

County of Gloucester
Manual of Specifications and Procedures
for
County Roadway Access and Opening Permits



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Section 1.0: Purpose and Definitions

1. General

- a. This Manual of Specifications and Procedures for County Roadway Access and Opening has been adopted by the Board of Commissioners of the County of Gloucester for the purpose of preventing damage to Gloucester County roadways and bridges that are under its maintenance and jurisdiction and to enhance the safety and efficiency of the County's roadway system for the traveling public.
- b. The County's authority under the provisions in this Manual generally includes issuing a permit to control access to County roadways and bridges by both public and private entities and opening or otherwise occupying their surfaces. It includes controlling temporary and permanent roadway access and openings by specifying the terms of use, occupation, locations, and restoration within County rights of way (ROW) or easements, and other property associated with County highways and bridges. It also includes providing for the safe and unobstructed passage of vehicles and pedestrian traffic by the construction inspection of permitted roadway and sidewalk temporary closures and detours.
- c. Nothing in this Manual shall be interpreted as requiring the County to construct or improve access or make improvements to its roadway system. The County will not expend public funds to assist a lot or site owner in obtaining access or making improvements. The County may acquire any right of access to a County roadway that is necessary to protect public health, safety, and welfare.
- d. All roadway access and opening work shall be constructed in accordance with the permit's conditions, the latest editions of the County's Specifications Manual, and other relevant and applicable standards (including this Manual), the standards established by the Federal Highway Administration's (FHWA) *Manual on Uniform Traffic Control Devices* (MUTCD) (latest edition), and the New Jersey Department of Transportation's (NJDOT) *Standard Specifications for Road and Bridge Construction* (latest edition) and the various standards cited and referenced within these documents, and to the related, applicable, and appropriate sections of *The State Highway Access Management Code* (N.J.A.C. 16:47 et seq. w/Appendices), *The State Highway Occupancy Code* (N.J.A.C. 16:41 et seq.) and *The Utility Accommodation Code* (N.J.A.C. 16:25 et seq.) all of which are incorporated herein by reference. The applicable standards include, but are not limited to, the latest editions of the following:
 - i. The New Jersey Department of Transportation, Roadway Design Manual;
 - ii. The New Jersey Department of Transportation, Bridges and Structures Design Manual;
 - iii. The New Jersey Department of Transportation, Standard Specifications for Road and Bridge Construction;
 - iv. The New Jersey Department of Transportation Sample Plans;
 - v. The New Jersey Department of Transportation, Standard Roadway Construction/Traffic Control/Bridge Construction Details;
 - vi. The New Jersey Department of Transportation, Standard Electrical Details;
 - vii. The New Jersey Soil Erosion and Sediment Control Standards;
 - viii. A Policy on Geometric Design of Highways and Streets, the American Association of State Highway and Transportation Officials (AASHTO);

- ix. A Guide for Accommodating Utilities Within Highway Right-of-Way, AASHTO;
- x. Roadside Design Guide, AASHTO;
- xi. The National Electrical Safety Code, IEEE publications;
- xii. API RP 1102, Recommended Practice for Steel Pipelines Crossing Railroads and Highways from American Petroleum Institute, (API);
- xiii. American Water Works Association's Standards;
- xiv. Standard Code for Pressure Piping, American National Standard Institute (ANSI);
- xv. Standard Codes for Fiber-Optic Facilities, ANSI;
- xvi. The Asphalt Handbook, Asphalt Institute (AI);
- xvii. HMA Construction; AI
- xviii. Asphalt Overlays for Highway and Street Rehabilitation, AI.

- e. County roadway access and opening permits shall be denied when local road access is available, unless otherwise approved in writing by the County.
- f. The County may build new roads or acquire access easements to provide alternative access to an existing developed lot or site that has no other means of access to any street other than a County roadway. The County may adjust, modify or remove a driveway providing access to County roadways, if it is required to further the purpose of this Manual or that of the County's roadway system, and provided that alternative roadway access can be made available.
- g. An access permit may be issued to a lot, site, or municipal roadway and shall remain valid if the access ownership changes. Access permits are transferred with ownership of the lot or site, provided that the conditions upon which the permit was issued have not changed.
- h. The County encourages the sharing of driveways, local roadway access, frontage and reverse frontage roads, and other similar measures to minimize the number of driveways on County roadways. Where multiple lots constitute a site or two or more lots utilize a shared driveway, permits will be issued to each lot having frontage on the County roadway. Permits for lots having a driveway on the County roadway will require a permit fee.
- i. The County reserves the right to impose and to waive whatever procedures, specifications, standards, and requirements that are beyond those included in and referenced by this Manual and that it believes are necessary to permit the access and/or opening of the County roadway system.

2. Definitions

The following terms, phrases, words, and their derivation shall have the following meanings. Terms, phrases, and words not listed below shall be interpreted and defined by the County in accordance with relevant specifications, standards, and references as above or as typically used in the profession and industry.

Acceptance - The written acceptance by the County of the work.

Adjustment - means the alteration or relocation of utility facilities to accommodate the construction of highway improvement projects.

Applicant - any person making written application to the County Public Works Director for a road opening/access permit. (If the person submitting the permit application is a Contractor who will be

performing the work on behalf of another party, the Contractor shall be the "Co-Applicant", and the party on whose behalf the work is being performed shall be the Applicant.) The application shall be made for and on behalf of the Applicant for whom the work is being performed and must be signed by Applicant. Permits will be issued in writing by the County Public Works Director or a person authorized to act on their behalf.

The Applicant shall agree as a condition of the issuance of the permit that all facilities, pipes, etc. installed within the County ROW pursuant to the permit shall be promptly relocated at the Applicant's expense, as may be required in the future by the County to accommodate installation of County Facilities.

As-built plans - means drawings showing the actual locations of installed or relocated utilities.

Backfill - means the replacement of suitable material around and over a pipe, conduit system, or direct buried cable.

Bedding - means the soil or other suitable material to support a pipe, conduit system, or direct buried cable.

Bury - means the depth as measured from the top of a pipe, conduit system, or direct buried cable to the grade of a roadway or roadside.

Cable television company or CATV company - means any person or group of persons who provides cable service over a cable system and directly or through one or more affiliates owns a significant interest in such cable system; or who otherwise controls or is responsible for, through any arrangement, the management and operation of such a cable system.

Cap - means the rigid structural element covering a pipe or conduit system.

Carrier - means a wireless communications company licensed by the Federal Communications Commission to operate in New Jersey.

Casing or encasement - means a structural element surrounding a carrier or conduit.

Clear zone area - means that roadside border area, starting at the edge of the traveled way, available for safe use by errant vehicles.

Co-Applicant/Contractor – shall be the contractor(s) and any subcontractor(s) who will be performing the 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 the permit and any penalty or claim filed by the County as a result of any violation of the Permit conditions. The co-applicant contractor performing the work must also sign the application and shall be directly responsible for the protection of the work, for adherence to all terms and condition of the permit, work standards and specifications whether explicit or included by reference, and for the work safety and the safety of the public. The contractor and subcontractor must have a valid construction contractor registration in the State of New Jersey and provide a copy with the application.

Completion - When a certificate of acceptance has been issued by the County and all of the following has occurred:

- a. the work has been satisfactorily completed and accepted in all respects according to the permit;
- b. the project is ready for use; and

c. the Permittee/Co-permittee has satisfactorily executed and delivered all documents, certificates, and proofs of compliance including an acceptable Notice of Completion. This is required in advance of using the access and obtaining a certificate of occupancy.

Conduit or duct - means an enclosed tubular runway for protecting wires or cables.

County – means the County of Gloucester and its Public Works Director and/or County Engineer or any person authorized to act as their representative.

County Engineer - is the person appointed to the position of County Engineer, or any person authorized to act as their representative.

County Public Works Director - is the person appointed to the position of County Public Works Director or any person authorized to act as their representative.

Curb line (curbline) – means the outer edge of the shoulder or paved roadway (i.e., edge of pavement or EOP) furthest away from the travel lane whether curbed or not.

Day – means a calendar day unless otherwise specified.

