



Founded 1688

Township of Mansfield
--County of Burlington--

CLERK'S OFFICE
3135 Route 206 South
Suite 1
Columbus, New Jersey 08022

Linda Semus, RMC
Municipal Clerk

MUNICIPAL COMPLEX
(609) 298-0542 ext 1011
FAX: (609) 298-1863

ROAD OPENING PERMIT APPLICATION

1. NAME OF APPLICANT: _____
2. BUSINESS ADDRESS: _____
3. PHONE NUMBER: _____
4. LOCATION OF OPENING: _____
(SKETCH REQUIRED FOR APPROVAL)
5. NEAREST INTERSECTING STREET TO OPENING: _____
6. STREET NUMBERS OF ABUTTING PROPERTIES: _____
7. STARTING DATE: _____ COMPLETION DATE: _____
8. NUMBER OF OPENING(S) _____
9. SIZE OF OPENING(S): _____ x _____ width _____ depth _____ length
_____ x _____ width _____ depth _____ length
10. PURPOSE OF OPENING: _____
11. DISTANCE OF OPENING FROM CURB OR PAVEMENT EDGE (FEET): _____
12. CONDITIONS FOR PERMIT:
 - (1) Contact Mansfield Township Clerk's Office 48 hours prior to start of work.
 - (2) Certificate of Insurance

I (We) hereby agree to be bound by the provisions of Chapter 18 of the Code of The Township of Mansfield, specifications and regulations governing openings in or under municipal streets rights-of-way and to such special conditions, restrictions, and regulations as may be imposed by the Township of Mansfield

Applicant's Signature

FEES:

- (1) Administration Fee: \$100.00 per application
- (2) Engineer Review Fee: \$200.00 per application
- (3) Performance and maintenance guarantee as set forth in Section 18-17B
- (4) Inspection Fee as set forth in Section 18-17C

Municipal Engineer's Approval _____ Date _____

INSTRUCTIONS

1. An application form is required for every opening.
2. Each applicant should obtain a copy of the ordinances, specifications, and regulations governing openings in Township street rights-of-way.
3. When required, a permittee must furnish the names and addresses of owners and tenants of properties abutting the proposed opening.
4. A copy of the approved permit and an approved set of the work plans must be kept on the job at all times.
5. A bond, certificate of insurance, permit fee, deposit, and other charges as required must be furnished or paid when submitting an application.

THE TOWNSHIP OF MANSFIELD WILL REVOKE ANY PERMIT THAT VIOLATES THE TOWNSHIP'S STREET OPENING ORDINANCES, REGULATIONS, AND SPECIFICATIONS.

Township of Mansfield, NJ
Tuesday, May 26, 2015

Chapter 18. STREET EXCAVATIONS

Article II. Regulations for Permit

§ 18-2. Permit required.

- A. It shall be unlawful for any person to cut, break into, excavate or open any street (improved or unimproved) of the Township without first securing a permit from the Township Clerk as required herein.
- B. A street-opening permit is required when any of the following occur:
 - (1) Excavation, including the digging, displacing, undermining, opening, boring, tunneling, auguring, or in any manner breaking up any street, sidewalk, curb, or area within the Township right-of-way.
 - (2) Excavation in/or under the surface of any street, installation of any street improvements, construction, removal or alteration of any improvements which are located within the right-of-way or public access (sidewalk).
 - (3) The placement or deposition within the right-of-way of mulch, stone, brick, block, dense graded aggregate or excavated material which obstructs the intended flow of stormwater or public access (sidewalk).
 - (4) Any other action which interferes or disturbs the surface of the streets or improvements within the Township right-of-way.

§ 18-3. Adherence to terms of permit.

No person to whom a permit has been granted shall perform any work in any amount or quantity greater than that specified in the permit, except that, upon the written approval of the Township Engineer and/or Township Superintendent of Public Works, additional work may be done under the provisions of the permit in any amount not greater than 10% of the amount specified in the permit. Any deposit submitted in connection with the original permit shall be deemed to cover any such additional work as may be approved pursuant to this section within the limit mentioned herein.

§ 18-4. Commencement of work.

- A. Work for which a permit has been issued shall commence within 45 days after the issuance of the permit thereof. If not so commenced, the permit shall be automatically terminated. Permits thus terminated may be renewed upon the payment of an additional permit fee as originally required.

§ 18-5. Notice requirements.

- A. A minimum of 24 hours' written notice to the Township Engineer and Township Superintendent of Public Works shall be given prior to the commencement of work except in cases of emergency as provided in Article VIII.
- B. Five days' written notice is required for openings which require traffic detours.

§ 18-6. Work hours.

No openings shall be done on weekends, Township holidays, or outside the normal working hours of 7:00 a.m. to 3:30 p.m. without the written permission of the Township Engineer and/or Township Superintendent of Public Works unless in case of emergency. Failure to provide notice as required under § 18-5 may result in revocation of the permit and issuance of a stop-work order. If special conditions require work on the weekend, night, or Township holidays, the permittee shall obtain written approval of the Township Engineer and/or Township Superintendent of Public Works for all overtime costs incurred for inspection of work.

§ 18-7. Time of year.

With the exception of an emergency, no permits will be issued for road openings between December 15 and March 15 or where conditions exist due to severe weather, freeze, frost, etc., without written permission from the Township Engineer and/or Township Superintendent of Public Works.

§ 18-8. Permits nontransferable.

Permits are not transferable from one person to another and the work shall not be made in any place other than the location specifically designated in the permit.

§ 18-9. Expiration of permits.

Every permit shall expire at the end of the period of time which shall be set out in the permit. If the permittee shall be unable to complete the work within the specified time, he shall, prior to expiration of the permit, present in writing to the Clerk a request for an extension of time, setting forth therein the reasons for the requested extension. If such an extension is necessary, and not contrary to the public interest, the permittee may be granted additional time by the Township Clerk in writing for the completion of the work upon recommendation of such extension by the Township Engineer.

§ 18-10. State and county highways.

The provisions of this chapter shall not be applicable in those instances where the highway is maintained by the State of New Jersey or by the County of Burlington, except in such cases where the Township may have special arrangements with the state or county.

§ 18-11. Revocation of permit.

- A. Any permit may be revoked by the Township Committee, after notice to the permittee, for:
 - (1) Violation of any condition of the permit or of any provision of this chapter.
 - (2) Violation of any provision of any other applicable ordinance or law relating to the work.
 - (3) Existence of any condition or the doing of any act constituting or creating a nuisance or endangering the lives or properties of others.
- B. Written notice of any such violation or condition shall be served upon the permittee or his agent engaged in the work. The notice shall contain a brief statement of the grounds relied upon for revoking the permit. Notice may be given either by personal delivery thereof to the permittee or by certified or registered United States mail addressed to the permittee.
- C.

A permittee may be granted a period of 48 hours from the date of the notice to correct the violation and to proceed with the diligent prosecution of the work authorized by the permit before said permit is revoked, provided written notification of the violation correction has been submitted to the Township by the permittee.

- D. When any permit has been revoked and the work authorized by the permit has not been completed, the Township shall cause such work to be done as may be necessary to restore the street or part thereof to as good a condition as before the opening was made. All expenses incurred therein by the Township shall be recovered from the deposit the permittee has deposited with the Township.