



SALEM COUNTY ENGINEER'S OFFICE
James McKelvie, County Engineer
110 Fifth Street, Suite 600, Salem, New Jersey 08079
856-935-7510, Ext. 8549

APPLICATION AND PERMIT TO OPEN HIGHWAY
IN THE COUNTY OF SALEM

Enclosed you will find an "**APPLICATION AND PERMIT TO OPEN HIGHWAY IN THE COUNTY OF SALEM**". Submit with three (3) copies of drawings showing the exact location and the work to be done.

Permit fee due upon submission of Application is \$2.00 per square foot per the size of the opening.

If you have any questions, please feel free to call this office.

Sincerely,

James McKelvie
James McKelvie
County Engineer

RESOLUTION

A Resolution Providing for the Regulation of Openings in Salem County Roads, Streets and Highways, and Providing Penalties for Violation Thereof.

Be It Resolved by the Board of Chosen Freeholders of the County of Salem as follows:

1. That no person, firm, corporation, public utility, authority or municipality shall hereafter tear up, open or excavate any road, highway, street or avenue in the County of Salem, owned, maintained or controlled by the County of Salem as a part of the County Road System for any purpose whatsoever without first making application for and receiving a permit therefor signed in the name of the County of Salem by the County Engineer of said County or one of his authorized agents. The construction of concrete curbs and/or gutters along streets or roads shall be considered as tearing up or opening of County roads or streets and shall come under the provisions of this Resolution.
2. The permit, when issued, shall be required to be signed on behalf of the real party in interest applying therefor, and said permit shall constitute a valid contract between the real party in interest and the County of Salem.
3. The application for and the permit itself shall constitute one instrument, but the permit shall in no case be effective until signed in the name of the County of Salem by the County Engineer or one of his authorized agents.
4. At the time application is made for said permit, the applicant shall furnish a reasonable sketch in triplicate showing the location of the opening to be made, the size of said opening, the purpose of said opening, and state whether it is new construction or repairs.
5. The applicant shall deposit with the County Treasurer of the County of Salem a sum of money equal to Two Dollars (\$2.00) per square foot for each and every opening to be made in any concrete or bituminous concrete pavement, and the sum of One Dollar (\$1.00) per square foot for all other surfaces and shoulders, provided that the minimum charge or deposit to be made shall be the sum of Twenty-five Dollars (\$25.00) for each and every opening in any County road. Any municipality, authority or public utility of the State of New Jersey may, in lieu of said deposit, file with the Board of Chosen Freeholders a Bond satisfactory to the Solicitor of said Board. Said Bond, if satisfactory, shall be considered as a deposit as stated in the various items of this Resolution.
6. The road, when opened pursuant to said application and permit shall be cut in straight lines and immediately after the work is performed for which the opening was made, be temporarily filled with gravel. Excavated material shall not be used as back fill unless it meets County specifications for road gravel, or is approved by the County Engineer. Back fill shall be tamped in six inch (6") layers as trenches are filled. At least two inches (2") of bituminous patch shall be placed on the trench opening and thoroughly tamped or rolled into place. This temporary patch shall be maintained