Drain - means an appurtenance to discharge liquid seepage from casings.

Driveway – means a private roadway providing access between a County roadway and a lot or site that does not exist in its own ROW.

Driveway Width – means the narrowest width of a driveway measured across the driveway parallel to the roadway at a location between the curbline and the ROW line.

Edge Clearance – means the distance measured along the curb line from the extended lot line to the curb line opening.

Emergency driveway – means a driveway that is or will only be used by police, fire, or emergency service vehicles when responding to an emergency, but not including normal access to police, fire, or emergency facilities.

Emergency - means a sudden, urgent, unexpected occurrence or occasion that interferes with the free and safe movement of traffic on a County roadway, which requires immediate action.

Excavation - is the work involving digging, displacing, undermining, opening, boring, drilling, jacking, tunneling, auguring, or in any other manner breaking up an improved or unimproved County roadway, shoulder, embankment, sidewalk, curb, gutter, or other public property in a roadway or another portion of the ROW.

Expiration - means the formal termination of a permit.

Fiber optic cable - means a communication cable utilizing hair-thin strands of ultra-pure glass, plastic, or other transparent material that can carry high volumes of information via light wave signals.

Fiber optic duct bank - means a conduit or duct to be exclusively occupied by fiber optic cable.

Grandfathered permit - A grandfathered permit allows continued use of a driveway that has been in use for greater than 20 years with the same size and type of land use on the lot or site and is subject to the same permit conditions had a permit been issued.

Handhole - means a small chamber, which provides access to a splice enclosure; is placed periodically along a conduit to provide smooth safe cable installation; or stores excess cable for maintenance purposes.

High pressure - means a gas or liquid petroleum pipeline that operates, (or may reasonably be expected to operate) in the future over 60 psig pressure.

In-kind replacement - means complete or partial removal of a driveway within the County ROW and reconstruction of the driveway at the exact same location, with the exact same dimensions, geometric design, and materials. To be considered in-kind replacement, no relocation or change in dimensions or materials, such as adding a curb where none exists, can occur. In-kind replacement requires a roadway opening permit.

Inspector – In cases where roadway access and openings require oversight, or at the discretion of the County Public Works Director or his authorized representative, the permittee is required to pay a fee for inspections. The authorized inspector will visit the permit work zone at times and for periods to ensure the work is being performed in a workmanlike manner in accordance with the permit standards, conditions, and other guidelines whether explicitly written into the permit conditions or required by this Manual or a reference.

Intersection - means the location where two or more County roadways, or a combination of State, County or local roadway crossings at grade. A driveway may be an approach to an intersection, but will not be considered an intersection.

Maintenance - means the continuous work or in-kind replacement required to repair or service a driveway, County, or local roadway, or structure due to deterioration, and to preserve its general character without alteration in any of its component factors.

Maintenance Guarantee - is security in the form of either a bond, letter of credit, or certified check posted by a permittee or co-permittee to guarantee proper maintenance of the restored work zone of any roadway access or opening for a period of no less than two to but no more than five years (at the County's discretion) after final acceptance.

Maintenance Period – The Permittee is responsible for maintenance of the excavation and all other work for the period of the Maintenance Guarantee after completion and final inspection and acceptance of the work.

Manhole - means an opening in an underground system providing access to utility facilities for the purpose of making installations, inspections, repairs, connections, and tests. The term includes chambers or vaults.

Mechanically stabilized earth (MSE) walls - means retaining walls consisting of horizontal soil reinforcing elements and a facing to prevent erosion.

Median - means the portion of a divided highway separating the traveled ways for traffic moving in opposite directions.

Non-wooden pole - means a pole made of materials including, but not limited to, the following: steel, concrete, fiberglass, and glue-laminated wood.

Pavement Structure - The combination of pavement, base courses, and when specified, a subbase course, placed on a subgrade to support the traffic load and distribute it to the roadbed. See Figure D of the Gloucester County Specification Manual.

Performance Guarantee - is security in the form of either a bond, letter of credit, or certified check posted by a permittee or co-permittee to guarantee proper closure and satisfactory restoration of the roadway.

Permit(s) – Permit(s) are issued for roadway Access and/or Openings to both the permittee and co-permittees (contractors and subcontractors) after review and approval of the Application and all application documents by the County including the required insurance and surety documents. The Application and all of the submitted documents shall by reference become a part of the issued permit.

Permittee - is any person who has applied for and been issued a Permit by the County for roadway Access or Openings, including both the permittee and co-permittees (contractors and subcontractors).

Person - is any individual person, corporation, company, firm, partnership, LLC, association, authority, municipality, utility authority, utility company, association, non-profit, and/or any other such organization of any kind.

Pipe, pipeline, carrier pipe - means a formed hollow cylinder used for the conveyance of liquids or gases. Cylinders fabricated from plate are not a pipe.

Pressure - means the relative internal pressure in psig (pounds per square inch gauge).

Private utility - means any utility that is not within the general jurisdiction, supervision, and control of or otherwise regulated by the Board of Public Utilities or a utility owned and operated by private citizens or concerns that is not otherwise identified or regulated by the Board of Public Utilities.

Public utility - means an entity as defined in N.J.S.A. 48:2-13.a, including cable television as regulated under N.J.S.A. 48:5A-1 et seq. A public, private, or cooperatively owned company that enters into a contract with a public utility shall not be considered a public utility on the basis of that contract.

Project - The specific roadway access or opening defined by the permit and accompanying permit documents. The project may include work performed by others.

Project Limits - The project limits must be shown on the permit drawing and include (but are not limited to) the following:

- a. the areas of construction operations and areas used by the Contractor to perform the work. If only a portion of a lane or shoulder of a road is being constructed, the Project Limits include all lanes and shoulders of the roadway;
- b. where only one direction of a road is being constructed, and the road is divided by a median, island, or barrier curb, the Projects Limits include all of the lanes in that direction and the median. Otherwise, the Project Limits include all lanes in both directions;
- c. the longitudinal Project Limits include all safety devices and signs, excluding signs greater than 1,600 feet outside the Project Limits; and
- d. areas within the ROW provided for the Contractor's use.

Repair - means limited or minor replacement of one or more component factors covered by a permit that may be required because of storm or other cause to restore a condition and requiring only maintenance.

Residential Driveway - is excavation and construction for a driveway access for a single-family dwelling, duplex, or common driveway that serves two single family residences in accordance with a subdivision approved by the County's Land Development Review Committee (LDRC).

Restoration – shall mean the replacement, repair, resurfacing, upgrading, and/or reconstruction of the work zone as closely as possible to its original condition and/or the standards and conditions otherwise provided by the permit. A permittee may be required to provide digital photographs of the

work zone taken within 30 days prior to starting construction to aid in determining if a project site is restored.

Right-of-way - means County highway property and property rights, including easements, owned and controlled by the County.

Right-of-way line - means the outer edge of County roadway property, separating roadway property from the abutting lots owned by others.

Roadway – The term roadway shall be defined to broadly include any street, highway, road, roadway, sidewalk, alley, avenue, pavement, shoulder, gravel base, subgrade, curb, gutter, including drainage pipes and structures, utility structures, driveway, traffic control device, bridge, and all other appurtenant structures, trees, and landscaping in any public ROW, easement, ownership in fee, or public ground in the County of Gloucester and under the control of the County of Gloucester intended for vehicular use. A divided roadway has two (or more) roadways.

Shoulder - means the portion of the roadway between the edge of the travel lanes and the curbline, generally intended to accommodate stopped vehicles or emergency use.

Sidewalk area - means that portions of the right-of-way that lie between the curbline and right-of-way line, regardless of whether a sidewalk exists.

Sleeve - means a short casing through a pier or abutment of a highway structure, wall, etc.

Specifications - The compilation of provisions, standards and requirements for the performance of the work described in the Permit Application and attachments, the issued permit, this Manual, the Gloucester County Specification Manual, the NJDOT Standard Specifications for Road and Bridge Construction (latest edition) and the MUTCD standard (latest edition) and all other publications included by reference, the latest editions of which shall become a part of this Manual and which may be modified and/or supplemented from time to time and by the issued permit.

