- (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 (LF)**– common unit of English measurement used to determine openings in County roads. It's equal to 12 inches.

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- (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 completion of the work.
- (11) **Per Diem Inspector** – in cases where Permit openings require specific oversight, openings of 200 lf 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) **Sight Distance** – the length of roadway visible to the driver of a vehicle at a given point on the roadway when the view is unobstructed.
- (17) **Square Foot (SF)** – 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.
- (18) **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.
- (19) **Surface Course** – one or more layers of pavement structure designed to accommodate the traffic load, the top layer of which resists skidding, traffic abrasion, and the disintegration effects of climate.
- (20) **Telecommunications Facility** – commercial facility designed and used for the purpose of transmitting, receiving, and relaying voice and data signals from various wireless **communication** devices, including but not limited to small cell wireless telecommunication facilities, telecommunication repeaters.
- (21) **Traffic Control Devices** – signs, signals, pavement markings and devices placed or erected for the purpose of regulating, warning or guiding traffic by authority of a public body or official having jurisdiction over the roadway.
- (22) **Traffic Control Plan (TCP)** – A plan for maintaining traffic in or around a work zone.
- (23) **Utility Company** – shall include telephone, fiber optic, cable, water, sewer, gas and electric.

SECTION 2: WHEN A PERMIT IS REQUIRED

SECTION 2A. ROAD OPENINGS

- (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 including but not limited to connection of services to existing utilities, junction box installation, installation of pipe or conduit between any two existing or new structures, removal, or installation of any type of foundation or structure, test pits or core borings, installation of monitoring wells in the County Right of Way
 - (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 any telecommunication equipment, any fiber optic cable: either aerial or underground at the discretion of the County.
 - (h) To install or replace utility poles: at the discretion of the County.
- (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 fine per Fee Section of this regulation 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 this regulation. 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 (3) 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 2B SHIFT/CLOSURE OF STREET, LANE, SHOULDER OR ROW

A permit is required to perform any operations that requires the use of any County street, street shoulder, or area within County right-of-way including but not limited to travel lane use, shoulder use, lane closure, shoulder closure, detour, alternating traffic, material storage, tree trimming, utility pole installation, moving operations, utility installation, telecommunication installation, or other types of uses. (Traffic Control Plan Required-See Section 9)

SECTION 2C OVERSIZE LOADS

A permit is required to perform any operations that involve transport of oversized vehicle over any County street, major bridge, minor bridge or underground pipe system under the jurisdiction of Camden County. All commercial vehicles exceeding the legal size and weight limitations outlined in Title 39 of New Jersey State Statute, specifically N.J.S.A. 39:3-84 are required to obtain a County permit in order to temporarily exceed size and weight limitations outlined in N.J.S.A. 39:3-84.

SECTION 2D TELECOMMUNICATIONS FACILITIES

A permit is required for any telecommunications provider to install telecommunication facilities or telecommunication equipment within the County right-of-way that meets the following

- 1) Collocation of a telecommunication facility
- 2) Mounting or installation of a telecommunication facility on a new, modified, or replacement pole; or
- 3) The installation, modification, or replacement of associated poles or antenna equipment for a telecommunication facility

SECTION 3: APPLICATION PROCEDURE:

- (1) An application for the issuance of a Road Opening Permit shall be submitted on the County website to the County Permit department or submitted in person at the Camden County Complex between the hours of 7:00AM-3:30PM. Digital applications may be submitted 24 hours a day and seven days per week and shall include all mandatory fields, including but not limited to 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 other digital fields required. 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.
- (2) Any applicants choosing to apply electronically must submit payment to the County within (5) five business days. At the discretion of the County Public Works Director, the applicant may be required to submit permit information in a computer format that is acceptable to County IT requirements and compatible with the County's software for engineering, planning, or other public works applications.
- (3) All permit applications shall include detailed, scaled plans that clearly show the proposed work and methods of construction. . Plans should show all utilities within 25 feet of the proposed work. For Permits for driveway improvements, the drawing should include driveway location and proposed apron area installation. 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 project approved by the County Land Development Review Committee, the County identification code for the approved site plan or subdivision shall be referenced on the application.**