- in a smooth and safe condition until the permanent patch is constructed. If the temporary patch is not properly maintained, the County may make necessary repairs and charge same against the deposit, final fill, base and pavement, must be made at a time specified by the County Engineer or one of his duly authorized agents and with materials specified by the County Engineer or one of his duly authorized agents, and in all cases the opening shall be replaced in as near as possible the same condition as it was at the time of the opening, including all filling, replacing of shoulders of the road where removed, and rolling and tamping to conform with the grade and the balance of said road, and insofar as concrete pavement removed, shall be replaced finally with reinforcement of the same materials and in the same manner in which the road was originally built.
7. The applicant shall notify the County Engineer's Office immediately upon beginning the opening of any road and likewise upon the completion of the job. The excavation and the work required to be done shall be completed with all reasonable haste. Trenches shall not be kept open when work is not in progress. If work is stopped for more than 24 hours the trench shall be temporarily back filled. Upon completion, it shall be inspected by the County Engineer or his representative. If found satisfactory, the deposit of the applicant shall be returned to him.
 8. In the event the County Engineer or his representative does not approve the replacement, the applicant shall be notified orally or in writing and shall be given a reasonable time to correct the deficiency and upon the failure to correct said deficiency the County Engineer or his representative shall report the same to the County Road Committee, and thereupon, the County shall cause the road to be properly repaired and any deposit made by the applicant shall be applied to the cost thereof, and if said deposit is insufficient to cover the cost thereof, the applicant shall be held liable therefor; and if the deposit is more than sufficient to cover the cost, the surplus shall be returned to the depositor.
 9. The County Engineer, at such time or times as he shall deem necessary, may cause the work being done by the applicant to be inspected by an agent of the County. The applicant shall be obliged to pay for said inspection at a rate not to exceed Two Dollars (\$2.00) per hour. All inspection charges shall first be deducted from the deposit, and if the deposit is insufficient the balance shall be collected from the applicant.
 10. In case of emergency, any applicant may make an excavation in, or tear up the surface, of any road without first having obtained from the County Engineer a permit therefor, in which case the applicant must make application for such a permit within two (2) working days after the occurrence of such emergency; provided, nevertheless, the said applicant shall first advise by telephone the office of the County Engineer or the County Road Supervisor of the nature of the emergency.
 11. No mechanical excavating machinery or equipment shall be used

- unless the use thereof shall have been set forth specifically in the application.
12. Tunnelling under pavements shall not be done unless authorized in writing by the County Engineer.
 13. The applicant shall properly guard the excavation by the erection of suitable barricades and also by displaying warning lights at night. The applicant shall in all cases provide reasonable safeguards by day and night to protect the traveling public. Applicant shall at all times maintain proper and sufficient drainage to prevent the accumulation of water or any other substance or material upon the road to insure an adequate and safe passage for the traveling public and, in this respect, shall carry out at its own expense, any orders of the County Engineer.
 14. If the excavation is to extend the full width of the road, no more than one-half of the road shall be opened at one time, and such half shall be back filled before the other half is opened, so as to permit the free flow of traffic.
 15. The words "Applicant" and "person" shall include any individual, corporation, public utility, authority, municipality or other legal entity.
 16. All permits issued under this resolution shall expire and become void ninety (90) days from the date of issue unless renewed in writing by the County Engineer, but the County shall not lose any of its rights of action, if any, it has against the applicant by reason of granting such permit.
 17. The cost of the permit shall be the sum of One Dollar (\$1.00) for each and every opening, and for the renewal of said permit as provided herein, there shall be paid to the County Treasurer the sum of Fifty cents (\$.50) for each renewal.
 18. Any person, firm, corporation or municipality who shall violate the provisions of this Resolution or any part thereof shall, upon each conviction thereof, be punished by a fine or imprisonment, or both, such fine not to exceed Two Hundred Dollars (\$200.00), and such imprisonment not to exceed the term of ninety (90) days.
 19. No owner or operator of a public utility, having facilities underground, shall be granted a permit for the extension of its lines or the construction of a new line within the traveled-way of County Roads, but all such extensions or new lines shall be laid or placed within the right-of-way of the County Line, but on either side or both sides of the traveled-way. Under special conditions, the County Engineer may, with the approval of the Road Committee of the Board of Chosen Freeholders, grant permit for extensions or new lines within the traveled-way.
 20. This resolution shall supersede and repeal all or any part of any prior resolution inconsistent herewith, and shall be duly advertised according to law and shall become effective immediately.
- Adopted at a regular meeting of the Board of Chosen Freeholders of the County of Salem held at Salem, New Jersey, on Wednesday, the 20th day of June, 1956.
- A. Ralston Green,
Director
- Daniel S. Harris,
Clerk.



SALEM COUNTY ENGINEER'S OFFICE
110 Fifth Street, Suite 600, Salem, New Jersey 08079
856-935-7510, Ext. 8549

Highway Opening Permit Requirements

Unless a Utility/Contractor has an approved permit application with a permit number assigned, no work may commence within any Salem County Right of Way.