State or local highway/roadway access - means a driveway on a lot or site, or an easement over an adjacent lot or site's frontage, that allows for vehicular movement between a State Highway or a local roadway and the lot or site.

Substantial completion - means that all work is complete, with the exception of such items as landscaping, removal of soil erosion and sediment control measures, final cleanup, and repair of unacceptable work.

Temporary driveway permit - means a permit for time-limited access for a specific lot or site, use, and estimated volume of traffic. Such uses may include, but are not limited to, site preparation (when done separately from construction of access pursuant to a permit), environmental testing/monitoring, etc.

Traffic Control Devices – are signs, signals, flashing lights and beacons, pavement and curb markings, barricades, delineators, islands, channelizing features, pedestrian control features, flaggers, and all such other devices whether temporary or permanent, placed or erected for the purpose of regulating, warning, and guiding traffic by authority of a public body or official having jurisdiction over the roadway, bridge, and/or railroad crossing.

Traffic Control Plan (TCP) – A plan for maintaining traffic in or around a permittee's work zone.

Traffic Study - means a report that identifies and analyzes the impact of all traffic being generated by a lot or site utilizing a County roadway, regardless of how the traffic accesses the County roadway

system, in both a build and no-build condition. The report may include an analysis of mitigation measures and a calculation of fair share obligation.

Transmission facilities (Electric) - means high voltage electric lines, wire or cable (including supporting structures) and appurtenant facilities (usually with a rating of 69 kilovolts or above) that transmit energy from one generating plant to electric substations or switching stations and their owner operators.

Transmission facilities (aka Pipelines) – means gas and liquid transmission pipelines (generally large diameter) including their appurtenant facilities and their owners/operators, but not including production, accumulation, and storage facilities and distribution piping.

Transmittant - means gasses or liquids distributed through a system of pipes.

Traveled way - means the portion of the roadway provided for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

Trenched - means installed in an open excavation.

Trenchless - means installed without breaking the ground or pavement surface, except at the entrance and exit point, such as by jacking, boring, horizontal directional drilling, coring, plowing, pipe ramming, pipe bursting, or micro-tunneling.

Utility and Utilities - shall include public, private, or cooperatively owned facilities and lines for producing, transmitting, or distributing telecommunications, including fiber optic communications, cable TV, and ITS; water; sewerage; gas; electric; steam; waste; wastewater; stormwater (not connected with the county roadway); electrical facilities; gas; oil; crude; railroad; or any other similar commodity including fire or police signal systems and street lighting systems whether located underground, aerial, or bridge attached, etc. that are owned by a utility company, railroad, the NJDOT, County, or a municipality, and are directly or indirectly serving the public and have been or are proposed to be placed within the County's ROW, easements, and property. The term utility or utilities shall also mean the utility owner or company and subsidiaries.

Valid Permit - means a permit for which a written construction acceptance certification has been issued by the County. Grandfathered permits are considered valid permits. When no construction by the permittee is involved, permits become valid upon execution by the County.

Vent - means an appurtenance by which fluids or gases between a carrier pipe and a casing may be inspected, samples exhausted, or evacuated usually through risers or standpipes projecting above the ground surface.

Wooden pole - means the stem of a tree which has the proper natural characteristics to meet the engineering and design standards to support a utility line; and has been harvested, shaped, treated, and certified to meet that need. Single wooden pole type of construction is a type of construction where no wooden pole shall be closer than 10 feet to any other wooden or non-wooden pole.

Work – shall include the labor, services, materials, equipment, tools, transportation, supplies and incidentals necessary for a contractor to accomplish and complete the permitted roadway access or opening, as well as the other duties and obligations required by the permit. All work shall be done in a workmanlike manner to good and acceptable quality and without defects in accordance with the permit conditions and conforming to the County and industry standards.

Work Zone – the work zone, including the project limits as defined by the permit drawings, includes the areas of construction operations used by the contractor to perform the work. If only a portion of

the roadway is being used for construction, the work zone includes all lanes and shoulders of the roadway, unless the roadway is divided by a median. The longitudinal limits of the work zone include all safety devices and signs, excluding signs more than 1,600 feet beyond the project limits. Traffic control and safety for workers, motorists and pedestrians within the work zone shall be the responsibility of the contractor.

Section 2.0: Permits Required

1. Prohibited Activities

It shall be unlawful, except in an emergency as set forth below, for any person to engage in the following activities, unless such person shall have obtained a permit from the County.

- a. dig up, excavate, tunnel, undermine, or in any manner break up a roadway;
- b. make or cause to be made any excavation in or under the surface of any roadway, to install any roadway improvements, or for any purpose construct, remove or alter roadway improvements that are located within a County right of way;
- c. place, deposit, or otherwise leave earth or other excavated material obstructing interfering with the free use of the roadway or roadway drainage;
- d. perform any other operation on any roadway that in any manner interferes with or disturbs the surface of such roadways; and
- e. relocate any type of building structure or drainage feature within County's roadway ROW, easement, or property.

2. Emergencies

In the event that any sewer, main, conduit, or other utility installation in or under any roadway shall rupture or otherwise seriously endanger persons or property, the owner shall immediately remedy the problem and take the necessary temporary steps to secure the location. **The County Public Works Office must be notified immediately of the occurrence.** In the event that the County Public Works Director's Office is closed, the notice shall then be directed to the Gloucester County Communications Center at 911.

The permanent repairs to the roadway shall be made as directed by the County and shall be completed within the time frames set forth in this Manual. Such owner shall not, however, begin making any permanent repairs to such street, alley or sidewalk until they shall have secured a permit. The permit shall be applied for within three business days after the break or serious problem developed, and the necessary permanent repairs to the roadway shall be made as directed by the County and completed within the time period stated in the permit.

- a. Emergent situations may arise out of the violation of a permit condition or occur as a result of situations that are not associated with a permit violation. If the emergent situation is not related to the violation of a permit condition, the County may require the issuance of a permit within three days to allow the utility onto the right-of-way in order to remedy the situation. When an emergent situation occurs, the County shall notify the permittee or utility of the emergency. In the event of an emergency, the permittee or utility shall:
 - i. Immediately dispatch a representative to the site of the emergency. The representative shall be on site within four hours or as otherwise directed by the County;
 - ii. Immediately stabilize the situation in order to restore the free and safe movement of traffic;
 - iii. Provide, for the County's review and concurrence, a timeline for the completion of permanent repairs; and
 - iv. Complete the permanent repairs within the timeline approved by the County.

- v. If the emergent situation arises from a permit violation and the permittee fails to comply with the provisions of (a) above, the permit shall expire and the County may either remedy the violation or terminate the activity and shall deduct the full cost of any work done from the amount of any bond, check, or money order held by the County. If the amount of the guarantee is less than the cost of the repairs performed for the County, the County shall bill the permittee for the balance due.
- vi. If the permittee does not pay the balance due within 30 days of billing, the County may initiate legal action.
- vii. Under unusual or emergency conditions, the County Public Works/Engineering office shall be contacted and the office may issue oral approvals for activity to be covered by a subsequently issued permit. Unusual or emergency conditions shall exist when, in the determination of the County, issuance of the oral approval is necessary to protect against an imminent threat to public health, safety, welfare, life, limb, or property. If the County grants oral approval, the applicant shall apply as outlined in this Manual within three business days of the date the office grants the oral approval.

Section 3.0: Application Procedures

1. Applications

An application for the issuance of an Access and Road Opening Permit shall be submitted to the attention of the Gloucester County Public Works Director, Department of Public Works, Permit Division, 1200 N. Delsea Drive, Clayton NJ 08312. Note: only hard copies are accepted.

An application shall be made on forms available from the County Public Works Department and shall include the name and address to the applicant, the owner, and the co-applicant contractor performing the work, the street location of the site to be opened, the exact location of the opening from the nearest road intersection and the location and dimensions of the project limits and proposed work zone, the purpose of the project and the estimated dates of commencement, completion and restoration of the excavation, and such other data as may reasonably be required by the County. The applicant shall certify to the truthfulness of all information on the application.