- (4) The County assumes no responsibility for identifying the location or condition of any existing utility lines, cables, or other facilities into owned by Camden County for 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 New Jersey One Call Center 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 statues or regulations pertaining thereto. **The applicant must provide the New Jersey One Call confirmation number for approval prior to starting work.**
- (5) As a condition of the permit, the applicant shall agree that any pipes, conduits, poles, signs or any other facility installed within the County right-of-way under the permit, shall be promptly relocated at the applicant's expense to accommodate existing or future installation of County owned facilities.
- (6) Permits will not be issued unless the Applicant is considered to be in good standing with the County at the time of application. Good standing shall mean the applicant has no unpaid fees and/or fines, has no outstanding deficiencies to be corrected on other permit work, no violations, and shall have completed all prior and/or current permit work within permitted time periods.
- (7) Separate applications and permits are required for proposed work located on multiple County roads, with multiple municipalities, or on different segments of County roads. The County Public Works Director or appointee, at their sole discretion, will determine the need for separate applications and permits.

SECTION 4: PERMIT ISSUANCE:

- (1) The County Public Works Director or designee 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 seven (7) year moratorium 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 reconstructed or otherwise improved as determined by the County.
- (3) Any roadway that is opened during the County's moratorium period, without approval, shall result in the specified 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 or designee shall notify the applicant of the denial through the digital permit system with the reason for the denial.

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- (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 permit requirements. The County Public Works Director also reserves the right to stop work for failure to comply with the permit requirements 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 under this resolution in a form acceptable to 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 shall possess a copy of the approved permit at all times.

SECTION 5: TIME LIMITATIONS:

- (1) Permits shall become null and void **unless work is started 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 started 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 submitted in accordance with Section 6.
- (3) The applicant must give a minimum of two (2) full working days 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 (5) working days' notice shall be provided for openings which require full or partial detours. Unless prior approval is obtained by Director, no opening shall be done on weekends, County holidays or outside normal County working hours (7:00 AM to 3:30 PM) 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 fine per Section 6. 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 such inspection.
- (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 60 calendar days (2 months) 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 two (2) full working days 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. The applicant is responsible for notifying the County Public Works Director or designee when all work has been completed and is ready for final inspection. All final inspections shall be performed during the County's normal business hours.

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- (5) No permits will be issued for extensive road openings when winter weather conditions exist due to severe weather, freeze, frost, etc., without permission from the Camden County Public Works Director or designee. If the Applicant is working under a valid permit on a project that extends into the aforementioned winter weather condition, the Applicant shall backfill any excavation and restore the road surface in a manner acceptable by the County Public Works Director.
- (6) Once the permit has been issued and the project started, the permit will run continuously until the project is completed, provided that there is no break in the work for more than five (5) consecutive working days. If a break of in excess of five (5) consecutive working days is anticipated, the applicant shall notify the County Public Works Director prior to the stoppage of work.
- (7) By December 1 of each year, all steel plates shall be removed from County roads and temporary repairs installed. The permittee shall provide confirmation to the public Works Director that plates have been removed.

SECTION 6: FEES AND GUARANTEE REQUIREMENTS:

(1) **PERMIT FEES**

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. Checks or money orders should be made payable to "Camden County Treasurer". **Cash will not 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 be 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	\$50.00
	Signalization or signal equipment	\$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
	Wide Load or Heavy Transport on County Road	\$500.00/Per Trip
	Occupying Lane/Shoulder/ROW	\$150.00/Day

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C. ROAD OPENINGS WITHIN RIGHT OF 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
Jack/Boring up to 100'	\$200.00
Each additional 50 ft	\$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. SIDEWALKS IN COUNTY ROW

Resident/Homeowner (Permit Required)	No Fee
Developer of Single Residential Dwelling (Permit Required)	No Fee
Single residential hc ramp (Permit Required)	No Fee
Religious Organization (Permit Required)	No Fee
501C3 Organization	No Fee
Private or Public School (Permit Required)	No Fee
Developer of more than 1 Residential Dwelling, Every 16 LF	\$75.00
Developer of Multifamily Residential Dwelling, Every 16 LF	\$75.00
Commercial/Non-Residential, Every 16 LF	\$75.00

F. CROSSWALKS

Note: Designs must be submitted for review by the County Engineer any new crosswalks to document conformance to NJDOT handicap ramp and MUTCD sign requirements.