1. **Application** shall be submitted with, project location, description of work and total square footage calculated based on all utilities that will be trenched and installed within the County right-of-way. This calculation by the contractor/utility should include the square footage of all proposed and replacement pavement in the County right-of-way; along with the paved area for driveways that fall within the right-of-way that are to be disturbed. ***If the utility main tie in point is beyond the proposed work area and requires a trench down the County roadway, that portion of the County Road must be reconstructed from the centerline over to existing edge of pavement for the total length of trenching, as per County details. This total pavement width disturbance must be included in the permit fee area calculation.***
2. **Utility plans** shall show the coordinated installation of all utilities within the County right-of-way, with the respective utility companies. Show on the utility design plan the existing utilities within the right-of way and where the proposed tie in points will be located for the proposed work.
3. **Construction plans/specifications** must reference the current NJDOT and Salem County pavement details. These details must be included as part of the application. A pavement restoration plan must show the total areas to be reconstructed to the nearest square footage. This area will then be used for the calculation of the permit fee.
4. **Traffic control** plans shall be in accordance with NJDOT specifications. The contractor must provide a written summary of the traffic control plan, outlining the type of traffic control to be implemented, how traffic flaggers will be used, and its duration. The same requirements apply to temporary detours as well.
5. **Emergency Project Contact:** A point of contact for the Construction Manager overseeing the project must be included. Include the cell phone, email and office phone for this individual. This will be necessary for the County Road Inspector to stop by and observe the construction, and to sign off on any work being performed.
6. **Construction schedule** showing milestones for various tasks to be completed. This will be necessary for the County Road inspector to stop by and observe the construction and to sign off on any work being performed in the County right-of-way.
7. **Pre-Construction Meeting:** The Construction Manager will be required to set up a pre-construction meeting with the Road Inspector. The County Road Inspector will need to review the updated project schedule for construction, review proposed construction materials and check for compliance with County standards.

8. **QA/QC Inspection:** The County Road Inspector will be present during the compaction of the DGA/Flowable Fill for the trenches and the paving of the road. Timely notice should be given to the Engineer's Office to schedule this work.
9. **Letters of Notice** must be sent to all property owners within the utility project limits and the Township Clerk two weeks prior to work starting. This letter will explain in detail the utility/paving work schedule, the impacts to the residents and contact information for the site manager. If the schedule changes, you must resend an updated letter to the County, the residents, and the Municipal clerk's office.
10. **Permit Duration:** The Road Opening Permit will be good for **90 calendar days**; this is to limit the timeframe the road is open for construction and the overall impact to the general public.
11. **Site Conditions:** Utility trenches may be left unpaved for up to 1 week, weather depending; with steel plating. After one weeks' time, the trench must be paved with base course pavement per the standard paving detail.
12. **Paving Restoration Plan:** All paving operations must meet NJDOT specifications for construction, including weather conditions. A *Paving Restoration Plan* must be submitted for review by the Salem County Engineer. This plan will include the area calculations as well as all areas to be restored. This plan will show the standard Salem County standard paving details.
13. **Paving Requirements for Small Repairs:** If the road is under the 5-year Moratorium, See the Moratorium Patching Detail Attached. From the Center of the excavation, the utility is required to mill and overlay 100 feet in each travel lane direction. Moratorium roads will require a Paving Restoration Plan.

If the excavation is a single location on a road that is not under moratorium, then the contractor shall follow the standard county patching requirements. This requirement does not apply to main replacements using Jack/boring operations. The Moratorium plan is posted on the Salem County Website under the Engineers Office page.

14. **Paving Requirements for Main replacement:**
 - a. Trenching down the center of Right of Way requires full width re-pavement.
 - b. Trenching down the center of travel lane requires half width re-pavement.
 - c. Jack/Boring down travel lanes require half width re-pavement.

Once all the utilities have been installed per the County details and inspected, road reconstruction may occur. At no time will subbase be exposed for traffic to drive on during the road reconstruction. Placement of stone or DGA is not accepted as an alternative to base course pavement.