The contractor shall also state the name of any and all subcontractors being used for the work along with telephone office and mobile numbers of the contractor, the subcontractors, and the applicant. The numbers provided must include an emergency number that can be reached 24 hours per day, 7 days per week. In lieu of providing the names and numbers, utility companies may provide a 24-hour emergency phone number.

2. Application Drawings

Drawings must be attached to the application and must be drawn to a minimum 30 scale to show clearly the proposed work, the project limits, and the work zone. For Access Permits the drawing should include driveway locations and proposed apron area installation. Plans should show all utilities within 25 feet of the proposed work. The County reserves the right to require plans or drawings to be drawn by a N.J. licensed professional engineer. Where the road opening involves a site plan or subdivision plan approved by the County Land Development Review Committee (LDRC), a copy of the approved site plan and/or subdivision plan shall be submitted with the application.

3. Traffic Control Plan

An NJDOT/MUTCD compliant traffic control plan (TCP) must be provided and attached to the application. Copies of the generic standards are not acceptable. The traffic control plan must be site specific, drawn to a scale sufficient to show clearly the proposed locations of all proposed temporary traffic control devices within the project limits and work zone, including flaggers and policing, unless the County indicates a TCP is not required. The TCP must address in writing and show on drawings the Contractor's proposed methods for performing traffic control, including but not limited to materials, equipment, personnel, and schedules. (See also Traffic Control Plan section and requirements in this Manual.)

4. Underground Utilities, Drainage, and other Subsurface Facilities

The County assumes no responsibility for identifying the location or conditions of any existing underground utility lines, drainage, and other features and facilities in the review of drawings or by issuance of a County permit. It shall be the responsibility of the co-applicant contractor to verify the locations of all underground utility lines, county drainage, and other county facilities and to determine the appropriate scope of work for their location and for safe excavation work in their vicinity within the County roadway ROW, easements, and property.

New Jersey Law requires anyone excavating (digging) to call NJ One Call at 800-272-1000 or 811 for mark-out at least three full business days (excluding weekends and holidays) prior to beginning work within the County ROW, easements, or property and to wait before excavating for mark-out flags or paint to be applied within the project limits. If utility facilities are located in the vicinity of the proposed excavation, the applicant shall comply with any statutes or regulations pertaining to the methods of excavation proximate to utilities. If excavation does not take place within the limited number of days indicated by NJ One Call, a new mark-out must be called in.

The County's, its municipalities, and NJDOT's local underground drainage and other facilities (e.g., signal control and/or electric cables and boxes) and signals associated railroad facilities are NOT part of NJ One Call and must be located by the contractor through other means, shown on the drawings, and marked-out on the pavement surface prior to starting construction.

Section 4.0: County Roadway Access and Opening Permits

1. General

- a. All improvements made to a County roadway shall conform to the procedural requirements and design standards and references in this Manual, the County Specification Manual, and other referenced documents, except as otherwise specified in the permit.
- b. Traffic control features within the County roadway ROW may be installed, removed, or modified at any time by the County to promote efficient traffic operations or traffic safety.
- c. All pavement markings on County roadways, including acceleration and deceleration lane markings, and signage installed for the operation of the roadway shall be maintained by the County and may be removed or modified by the County, at any time, to promote efficient traffic operations or traffic safety. All pavement markings and signage required for the operation of a driveway, local roadway, or State Highway such as stop bars and stop signs, shall be maintained by the respective lot or site owner, municipality, or the NJDOT.
- d. The County has jurisdiction over all structures within the County roadway ROW and easements including, but not limited to, guide rail, curb, drainage systems, regulatory signs, directional and warning signs, and electrical facilities. Relocation or removal of any of these facilities, at the lot or site owner's expense, may be approved by the County in conjunction with the required permit(s). Relocation of County roadway facilities and any additional expenses necessitated by the relocation, by the County in conjunction with a permit(s), shall be at the lot or site owner's expense.
- e. The County will not permit openings in newly constructed or resurfaced County roadways for a period of five years after the construction or two years after resurfacing, without the consent of the County. This restriction does not apply to the construction of driveways. If openings are allowed the lot or site owner shall be required to mill and resurface the section of roadway to the limits and standards established by the County.
- f. County ROW shall be kept clear of buildings, sales exhibits, signs, parking areas, service equipment, and site or utility appurtenances. The County will not be responsible for maintenance or replacement of any such appurtenances within the County roadway ROW, whether authorized by permit or not.
- g. Applicants undertaking activities that require an access permit and/or a highway opening permit for such activities as drainage, curb, sidewalks, handicap ramps, landscaping, tree trimming, vegetation control, unclassified landscaping, grading, guiderail, crosswalks, bus shelters or benches, lane or shoulder closings, etc. on County roadways shall submit one access application for the combination of these activities. The County may issue a single permit to authorize all of these activities for the lot or site.
- h. No underground facility shall be permitted within the County right-of-way unless the utility subscribes to the New Jersey One-Call Damage Prevention System. Pursuant to N.J.S.A. 48:2-73 et seq.
- i. The County shall not assume any cost involved in the activities authorized by a permit, unless the permittee is under contract to the County and working in the County's rights-of-way or property and under the jurisdiction of the County at the written request of the County.

- j. No person shall use any part of County roadway rights-of-way or property under the jurisdiction of the County for any private purpose or uses associated with private purposes. The sidewalk area shall be kept clear of buildings, sales exhibits, signs, parking areas, service equipment, vehicles, and appurtenances.
- k. In general, no person shall erect advertising signs or devices on or overhanging County roadway rights-of-way or property under the jurisdiction of the County. No person shall use County roadway rights-of-way or property under the jurisdiction of the County for the display of merchandise. In general, the County will not authorize the erection and maintenance on public property of signs other than those that regulate, direct, or warn, or as otherwise allowed by law.
- l. No person shall place, maintain, or display upon or in view of any County highway, any unauthorized traffic sign, device, or other contrivance, that purports to be or is an imitation of, or of such a nature as to be mistaken for, an official traffic sign, that attempts to direct the movement of traffic, or that hides from view or interferes with the effectiveness of any official sign. No public authority shall permit any traffic sign, or any traffic signal bearing thereon or on its support, any commercial advertising on a County highway.
- m. A permittee shall locate all lighting, sprinklers, heaters, landscape ties, and other equipment for roadside establishments off County roadway rights-of-way or property under the jurisdiction of the County. The County shall not be responsible for maintenance or replacement of any such appurtenances within County roadway rights-of-way or property under the jurisdiction of the County.
- n. The County shall have a minimum of 30 calendar days to review permit applications, beginning on the date of the completed application and when all other requested information has been received.
- o. Ground cover shall not exceed 24 inches in height at full maturity within the sidewalk area and shall not interfere with sight distance.
- p. The contractor must have a copy of the approved permits at the site at all times.
- q. The contractor shall notify the County a minimum of 48 hours in advance of the commencement of any construction activities. Any construction taking place without prior County notification is at the contractor's risk and may require removal.
- r. The permittee shall provide the County with as-built plans based on the NGS and New Jersey Plane Coordinate system with offsets shown from existing physical features. The plans shall record the vertical and horizontal location of the utility facilities for each change in grade or alignment at 100-foot intervals. The as-built plans shall also show the horizontal and vertical locations of any manholes or hand holes. The permittee shall submit a CD or thumb drive with the as-built plans as CADD or PDF files within one month of completion of construction.