Restripe Crosswalk by Municipality (Permit Required)	No Fee
Existing Brick Paver Crosswalk by Municipality (Permit Req.)	No Fee
Commercial/Non Residential, each crosswalk	\$100.00

G. VALID PERMIT DURATION

Permits expire if construction is not started in 90 calendar days

Resubmission of Expired Permit	\$100.00 plus Application Fee
Resubmission of Previously Denied Permit	Application Fee
Extension Request before expiration of Approved Permit	No Fee

H. **FINES**

- Commercial/Non-Residential Entity operating without a permit
\$5,000.00 & permit fee doubled
- Utility Company operating without a permit
\$5,000.00 & permit fee doubled
- Working without permit
permit fee doubled
- Failure to provide Notice per Section 5 with permit
\$1,000.00
- Failure to provide Notice per Section 5 with emergency work
\$1000.00

I. **ROADS UNDER MORATORIUM**

As of the date of the adoption of these regulations, all county roads will be under moratorium for seven (7) years after the date of road repaving

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.

Road Openings approved during the moratorium must meet the following restoration requirements

- **Concrete roadway surface: Concrete slab replacement area per Section 11.**
- **Asphalt roadway surface: Mill and repave 2” thick asphalt from curb to curb (or edge of pavement to edge of pavement) for a length of 50 feet in both directions from any disturbance. The surface pavement material and sealant around the entire perimeter must be in accordance with Section 11.**
- **Composite roadway (concrete base with asphalt overlay)- concrete repair per Section 11, asphalt surface mill and repave from curb to curb for a 50 feet in both directions from any disturbance. The surface pavement material and sealant around the entire perimeter must be in accordance with Section 11.**

(2) **GUARANTEE REQUIREMENTS**

- (a) **Surety** – At the discretion of the County Director of Public Works, 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 or inspection escrow with the local municipality 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.
- (c) **All Bond Requirements** - All bonds submitted must meet the following minimum requirements:
1. The bond must have an identifying number.
 2. 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.
 3. 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.
 4. 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.
 5. The work to be performed must be clearly defined in the **bond**.
 6. The Lot and Block number, street address and the county road opening permit application number must be listed on the bond.
 7. Determination of the acceptability of all the work covered by the bond shall be at the sole discretion of the County Public Works Director.
 8. 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.
 9. Bonds must be automatically extended by bonding company until notified by Camden County Public Works Director.
 10. The manner in which a bond may be called in the event of non-performance must be specified in the bond.
 11. 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.
- (d) 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.
- (e) 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.
- (f) 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.

- (g) 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 Section.
- (h) If it becomes necessary for the County to sue under a performance bond or maintenance bond or letter of credit 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 due 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

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- (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

Any project, permit or other activity which causes any change or constraint to traffic flow on a County Road must obtain prior approval of a Traffic Control Plan (TCP) through the County Public Works Director and County Engineer's Office.

The permittee shall take appropriate measures to assure that during the performance of the road 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.

A. Traffic Control Plan (TCP)

The traffic control plan must reflect the actual conditions at the site; the plan shall not consist solely of a typical detail unless approved by the County Public Works Director or designee. A Traffic Control Plan is to be included in the construction documents for any project which involves the closure or shift of any lane of traffic.

Part IV of the Manual on Uniform Traffic Control Devices (MUTCD) (latest edition) is to be utilized in the designing of the plan. The TCP shall be site specific to the permit submission. The County Public Works Director and County Engineer's Office may impose additional requirements as necessary.

The TCP must be approved by the local municipal police department prior to the start of work.