15. **Road Closures:** At all times, County roads must remain passable to all vehicles, including emergency vehicles in all weather conditions. Salem County will only permit a full road closure if the applicant applies for a Road Closure to the Salem County Public

Works Committee. A letter addressed and mailed to the Salem County Engineer requesting the review of the road closure by the Public Works Committee will be required. If the Committee agrees to the closure, a resolution will be forwarded to the Salem County Commissioners for approval. Application to the Public Works Committee must be 90 days prior to any work. The public works Committee only meets once a month, on the 3rd Wednesday of each month. Meetings are held at the 5th Street Complex at 2:00pm.

16. **Permit Fee Calculation:** Once the square foot of disturbance has been calculated, please make a check out to **“The County of Salem”**. The fee is based on total square foot of pavement to be disturbed and placed as noted in the pavement plan, which will be submitted with the application. Checks must be submitted with the application. If the application is denied, the check will be returned to the applicant. The Fee is \$2.00 per square foot of area disturbed. ***(\$2.00 x (Area from Pavement Restoration Plan)= FEE)***
17. **Permit Bond Information:** For projects that require full and half width road reconstruction, a 24-month Warranty Bond must be submitted as part of the application. This bond will be for any repairs that may arise due to any defects in construction. This amount will be based on the total final cost for the reconstruction of the roadway.
18. **Soil Borings:** If the applicant is performing soil borings and is disturbing less than 1 square foot of pavement, there is no fee. The applicant will be required to fill all holes so as to prevent settlement. The filling of a bore hole in pavement must be filled with asphalt patch and sealed with joint sealant. Bore holes in concrete will require filling with appropriate concrete mix.
19. **Utility Poles:** If the applicant is replacing overhead wires and there is no disturbance to pavement, there is no fee. Applicants will still be required to provide appropriate traffic control to NJDOT standards.
20. Please submit Three copies of plans, above documents, and an application to the Engineers Office with a check for the appropriate fee. **No application will be accepted by EMAIL. All applications must be mailed to the Salem County Engineers Office.**

Utility Check List for Main replacement

1. Permit filled out and Fee calculated.
2. Check Made out to the **County of Salem** or Copy of 24-month Bond paperwork.
3. Design Plans included with permit.
4. Traffic Control Plans included with permit.
(At no time is a county road permitted to be closed)
5. Pavement Restoration Plans included with Permit.
(Main's down CL of road requires full width pavement plans ~ Main's down CL of travel lane requires half width pavement plans)
6. Copy of Letter to Property Owners announcing construction dates
7. Emergency contact information for Project Manager and Contractor with the permit
8. Copy of Construction Schedule with the permit
9. Schedule Kickoff meeting with County Road Inspector

COUNTY

Date of Application

PERMIT NUMBER

Date of Approval

APPLICATION AND PERMIT TO OPEN HIGHWAY IN THE COUNTY OF SALEM

Application hereby being made by the undersigned, and permission is hereby given to the undersigned to make an opening in the

Road or Street at

of not more thansquare feet, for the purpose of

.....
according to plan filed with the application for this permit.

Opening will be made on or about (date)

The applicant agrees to fully comply with all resolutions, ordinances, rules and regulations of the County of Salem for the opening of County roads and particularly with the resolution adopted June 20, 1956, according to law by the Board of Chosen Freeholders of the County of Salem, a copy of which resolution the undersigned acknowledges receipt thereof prior to the time of making application for this permit.

The applicant agrees that the issuance of this permit shall constitute a valid contract between the County of Salem and the applicant.

The applicant likewise agrees that he will indemnify and save harmless the County from any loss or damage which may result by reason of the opening on behalf of the applicant of any street, road or highway owned or under control of the County.

Permit Fee Paid \$

APPLICANT:

Deposit Received \$

Bond Files (date)

By

COUNTY OF SALEM

Emergency Permission granted (date)

By

County Engineer or Road Supervisor

By

County Engineer or his authorized agent.

All rights of the applicant under this permit shall become void ninety (90) days from the date hereof unless extended by endorsement made hereon by the County Engineer of his authorized agent.