2. County Roadway Opening (aka Occupancy) Permits

- a. Roadway Opening permits are required when any activity is undertaken over, under, or within any portion of County roadway right-of-way or property under the jurisdiction of the County. Additionally, an opening permit is required for any activity, which may interfere with the free and safe movement of normal highway traffic on a County roadway or when any activity will affect any portion of the roadway right-of-way or property under the jurisdiction of the County. These may consist of, but are not limited to, the following activities:
 - i. Utilities

- ii. Poles
- iii. Curb, Sidewalk, and ramps
- iv. Drainage facilities
- v. Landscaping, tree trimming, vegetation control
- vi. Bridge attachments
- vii. Grading
- viii. Guiderail
- ix. Test holes and borings
- x. Monitoring wells
- xi. Crosswalks
- xii. Bus shelters or benches
- xiii. Banners, decorations or temporary announcements
- xiv. Guide Signs
- xv. Parades or Gatherings
- xvi. Temporary Uses
- xvii. Detours
- xviii. Lane or shoulder closings
- xix. Automatic Traffic Counting
- xx. Wireless communications site surveys
- xxi. Railroad Grade Crossings
- xxii. Miscellaneous

b. County roadway opening permits, shall also be required for the following uses:

- a. The use of County highway ROW for any private purpose or uses associated with private purpose, including, but not limited to, lighting, sprinklers, or landscaping structures;
- b. Trimming or removal of trees, shrubbery, or any other vegetation within the County roadway ROW, in conjunction with an access permit, and shall not be authorized unless specified in the access permit; and
- c. The placement, maintenance, or display of any sign or structure not in compliance with MUTCD standards shall not be permitted.
- d. The County may review requests for road opening permits and the release of guarantees. The County may issue a permit to excavate or open the surface of any County road upon application and payment of the fees and deposits. The permit will state the name of the applicant and co-applicant, the nature and purpose of the roadway access/excavation or opening, the location of the opening, and the number of days for which the permit shall remain in force.
- e. The minimum lateral proximity to a parallel utility facility shall be 18 inches from the edge of utility facility to the edge of utility facility. As used in this Manual utility facilities do not include railroad facilities.
- f. The permittee shall construct manholes or hand holes so that the longest dimension is parallel to the roadway and not within the roadway. This does not apply to railroad grade crossings.
- g. Except for railroad grade crossings, utility facilities shall not be located longitudinally in the travel lane or in the shoulder unless otherwise approved by the County. For

longitudinal installations, utility locations parallel to the pavement at or adjacent to the right-of-way line are required to minimize interference with highway drainage, the structural integrity of the traveled way, shoulders, and embankment; the safe operation of the roadway, and to minimize utility maintenance impacts to the roadway. At a minimum, their lateral location shall be offset a suitable distance beyond the slope, ditch, or curb line, as may stipulated.

- h. The permittee shall be responsible for the restoration of the area disturbed. Failure to do so shall be a violation of the permit. The permittee shall provide security in the form of a bond, check, or money order, the amount of which shall depend upon the value of the activity.
- i. The permittee shall make repairs to facilities that the County deems necessary to prevent any hazard to the public, interference with traffic, or damage to highway property. Such repairs shall be made as promptly as reasonably possible after the County notifies the permittee of the need for repairs. A failure to make the designated repairs shall be a violation of the permit.
- j. The permittee shall remove the activity before the expiration of a temporary use permit. The permit shall establish the date for removal. The permit shall also address the restoration of the County roadway rights-of-way or property under the jurisdiction of the County.
- k. The permittee shall be responsible for the cost of all maintenance and repairs to the roads over which a traffic detour takes place.
- l. Longitudinal installation of overhead lines in County roadway rights-of-way shall generally comply with the provisions of N.J.A.C. 16:25. No pole shall be closer than 10 feet to any other pole except as otherwise identified by the permit. The permittee shall complete pole replacements within 90 days of installation of a new pole, including removal of the pole being replaced and any other extraneous replaced facilities and cables.

3. County Roadway Access Permits

- a. County roadway access is granted to a lot or site in its entirety, not to the lot owner. Any change to the lot, including the size or the frontage on the County roadway, lot subdivision, or lot consolidation shall require a new application in accordance with the Land Development Resolution. No permit shall authorize any physical change to the lot or changes to the lot lines.
- b. A shared driveway for lots created by subdivision shall be the only County roadway access for the lots and requires a cross-access easement restriction, in perpetuity, for each lot utilizing the shared driveway.
- c. The contractor shall have a copy of the approved permits at the site at all times.
- d. A lot or site owner shall apply for and obtain an access permit, before undertaking any of the following activities:
 - i. Constructing one or more driveways or streets intersecting a County roadway, including emergency driveways;
 - ii. Changing any existing driveway or State or local roadway intersecting a County roadway, whether within or outside the County ROW including, but not limited to, addition of a

traffic signal, street closures, changing the number of lanes, driveway removals, changing the width of a driveway, changing the location of a driveway, and changing one-way/two-way operations;

- iii. Expanding the land use on a lot or site having one or more existing driveways or streets connecting to a County roadway;
- iv. Performing maintenance or in-kind replacement;
- v. Constructing a temporary driveway fronting on a County roadway;
- vi. Initiating any activity that may interfere with the free and safe movement of traffic on a County roadway; and
- vii. Increasing the number of trips between a County roadway and a local or private street to the extent that a significant increase in traffic results.

- e. Changing the use on a lot or site having one or more existing driveways or streets connecting to a State or local roadway shall require a Land Development Application in accordance with the Land Development Resolution.
- f. Subdividing a lot fronting on a County roadway, or consolidating two or more lots, at least one of which fronts on a County roadway shall require a Land Development Application in accordance with the Land Development Resolution.

4. Permit Moratoriums

No permit shall be issued for an opening on any roadway surface which has been reconstructed by the County for a five (5) year period after completion of roadway reconstruction, except in the event of an emergency. The moratorium period shall commence on the date of final acceptance of the road that has been resurfaced or reconstructed.

No permit shall be issued for any road that has been milled and resurfaced within two (2) years after completion of resurfacing, except in the event of an emergency.

5. Waivers

- a. The County may, in its discretion, based on the facts of a particular application, issue an opening and/or access permit that does not meet one or more of these requirements where it finds that compliance with those requirements is not reasonably attainable at the time that an application is submitted or that denial of the application would leave the lot or site without reasonable access to the general system of County roadways or State or local roadways. No waivers or other relief from design standards or other may be granted unless the waiver can be granted without substantial detriment to the safety and operation of the County roadway system and without substantially impairing the intent and purpose of this Manual.

Possible bases for waiver requests include, but are not limited to:

- i. Conflicts between the requirements of this Manual and the requirements of: The New Jersey Pinelands Commission or the Pinelands Protection Act; The Coastal Area Facility Review Act; The Freshwater Wetlands Act; Flood Hazard Zone regulations, etc.;
- ii. Imposition of conditions by a municipal, county, or other approving agency beyond the control of the lot or site owner, and acceptable to the County;

- b. The County will not grant waivers of permit fees.

- c. The granting of a waiver does not constitute approval of an application and shall only be considered a waiver of a particular standard.

- d. The terms of the waiver will be incorporated into the terms of the permit.

6. Denials

If the application for a permit is denied; the County will send the applicant written notification of the denial and shall state the reason for the denial. All denials shall be resubmitted with a cover letter addressing each point of revision.

7. Permit Invalidations and Revocations

Permits may be revoked at any time by the County for failure to comply. The County also reserves the right to stop work for failure to comply and/or to complete the work or order the completion of work to ensure the safety of pedestrian and vehicular traffic.

A permit shall become invalid for any of the following reasons:

- a. Performance of any of the activities requiring a permit without first obtaining a new permit;
- b. Any expansion or change in use of a lot or site that results in trip generation that exceeds the maximum trip limits established for the lot or site;
- c. Failure to respond to the County within the specified timeframe;
- d. Failure to comply with any permit conditions or developer agreement provisions;
- e. Failure to remedy a violation of any permit condition; and/or
- f. Removal of a County roadway from its jurisdiction.

8. Bonds and Guarantees

No permit shall be issued until the applicant has submitted the bonds and insurance certificate required by this Manual in a form acceptable to the County (e.g., County Counsel, Insurance/Risk Manager, etc.).

9. Photographs and Video Records

If extensive roadway access or roadway opening excavation and restoration is involved, the County may require the permittee to digitally video and/or photograph the work zone and/or project limits prior to beginning construction in order to protect the County's interest and that of adjoining properties.