B. Projects requiring a Traffic Control Plan

The following general types of projects require an approved TCP before a permit is issued:

- a. Road Work (Including curbs, sidewalks, and any other roadway appurtenances) that disrupts traffic on County Roadways
- b. Bridge Work
- c. Underground Utility Work
- d. Above-Ground Utility Work
- e. Tree Trimming
- f. Work on adjacent buildings or properties including but not limited to delivering and/or installing equipment for a building or property that disrupts parking or traffic on County Roadways
- g. Any other work not included above but as deemed necessary by the County Public Works Director or the County Engineer

C. Lane/Road Closures and Lane Shifts

Lane or Road closures must be coordinated with the local Municipal Police Department. This coordination does not, under any circumstance, other than a bona fide emergency, negate the requirement for a County-issued permit. Road or lane closures that requires the use of a municipal road shall receive prior approval of the municipality.

Lane/Road Closures and Lane Shifts for any reason must be approved by the County Engineer or designee. This includes closures for construction projects, street fairs, parades or any similar activity but does not apply to bona fide public safety emergencies, such as fires, police emergencies or pressurized main breaks.

Prior to the approval of a Lane/Road Closure or Lane Shift, the applicant must provide a detailed Traffic Control Plan (TCP) for review. Full road closures with detours, one way detours, and lane closures are discouraged. The use of lane shifts is encouraged.

D. Traffic Control Plan (TCP) Submission Requirements

- 1. The County requires approval of the TCP from the local municipal police department(s).
- 2. The presence of municipal police in a construction zone is required if a traffic control device, such as a traffic signal or a stop sign, needs to be over-ridden at times. The presence of municipal police does not negate the requirement for an approved TCP.
- 3. For full road closure or full detour, it shall be the permittees or representatives responsibility to notify the appropriate police department, rescue squads, Board of Education, Municipal Administrator or Clerk, public transportation and Camden County Permit Department at least five (5) working days or seven (7) calendar days before implementing the TCP and if requested, show proof of that notification. The permittee or permittee representative shall be responsible for the repair and maintenance of the TCP, the regulation and direction of traffic thereon, and traffic control signage.

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 set forth in Section 5..
- (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 856-566-2980, which should be followed up by a permit application to the County within twenty-four (24) hours of such emergency notification. It shall be the permittee responsibility to place a crash truck, steel plate, and safety barriers with appropriate lighting around the unfinished excavation area in accordance with MUTCD and any amendments thereto. 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 temporary restoration of a minimum of 8" of approved bituminous stabilized base paving materials. 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 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 compaction of temporary pavement is not acceptable.

SECTION 11: EXCAVATION AND RESTORATION OF ROADWAYS:

- (1) All work within Camden County right-of-way shall conform to Camden County Standard Details. If any of the following are in conflict with current State or Federal Standards, the most stringent shall apply.
 - a) If required by the County, a schedule of operations shall be submitted by the permittee.
 - b) No County road shall be closed without prior written approval of the Camden County Public Works Director.
 - c) No trench areas shall be left open after working hours.
 - d) Open trench areas shall be kept as small as possible consistent with the installations involved.

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- e) In no case shall sidewalks or pavements be removed or broken unless subsequent activities needed to complete the permit work proceed without delay. Where concrete pavement is broken and left in-place prior to removal, these pavement areas shall be surfaced with a temporary asphalt pavement before opening to traffic.
- f) For larger utility main installations, utilities must have a County inspector or inspector representing Camden County present for the compaction operation above their main installation.
- g) All saw cutting shall be performed with a wet-saw. Immediately following saw cutting, any excess material shall be cleaned and removed from adjoining surfaces.
- h) The permittee shall have a competent representative at the site while the work is being progressed to insure adherence to conditions of the permit.
- i) The permittee shall provide and maintain temporary pavements with hot asphalt mixes flush with the grades of the adjoining surfaces until final restoration.
- j) The permittee shall maintain all traffic signal operations including image detectors, etc. Any traffic signal equipment damaged shall be restored to the original condition to the approval of the entity responsible for the signal equipment at the permittee's expense.
- k) **Manholes (Utility/Municipality/County) must be reset/reconstructed within the limit of any areas of final roadway surface restoration so all manholes are set to final grade and flush with the final roadway elevation.**
- l) Every precaution shall be taken to prevent the marring of and damage to structures such as pavements, curbs, sidewalks, etc. adjoining the work as follows:
 - a. Timber planks shall be used to support steel treaded mobile equipment and timber blocks or planks shall be placed under all outriggers used to stabilize excavating and other mechanical equipment.
 - b. Loose stones, broken concrete, sand, dirt, debris, etc., shall be swept up daily from the areas, adjoining the work.
 - c. Under no circumstances shall the mixing of mortar or concrete or storage of asphalt be permitted directly on unprotected surfaces adjacent to the work.

