

BURLINGTON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

Application #: _____

APPLICATION FOR ROAD OCCUPANCY

**REQUIRED FOR ANY AND ALL WORK OR EVENTS
OCCURRING WITHIN THE COUNTY RIGHT-OF-WAY**

Applicant's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Daytime Phone: _____ Fax: _____

Co-Applicant's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Daytime Phone: _____ Fax: _____

24 Hour Emergency Contacts: Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

I/we request a Permit for the Use and Occupancy of the Right of Way of County Route No. _____

Further identified as (road name) _____

Located in (municipality) _____ Lane: NB SB EB WB

At a point (distance in feet) _____ Direction North South East West

From (intersecting road, street or landmark) _____

Anticipated Start Date: _____ Duration of Work: _____

The applicant shall attach plans, details and all other required information per the Burlington County Board of Chosen Freeholders Policy, Procedures and Specifications Manual for: Road Occupancy, Road Opening, Driveway Access, Charitable Solicitation and Municipal Events to this application.

Subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A.59:1-1 et seq., I/we will be responsible for personal injuries and property damage caused by the actions of ourselves, our agents, servants and employees which arise out of or which are claimed to arise out of this Permit. Any such claim for such personal injury or property damage must be filed in accordance with N.J.S.A. 59:8-1 et seq.

APPLICANT SHALL SUBMIT SIX (6) COPIES OF THIS APPLICATION AND SITE-SPECIFIC TRAFFIC CONTROL PLANS SHOWING THE PROPOSED WORK AREA, MAINTENANCE AND PROTECTION OF TRAFFIC INSTALLATION, AND DATA NECESSARY FOR A COMPLETE UNDERSTANDING OF THE REQUEST. TRAFFIC CONTROL PLANS MUST CONFORM TO THE LATEST "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" STANDARDS AS WELL AS THE CURRENT "NEW JERSEY DEPARTMENT OF TRANSPORTATION SAFETY SET-UP GUIDE" AND SECTION 10 OF THE POLICY, PROCEDURES AND SPECIFICATIONS FOR ROAD OCCUPANCY, ROAD OPENING, DRIVEWAY ACCESS, CHARITABEL SOLICITATION AND MUNICIPAL EVENTS. THE COUNTY WILL NOT BE RESPONSIBLE FOR ANY ERRORS, OMISSIONS OR MISINFORMATION GIVEN IN THE APPLICATION AND/OR ON THE ACCOMPANYING PLANS.

INSTRUCTIONS TO APPLICANTS FOR ROAD OCCUPANCY

CASH WILL NOT BE ACCEPTED – APPLICATION FEES ARE NON-REFUNDABLE

DO NOT SUBMIT PERMIT FEE WITH APPLICATION

The Road Occupancy Application must also include the proper forms listed below according to the type of work to be performed. Check all appropriate boxes:

- ROAD OPENING AND DRIVEWAY ACCESS FORM – Required for any excavation work within County right-of-way and/or any new driveway access, alteration to existing driveway access, or any change in use of an existing driveway access
- CHARITABLE SOLICIATATION FORM – Required for any solicitation within County right-of-way
- MUNICIPAL EVENT FORM – Required for any municipal or public event which occurs within County right-of-way and/or may impact traffic on a County Road

Initial

- Included is the required Application Fee in the amount of \$ _____
- I/we have attached all required insurance information as detailed in the instructions
- I/we have a County approved Traffic Control Plan through an approved BCPB # _____
- Included are 6 copies of a site-specific traffic control plan
- I/we understand that no refunds will be made after an application has been filed
- Required contact information for all subcontractors is attached to this application
- I/we certify that all required information is correct and accurate

(Signature of Applicant)

(Date)

(Print or Type Your Name)

(Company & Title)

(Signature of Co-Applicant)

(Date)

(Print or Type Your Name)

(Company & Title)