Section 5.0: Time Limitations

1. Permit Expiration

- a. Permits shall become null and void unless work is started within 180 calendar days of the issuance of a permit. Once started, the work shall be diligently pursued without undue interruptions during normal working hours until completion. An extension of time for good cause may be granted by the County.
- b. If a permit is revoked or becomes null and void due to the passage of time, the permittee may apply for a new permit. A new permit may be revised to include changes to the work or conditions and shall be accompanied by a new fee.
- c. It is the responsibility of the lot or site owner to complete construction according to the terms and conditions of the permit in a safe and expeditious manner. Construction work shall not interfere with any County structure or facility on, over, or under the County roadway, unless permitted by the County, and shall not interfere with any ongoing work being done as part of a County project. The lot or site owner shall properly safeguard all work and maintain sufficient traffic safety provisions, so as to protect the traveling public until all work has been completed.

2. Prior Notification

- a. The permittee shall provide a minimum 48-hour written notice to the County prior to beginning work within lands under the jurisdiction of Gloucester County, except in cases of emergency as described in this Manual. Written notice shall be provided five working days' ahead for work on weekends, County holidays, or outside of normal County working hours (8:00 AM to 4:00 PM), except in cases of emergency. Failure to provide notice as required with this section may result in revocation of the permit and issuance of a stop work order.
- b. If special conditions require work during weekends and/or the Gloucester County holidays, the permittee shall obtain the prior written consent of the County and shall reimburse the County for all overtime costs incurred for its inspectors.

3. Night-Time Work

If extensive roadway access or roadway opening excavation and restoration is involved on a heavily traveled and congested roadway, the County may require the permittee to perform work during night time hours. The permittee shall provide notice as described above and shall reimburse the County for all overtime costs incurred for its inspectors. The contractor is responsible for providing all labor, equipment, and materials needed for night time work including traffic control.

4. Restoration Time-Frame

All openings shall be backfilled immediately and temporarily paved as specified in this Manual, subject to asphalt plant closings in winter months. Permanent pavement restoration shall be done within four weeks of temporary restoration for shallow road openings (4 ft. or less in depth from finish grade). Permanent pavement restoration for deep road openings (depths of more than 4 ft. below finish grade) shall be completed within 3 months from the time of temporary restoration or as otherwise directed by the County. The permittee shall give a minimum 24-hour notice to the County prior to final restoration operations. The County shall be notified when final restoration is completed.

5. Completion Notification

The permittee is responsible for notifying the County when all work has been substantially completed and is ready for beneficial use and final inspection. All inspections shall be performed during the County's normal business hours. The maintenance period for the project shall begin only when the County has accepted the permanent restoration and the permittee has posted a satisfactory maintenance surety with the County.

6. Seasonal Restrictions

At the sole discretion of the County, permits **may not** be issued for extensive road openings and restoration between December 15th and March 15th when adverse/severe winter weather conditions may exist, asphalt plants may be closed, low ground and roadway temperatures occur, freezing conditions exist, and/or frost, snow, ice, etc. may impact roadway conditions and prohibit work.

Section 6.0: Permit Fees and Guarantees

1. Permit Fees

A permit fee shall be charged by the County for the issuance of a permit in addition to all other fees for permits or charges related to proposed roadway access and opening construction work. The permit fee shall be an amount according to the size of the road opening. Permit fees shall be waived for public entity applicants, including, but not limited to the State of New Jersey, the County of Gloucester, and County municipalities. Municipalities, local authorities, and County Utility/Improvement Authorities are subject to all restoration, insurance, performance, and maintenance bond provisions in this Manual, whether or not they are subject to permit fees. Permit fees shall be as follows, but may be adjusted at the discretion of the County, and may be republished by the County from time to time.

Table 1 - Roadway Access Permit Fees

<u>Permit Type</u>	<u>Fees</u>
Private Use	\$50.00
Structure Relocation	\$50.00
Combined Residence & Business	\$150.00
Utility Pole, Beacon & Lights	
1-5	\$150.00
6-10	\$300.00
Each Additional Over 10	\$25.00
Commercial Minor (minor development)	\$500.00
Commercial Major (major development without roadway widening)	\$800.00
Commercial Major (major development with roadway widening)	\$1,200.00
Temporary Construction Access	\$1,000.00
Road Occupancy with no Excavation	\$150.00
Oversized Load Transport	\$500.00

Table 2 – Road Openings within Right of Way (Sidewalk, Grass Area, Shoulder or Travel Way)

<u>Permit Type</u>	<u>Fees</u>
Single Opening (not exceeding 16 SF)	\$125.00
Multiple Openings (> 10 SF and < 200 SF)	\$250.00
Multiple Openings (each additional > 50 SF or fraction)	\$100.00
Manhole, Vault, Metering Pit, or similar structure	\$150.00
Jacking/Boring/HDD up to 200 LF	\$500.00
Each Additional 50 ft in Length or Part Thereof	\$75.00
ADA Ramp w/Sidewalk Landing Area (pair)	\$200.00
Soil Borings	
1-5	\$150.00
6-10	\$300.00
Each Additional Over 10	\$25.00

(SF = square feet, LF = linear feet)

Table 3 – Curb/Gutter and Conduit/Cable Direct Burial Permit Fees

<u>Permit Type</u>	<u>Fees</u>
Curb/Gutter (0 LF to 99 LF)	\$80.00
Curb/Gutter (100 LF to 499 LF)	\$200.00
Curb/Gutter (500 LF to 999 LF)	\$300.00
Curb/Gutter (> 1,000 LF or each fraction thereafter)	\$30.00
Conduit/Cable (0 LF to 1,499 LF)	\$250.00
Conduit/Cable (1,500 LF to 1,999 LF)	\$325.00
Conduit/Cable (> 1,500 LF or each fraction thereafter)	\$60.00

LF = linear feet

NOTE: PERMIT FEES DOUBLED FOR WORK WITHIN ROADS THAT ARE UNDER MORATORIUM, BUT HAVE BEEN APPROVED FOR OPENING BY THE DIRECTOR OF PUBLIC WORKS. OPERATING WITHOUT A PERMIT WILL RESULT IN A \$1,000.00 FINE AND PERMIT FEES WILL BE DOUBLED.

2. Guarantee Requirements

Applicants or their contractors shall be required to post surety, in a form acceptable to County Counsel. The Surety shall include a performance guarantee that the roadway access and/or opening will be properly closed and that the roadway access and/or opening 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.

A performance guarantee will not be required if the Applicant has already posted a performance guarantee with the County as a condition of a site plan or subdivision approval. Proof of the posting shall be supplied with the application. Applicants who have posted an approved performance guarantee shall be required to post a maintenance guarantee in accordance with this Manual.

All bonds submitted shall meet the following minimum requirements:

- a. The bond must have an identifying number;
- b. The name and address of the principal must be listed on the bond and in case of a corporation or partnership, the state of incorporation or partnership must be noted;
- c. The name, address and phone number of the surety company must be listed on the bond and in addition the company must be authorized to issue bonds in the State of New Jersey pursuant to the New Jersey Department of Insurance;
- d. The amount of the bond must be in accordance with the bond fee schedule established for performance and or maintenance bonds in this Manual;
- e. The work to be performed must be clearly defined in the bond;
- f. The lot and block number, street address and County road opening permit application number must be listed on the bond;

- g. Determination of the acceptability of all the work covered by the bond shall be the sole discretion of the County;
- h. The term of expiration date of the bond must be clearly stated. Bonds must be automatically extended by bonding company until notified by the County;
- i. The manner in which a bond may be called in the event of non-performance must be specified in the bond;
- j. The bond shall be signed and attested to by the appropriate persons for the principal and the surety company together with the appropriate form of notarization;
- k. All checks and bonds and letters of credit shall be submitted to the County Public Works Director or the County Planning Department before site plan or subdivision approval and shall be made payable to the "County of Gloucester". All checks will be forwarded to the Treasurer of the County of Gloucester. Performance bonds will be forwarded to the County Counsel for review and approval and then returned to the County Public Works. Performance bonds will be held until the receipt of the certification of satisfactory completion issued by the County. Performance bonds shall not be released until satisfactory Maintenance Bonds have been posted.
- l. 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 corrective work exceeds the original bond value, the county reserves the right to recover the extra cost from the applicant.

3. Performance Surety Amounts

Performance Surety amounts shall be as follows, but may be adjusted at the discretion of the County, and may be republished by the County from time to time.