Renewal Fee Paid \$

Permit Extended to

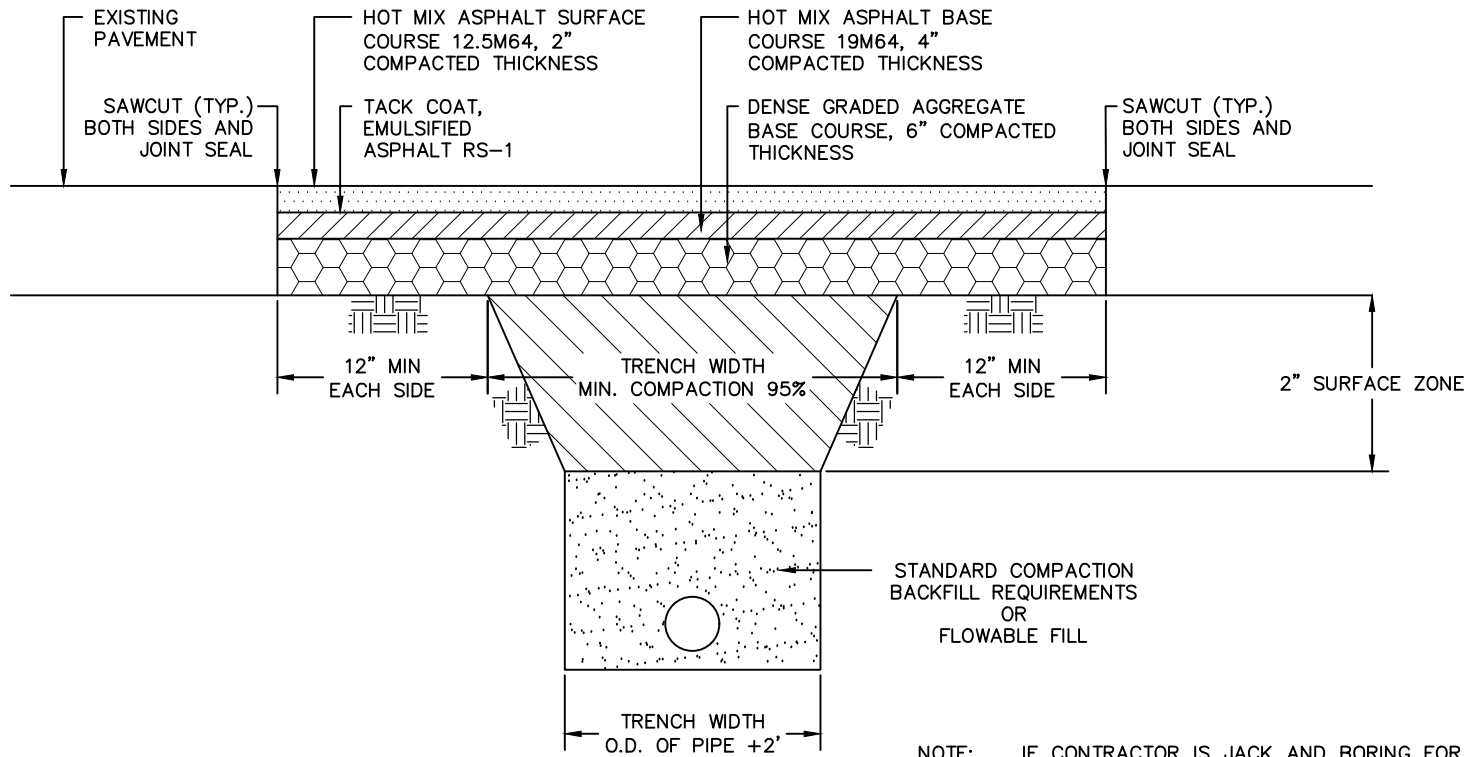
.....
County Engineer

Excavation by mechanical machinery is not granted unless the Salem County Engineer causes his signature to appear immediately below.

.....
County Engineer

Tunneling under the pavement is not authorized unless the Salem County Engineer causes his signature to appear immediately below

.....
County Engineer



NOTE: IF CONTRACTOR IS JACK AND BORING FOR A MAIN, THIS DETAIL DOES NOT APPLY. SEE MORATORIUM DETAIL FOR PAVING REQUIREMENTS.