(2) Pavement restoration shall conform to the following requirements:

- a) Compaction – Soil density test of compacted backfill shall be taken by an independent laboratory engaged by the permittee. Certified copies of the results shall be supplied to the County prior to pavement replacement. Maximum density is defined as the maximum dry weight density in pounds per cubic foot, as determined by the ASHTO-T180 Designation. Tests shall be taken at locations designated by the County.
- b) Final Roadway Restoration Prior to any final restoration of roadway surface, the contractor shall schedule a final restoration meeting in the field with Camden County Permit Department to review Final Restoration limits and requirements.
- c) Asphalt Road Restoration: Camden County Temporary and Final Trench Restoration Details shall be followed. The following items are noted:
 - a. The minimum width for trench restoration of sub-base and base course asphalt is twenty-four (24) inches
 - b. Longitudinal trench surface restoration shall be full lane width of the disturbed travel lane. The trench restoration must extend to the nearest joint in the asphalt road surface.
 - c. If a longitudinal trench is located in the center line of the roadway, the roadway surface restoration shall be full road width, curb to curb or edge of pavement to edge of pavement
 - d. If a trench diagonally crosses the center of the roadway, the roadway surface restoration shall be full road width, curb to curb (or edge of pavement to edge of pavement) and shall extend perpendicular to the curb line (or edge line) for a minimum of ten (10) feet beyond the diagonal trench.
 - e. All restoration areas must be sealed along all edges.

- d) Concrete Road Restoration: Camden County Temporary and Final Trench Restoration Details apply to concrete road restoration. The following items are noted:
- a. The minimum concrete trench width is forty-two (42) inches to allow concrete to be adequately drilled for dowels.
 - b. Longitudinal trench restoration shall be full concrete slab replacement to the nearest longitudinal and transverse joint.
 - c. Transverse trench restoration shall be full width concrete slab replacement between existing longitudinal joints and partial length concrete slab along transverse joints provided there is a minimum of five feet (5') of remaining concrete slab that can be doweled into.
 - d. Diagonal trench restoration shall be full concrete slab replacement to the nearest longitudinal and transverse joint.
 - e. Concrete reinforcement shall meet NJDOT standard detail requirements, except that a minimum of $\frac{3}{4}$ " rebar may be doweled along longitudinal edge of slab and a minimum of 1" rebar may be doweled along the transverse edge of slab.
 - f. Contractor shall use Class 'B' concrete with 28-day strength of 4500 PSI and 6% +/- 1.5 air entrainment. Alternate mix designs from an approved NJDOT concrete supplier may be submitted to Camden County Engineering Department for review and approval prior to installation.
 - g. Camden County may require the contractor to take concrete cores to demonstrate conformance to NJDOT specifications.
- e) Composite Road Restoration (Asphalt over Concrete): Camden County Composite Roadway Temporary and Final Trench Restoration Details shall be followed. The following are noted:
- a. The minimum trench width in the concrete base is forty-two (42) inches to allow concrete to be adequately drilled for dowels.
 - b. Concrete reinforcement shall meet NJDOT standard detail requirements, except that a minimum of $\frac{3}{4}$ " rebar may be doweled along longitudinal edge of slab and a minimum of 1" rebar may be doweled along the transverse edge of slab.
 - c. Contractor shall use Class 'B' concrete with 28-day strength of 4500 PSI and 6% +/- 1.5 air entrainment. Alternate mix designs from an approved NJDOT concrete supplier may be submitted to Camden County Engineering Department for review and approval prior to installation.
 - d. For composite roadways, contractor may plate concrete base during concrete curing period and open roadway to vehicular traffic.
 - e. Longitudinal trench restoration for composite roadways, the roadway surface restoration shall be full lane width of the disturbed travel lane. The trench restoration must extend to the nearest joint in the asphalt road surface.
 - f. For composite roadways with a longitudinal trenches in the center line of the roadway, the roadway surface restoration shall be full road width, curb to curb or edge of pavement to edge of pavement.
 - g. For composite roadways with a restoration trench that diagonally crosses the center of the roadway, the roadway surface restoration shall be full road width, curb to curb (or edge of pavement to edge of pavement) and shall extend perpendicular to the curb line (or edge line) for a minimum of ten (10) feet beyond the diagonal trench.
 - h. For composite roadways, all final asphalt restoration areas must be sealed along all edges..
- (3) Road construction, road widening, and road restoration shall conform to the NJDOT Standard Specifications for Road and Bridge Construction (latest edition). The County Engineer or 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.