Table 5 – Performance Surety Amounts

<u>Item Type</u>	<u>Performance Surety Amount</u>
Residential Access (private use apron)	\$6.50 per SF
Temporary Access	\$1,250.00
Structure relocation (minimum surety)	\$1,250.00
Curbs/Gutters/Jacking/Boring	\$12.50 per LF
Conduit/Cable Direct Burial	\$1.50 per LF
Openings/Occupancy (minimum bond)	\$250.00
Right of Way Openings	
Right of Way Opening (< 50 SF)	\$12.50 per SF
Right of Way Opening (50 SF to 99 SF)	\$9.50 per SF
Right of Way Opening (100 SF to 999 SF)	\$6.50 per SF
Right of Way Opening (1,000 SF to 4,999 SF)	\$4.50 per SF
Right of Way Opening (5,000 SF to 9,999SF)	\$3.00 per SF
Right of Way Opening (> 10,000 SF)	\$2.00 per SF
All commercial uses	Determined thru County LDRC review

SF = square feet

LF = linear feet

County LDRC = County Land Development Review Committee (Site Plan and/or Subdivision reviews)

4. Maintenance Bonds:

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:

- a. Maintenance Bonds shall be for a minimum period of two years but not to exceed five years after the date of final acceptance for all work that requires a permit.
- b. No performance bond shall be released prior to the submission of a Maintenance Bond.
- c. The maintenance bond amount shall be 50 % of the performance bond amount.

5. Certified Checks

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 to 50 % for the maintenance surety period.

6. Irrevocable Letters of Credit

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. Letters of Credit must be automatically extended continuously until notified by the County.

7. Utility Companies

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 \$5,000,000.00. However, when in the opinion of the County, the openings or trenches contemplated by an application exceed the amount of the bond posted, additional bonds/or cash security will be required.

Section 7.0: Hold Harmless Clause

Upon receipt of the permit, the Permittee agrees that it shall defend and hold the County harmless from any and all claims of any nature arising out of the construction and roadway access or opening work covered by the permit, and the permittee also agrees that the County of Gloucester in issuing the permit assumes no connected liability. 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 judgement 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 its costs in connection with the suit.

Section 8.0: Insurance Requirements

1. Required Insurance Coverage

The Permittee and 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 and acceptable to the County. 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 the Permit by reference, and providing for the (30) days written notice to the County by registered mail prior to any modification, cancellation, non-renewal or other change in coverage.

The policies shall be effective prior to the commencement of the work and shall remain in full force until the certificate of satisfactory completion is issued by the County. If the permittee returns to the site to perform maintenance work during the maintenance period, a current certificate of insurance shall again be provided to the County at that time.

2. Minimum Coverages

The following are the minimum mandatory types and amounts of insurance coverage are to be carried:

- a. Workers Compensation-Statutory Limits
- b. Employer's Liability-Unlimited.
- c. General Liability in a comprehensive form with a minimum limit of \$1,000,000 Commissioners Standard Ordinary (CSO), including:
 1. Premises-operations;
 2. X.C.U.;
 3. Blanket contractual;
 4. Products-completed operations;
 5. Broad form property damage;
 6. Independent contractors and subcontractors;
 7. Personal injury
- d. Motor Vehicle Liability Insurance in a comprehensive form with a minimum of \$1,000,000 Combined Single Limit (CSL), including:
 - i. Owned automobiles
 - ii. Hired automobiles
 - iii. Non-owned automobiles
 - iv. Non-automobiles (roadway operated equipment, trucks, etc.)

3. Utility Companies

Utilities may submit blanket insurance certificates for themselves and/or their contractors, which shall be valid until the expiration of the listed coverage.

4. Contractors and Sub-Contractors

The Permittee shall provide proof that any contractors or subcontractors have in force during the term of this permit insurance equal to the required coverage, or shall ensure that the activities of any contractors or subcontractors are included under the Permittee's policy. If the contractor/subcontractor does not have adequate insurance, then the Permittee must agree to indemnify the County for all the contractor's actions.

5. Certificates

Neither approval by the County nor failure to disapprove Certificates of Insurance furnished by the Permittee shall release them 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. The certificate shall be subject to the review and approval of the County. 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 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.

6. 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 Permittee/policyholder. The minimum limits of liability coverage must be \$1,000,000.00.
- 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 this Manual.

Section 9.0: Traffic Control

1. General

The Permittee shall take appropriate measures to assure that during the performance of the excavation work both vehicular and pedestrian traffic as applicable, shall be maintained as nearly normal as practicable. The Permittee shall plan and carry out his work to provide for the safe and convenient passage of such traffic and to cause as little inconvenience as possible to the occupants of adjoining properties. The Permittee shall notify the owners of adjoining properties **at least 48 hours prior** to the time he proposes to begin any work which will interfere with their normal passage and shall provide the County with proof of such notice. If an opening requires a detour, then 7 days' prior notice is required. No County roadways or portions or a roadway are permitted to be opened, occupied or closed without the County's review and written approval, and as follows:

- a. Traffic Control Plan (TCP) – A TCP must reflect the specific conditions at the site and shall not be generic or consist solely of typical details. A TCP must be included with the construction documents for any project that requires a shoulder closure, a traffic lane shift or closure, or a roadway traffic closure with detour. Part IV of the Manual on Uniform Traffic Control Devices (latest edition) shall be used in preparing the TCP. The County at its discretion may impose additional requirements. The TCP must also be reviewed and determined to be acceptable by the local police department prior to the start of work. The TCP shall be prepared by a New Jersey licensed professional engineer and shall be submitted at the time of application.
- b. Projects Requiring a TCP – Projects involving the following activities (but not limited to only these activities) require an acceptable TCP before the County will issue a permit:
 - i. Road work including curb, sidewalks, and other roadway appurtenances that could disrupt traffic on a County road;
 - ii. Bridge work;
 - iii. Underground utility work;
 - iv. Above-ground utility work;
 - v. Tree trimming;
 - vi. Work on buildings adjacent to a County roadway including deliveries and installations that could disrupt parking or traffic; and
 - vii. Any other work for which the County determines a TCP is needed.
- c. Lane shifts and Roadway Closures/Detours – Lane shifts and/or road closures with detours involving a local road shall be coordinated and acceptable to the local police department generally a minimum of 48 hours in advance, except for emergencies (such as fires, traffic accidents and other police emergencies, hazardous chemical releases, derailing, main breaks, etc. but not including such things as construction, street fairs, parades, and similar activity) for which as much advance notice as practicable is required. A County permit must still be obtained as soon as possible. Detours involving the use of local or State Highways must be acceptable to the local municipality or NJDOT, respectively.
- d. In general, lane and road closures with detours are to be avoided and a detailed TCP must be provided in all such instances. Wherever possible, the alternative of using phased construction and lane shifts is encouraged. In addition to notifying the local police of road closures and detours

the permittee or his representative must notify rescue squads, the Board of Education, Municipal Administrator/Clerk, and public transportation at least five working days prior and the County Communication Center of Gloucester County (911) at least seven (7) working days before the closure and show proof of that notification.

- e. Once a lane is closed or roadway detoured, the permittee or his representative shall be responsible for the safe and conforming placement, maintenance, periodic inspection, and replacement of all installed traffic control devices conforming to the MUTCD and other applicable NJDOT standards as well as for their removal. All initially placed devices shall be in good repair, free of damage, clearly legible and reflective, and immediately replaced should they become damaged or missing.
- f. TCP submission and review requirements – The TCP must be acceptable to the local municipal police department. The presence of local police in a construction zone is required when a traffic control device (signal, stop sign, etc.) will be overridden. Policing requirements for such must be addressed by the TCP, and police presence does not negate the need for an acceptable TCP.

2. Openings

The Permittee shall open no greater part of a roadway or pedestrian way than shall be reasonably necessary as determined by the County.

3. NJDOT Specifications

The Permittee shall also follow the NJDOT Standard Specifications for Road and Bridge Construction (latest edition) and any amendments thereto, as well as specific directions from the County.