GENERAL NOTES:

1. ALL MATERIALS PER N.J.D.O.T. SPECIFICATIONS.
2. FLOWABLE FILL (PER N.J.D.O.T. SPECIFICATIONS) TO BE PROVIDED IN LOCATIONS WHERE DIRECTED BY THE INSPECTOR.
3. THE CONTRACTOR SHALL MILL AND OVERLAY THE ENTIRE ROAD SURFACE FROM EDGE OF THE PAVEMENT TO ROAD CENTERLINE ON SIDE OF THE LANE WHERE PAVEMENT WAS DISTURBED.

SALEM COUNTY ROAD OPENING PERMIT REQUIREMENTS:

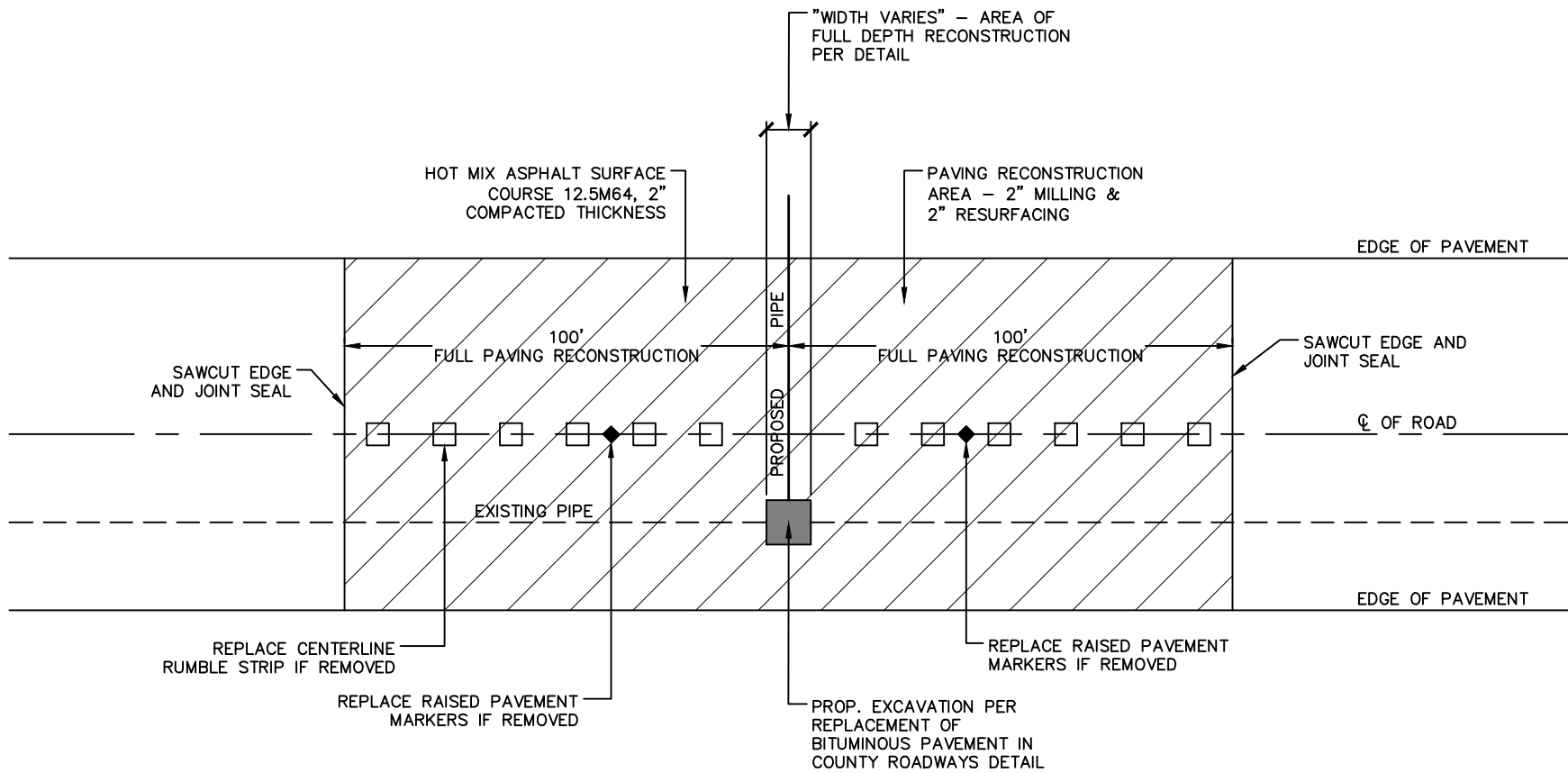
1. CONTRACTOR IS RESPONSIBLE TO PROVIDE FOR ALL SIGNS, TRAFFIC CONTROL PERSONNEL, AND WORK ZONE SAFETY.
2. CONTRACTOR IS REQUIRED TO SAW CUT THE EXISTING BITUMINOUS CONCRETE AND PROTECT THE EDGE DURING EXCAVATION.
3. CONTRACTOR IS REQUIRED TO REMOVE ALL EXCAVATED MATERIAL FROM THE SITE AND PROVIDE BACKFILL MATERIAL EQUAL TO BORROW EXCAVATION, ZONE 3 MATERIAL IN ACCORDANCE WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS.
4. THE FINISHED ROAD REPAIR SHALL NOT RESULT IN A ONE-QUARTER (1/4) INCH VARIATION IN NEW SURFACE TO THE EXISTING SURFACE, AS MEASURED WITH A STRAIGHT EDGE. IF ANY VARIATION IN THE SURFACE GREATER THAN ONE-QUARTER (1/4) INCH OCCURS, THE ENTIRE ROAD REPAIR MUST BE REMOVED AND REPLACED.
5. CONTRACTOR IS RESPONSIBLE FOR CLEAN UP OF THE SITE. ALL EXCAVATED MATERIAL, ROAD SURFACE, ETC. MUST BE REMOVED PROMPTLY.
6. CONTRACTOR IS REQUIRED TO NOTIFY THE SALEM COUNTY ENGINEER'S OFFICE AT (856) 935-7510 EXT. 8549 48 HOURS IN ADVANCE OF THE WORK.