- (4) It will be the full responsibility of the contractor to coordinate the relocation of utility poles before roadway 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.

- (5) 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 details 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.

- (6) In all full asphalt roadways, 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 minimum period of 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.

Final pavement restoration shall meet the requirements noted above. The milling depth shall be 2 inches. The permittee shall then apply a tack course followed by 2 inches of bituminous concrete, HMA 9.5M64 or 12.5M64.

- (7) In all concrete roadways or composite roadways the replacement concrete shall be retored to the same thickness as existing concrete (9" thick to 14" thick) All openings require saw and seal of any new or existing concrete joints after final paving is completed.

- (8) Any road openings within 15 feet of one another shall be restored 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 multiple openings shall be restored as follows:
 - (a) **Multiple openings in roadway shoulder** –Full width shoulder restoration will be decided prior to final restoration by the County of Camden.
 - (b) **Multiple openings in one travel lane** – Roadway 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) **Multiple openings in the roadway center or deep trench openings** – Roadway surface restoration shall extend across the full width of the paved road, curb to curb and extend transversely perpendicular to the curb, one foot (1') from the farthest opening.
 - (d) All restoration areas must be sealed along all edges.

- (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 or 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

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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 I-5bituminous 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: 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.
- (2) The check for the Per-Diem Inspector should be forwarded by the Permit holder, directly to the Permits Office in a check made out to "Camden County Treasurer". The County will send a voucher to the Permit holder illustrating the time spent on the project.
- (3) **Per Diem Inspector.** The specific selection of each Per Diem Inspector for each permit will be selected by Camden County. Per Diem Inspector will physically visit each project as outlined in the specific permit, to ensure proper County standards are being followed. Weekly written reports will be given to the County by each Per Diem Inspector, along with a daily-time sheet.

SECTION 13: 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. Agreement should be submitted 7 days prior to closure. Roads will be swept prior to closure.

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

1. County Road Event Agreement or Charitable Solicitation Application – 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 14: 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 all local police departments on the travel route have been notified, and local police will be on hand during transport to block side streets, direct local traffic, etc. to ensure public safety.
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 15: TELECOMMUNICATION FACILITY PERMIT

For any improvements within Camden County right-of-way, a telecommunication facility must submit the following:

1. Signed approval from the Municipal Counsel, Municipal Planning Board, or Municipal Zoning Board, or Municipal Joint Use Board;
2. A visual representation of the type of telecommunication equipment that could be installed on a utility pole in the County right-of-way once it is constructed.
3. A plan based on survey information showing the exact location of the telecommunication equipment and any portion of structures supporting the telecommunication equipment.
4. A plan showing the proposed distance between the edge of pavement and the front face of the telecommunication equipment and any portion of structures supporting the telecommunication equipment. 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 telecommunication equipment and any portion of structures supporting the telecommunication equipment.
5. Provide a Traffic Study in accordance with NJDOT design standards to determine if guide rail is warranted for the proposed telecommunication equipment and any portion of structures supporting the telecommunication equipment in the County Right-of-Way.
6. Enter into an agreement with Camden County regarding the installation and maintenance of telecommunication equipment and any structures supporting the telecommunication equipment. The agreement shall be approved by Resolution from the County Board of Commissioners.

SECTION 16: 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 17: 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 18: 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 19: 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 20: EFFECTIVE DATE:

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

APPENDIX