COUNTY OF SALEM
OFFICE OF THE COUNTY ENGINEER
110 FIFTH STREET, SUITE 600
SALEM, NJ 08079

DRAWN BY:	
J.R.	
REVISIONS	
NO.	DATE

DETAIL OF
REPLACEMENT OF
BITUMINOUS PAVEMENT IN
COUNTY ROADWAYS



GENERAL NOTES:

1. IF ROAD IS UNDER A 5 YEAR MORATORIUM, THEN FULL PAVEMENT RECONSTRUCTION SHALL EXTEND FOR 100 FEET ON EITHER SIDE OF THE PROPOSED TRENCH. THIS WILL SUPERCEDE THE 12" MINIMUM DETAIL AS SHOWN ON THE REPLACEMENT OF BITUMINOUS PAVEMENT IN COUNTY ROADS DETAIL.
2. IF EXCAVATION IS TO OCCUR ONLY IN ONE TRAVEL LANE, THEN THE WIDTH CAN BE REDUCED TO THE CENTERLINE OF THE ROAD. BOTH ENDS AND ALONG THE CENTERLINE OF THE PAVEMENT RECONSTRUCTION AREA MUST BE SAWCUT.
3. UNDER NO CIRCUMSTANCES WHILE A ROAD IS UNDER A 5 YEAR MORATORIUM WILL A PATCHED EXCAVATION BE APPROVED OR ACCEPTED FOR A ROAD OPENING PERMIT.
4. ALL NOTES FROM REPLACEMENT OF BITUMINOUS PAVEMENT IN COUNTY ROADWAYS DETAIL APPLY FOR FULL RECONSTRUCTION.



COUNTY OF SALEM
 OFFICE OF THE COUNTY ENGINEER
 110 FIFTH STREET, SUITE 600
 SALEM, NJ 08079

DRAWN BY: J.R.	REVISIONS		MORATORIUM DETAIL
	NO.	DATE	
			REPLACEMENT OF BITUMINOUS PAVEMENT IN COUNTY ROADWAYS
SCALE: N.T.S.	DATE: 5/24	DRAWING NO.: 01	SHEET NO.: 1 OF 1