4. Protection of the Work Zone

The Permittee shall take all necessary precautions for the protection of the work zone by effective barricades and obstructions, which shall be illuminated during hours of darkness. Barricades must have a 24-hour accessible phone number stenciled on the barrel or barricade. Specified warning signs shall be provided to properly control and direct traffic. The Permittee shall erect warning signs at a reasonable distance ahead of any place where operations may interfere with the use of the road by traffic. The use of flagmen is encouraged on all construction and may be deemed mandatory by the County. If one lane of traffic is to be closed, the use of 2 flagmen will be required. All flagmen must have OSHA approved personal protective equipment, including orange safety vests, and shall use STOP/SLOW paddles, and at least one person at the job site (i.e., traffic control coordinator) shall have been certified in proper traffic control procedures by NJDOT. Off-duty police officers shall be employed for traffic control where required by either the local Police Chief or by the County.

5. Interference with Emergency Facilities

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

Section 10.0: Safety and Protection

It shall be the sole responsibility of the Permittee to conduct, install, and maintain all work permitted by the County in a manner that ensures the continuing safety and protection of the public.

1. General

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, and in accordance with the MUTCD. Final restoration must be performed within the time periods described in this Manual and the Permit.

Except while a permitted activity is underway, the storing of material and parking of equipment in County roadway rights-of-way or on property under the jurisdiction of the County is prohibited, unless otherwise specified in the permit.

2. Nighttime

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 at least 5 days in advance of construction cessation. Alternatively, in case of an emergency, the permittee shall notify the County by phone. Permittee shall place safety barriers with appropriate lighting around the unfinished excavation area and steel plates over the open excavation area. The barriers and lighting devices shall conform to the MUTCD and amendments; except that the permittee shall place his name and 24-hour emergency contact number on these barriers. He shall also notify the County and local municipality of the condition of the unfinished excavation and furnish his name and 24-hour emergency phone number.

3. Safe Crossings

The permittee shall construct and maintain an adequate number of and safe crossings over excavations and across highways under construction to accommodate vehicular and/or pedestrian crossings and access. The applicant shall submit plans, specifications, and calculation as required to the County with the application.

4. Utility Location and Mark-out

It shall be the responsibility of the permittee to secure information regarding buried utilities, by contacting the New Jersey One Call service (as required by law and indicated in this Manual) and to undertake such measures as may be required to ensure the safety and protection of underground utilities within the work area. These measures may include subsurface underground utility location services and techniques, such as, but not limited to, the use of utility locators, geophysics, magnetic locators, slow and careful trench excavation with hand digging, etc.

5. OSHA

Permittee and contractor shall comply with the OSHA trench sheeting regulations and all other OSHA regulations, and with any other applicable laws, in the performance of the work.

6. Traffic Control Devices Required

No construction activity may begin on any day until all traffic control devices are onsite and in place.

Section 11: Excavations and Roadway Restoration

1. Design and Construction

Roadway design, construction, and restoration shall conform to the NJDOT Standard Specifications for Road and Bridge Construction (latest edition and amendments), the Gloucester County Specification Manual, this Manual, and all other referenced or relevant standards used by the industry. If any of these are in conflict with current state and federal requirements, the strictest standard shall typically apply. The County may require specific roadway improvements based upon a review of the Permittee's plans, specifications, and site conditions after considering the impact of the project on the County's roadway system and users.

The County may require an applicant to prepare and submit a pavement design based on traffic analysis and projections, subsurface conditions and subgrade strength, existing pavement testing and conditions, pavement deflection, and calculations to establish recommended pavement course thicknesses.

2. Schedule

If required by the County, an acceptable schedule of operations shall be submitted by the permittee at least 7 days prior to initiating roadway excavation and restoration work.

3. Utility Relocations

It is the responsibility of the contractor to accommodate the relocation of all above-ground and underground utilities prior to restoration.

4. Delays

In no case shall sidewalks or pavements be removed or broken unless subsequent activities needed to complete the work shall be able to proceed without delay.

5. Resident Notification

Contractors shall notify residents adjacent to a work zone in writing at least seven days before any work commences at a site and copy the Public Works Department with notification.

6. Construction Layout

- a. The permittee shall employ a New Jersey Professional Land Surveyor to provide services for 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.
- b. The Permittee's Professional Engineer and/or Professional Land Surveyor shall provide and maintain offset stakes. Each stake shall be identified and marked to show the offset distance from the Concrete Curb lines, Drainage Structures, etc. The Permittee'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.
- c. The Permittee's Professional Engineer and/or Professional Land Surveyor shall bring to the attention of the County Inspector in writing any error or apparent discrepancies with the approved plans.
- d. The Permittee shall be responsible for the work conforming to the lines and grades called for on the approved plans, and the Permittee shall correct all errors and/or discrepancies caused

by the Permittee's Professional Engineer and/or Professional Land Surveyor at no cost to the County.

7. Concrete and HMA Mix and Materials Testing

The County may, at its discretion, request submission of the Portland Cement Concrete (PCC) mix for review before starting work and require the contractor retain a testing laboratory to perform slump tests, air entrainment percentage tests, and to take cylinder samples during pours and to provide 7- and 28-day compressive strength break test results. The County may request the submission of an HMA Job Mix Formula (JMF) by the contractor before starting work. The County may request that the contractor require the asphalt plant to provide quality control sample analyses during production and/or retain an independent lab to take and analyze samples and retain a material testing laboratory to obtain asphalt core samples for course thickness, air void analysis, and ride quality and/or the International Roughness Index (IRI). The County may request that the contractor use a Material Transfer Vehicle (MTV) while restoring long stretches of asphalt. The County may require that the contractor remove PCC and HMA materials that do not meet specifications or provide other corrective actions approved by the County. Materials testing shall be at the Permittee's/contractors expense.

8. Trenching Restoration

- a. **Seams** - Permits will not be issued for roadway openings that are 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). Two openings within 15' or three openings within 25' must have continuous top resurfacing.
- b. **Excavations** - Trenches and other open excavations shall not be left open after working hours and shall be as small as possible and shall be back filled with clean granular soil free of organics and excessive fines in lifts not to exceed 6" in height. Compaction shall be done with vibratory tampers such as jumping jacks, hoe packs, Dynapacks or other equipment acceptable to the County. Jack hammers and vibratory plate compactors shall not be used. Puddling of backfill is strictly prohibited. Excess backfill shall be removed from the site. If there is a deficiency of backfill material, additional backfill shall be supplied by the Permittee. Whenever the County deems the backfill material unsatisfactory, the Permittee shall provide acceptable material for all backfill operations. The County may require the Permittee to have a certified soil testing laboratory test backfill, and a copy of the test results shall be furnished to the County to determine acceptability. If the certified laboratory test results do not achieve the County's compaction standard of 98%, the County may require re-excavation and compaction.
- c. **Pipe less than or equal to 8" diameter** - Pipes, trenches, and service connections that are 8" diameter or less crossing to the opposite side of the street shall be driven or bored under the paved portion of the roadway to avoid disturbing the pavement surface unless otherwise approved by the County ahead of construction.
- d. **Utility Detection Devices** - All pipe installations of plastic or non-ferrous materials must include a wire or detection device to assist with determining locations after installation.
- e. **Utility Warning Tape** - All pipe crossings of any kind must be marked by the appropriate colored warning tape placed 12" above the centerline of the pipe during backfilling. Existing warning tape that is destroyed or removed during excavation shall be replaced before backfilling.
- f. **Soil Compaction** - At the direction of the County, soil density tests 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 restoration. Maximum density is defined as the maximum dry weight density in pounds per cubic foot as determined by the ASHTO-T180 designation. Locations shall be as designated by the County.

- g. **Open Trench length** - The un-backfilled length of trench openings shall not exceed 50 feet at one time.
- h. **Utility Damage** - During excavation, if the Applicant discovers any damage to utilities or underground structures, the Applicant must notify the County and the Utility immediately. For larger utility main installations, Utility Companies must have a County inspector present for the compaction operation above their conduit or pipe facility.
- i. **Saw Cutting** - All saw cutting must be performed with a wet-saw. Immediately following saw-cutting all excess material shall be cleaned and removed from the adjoining surfaces.
- j. **Supervision** - The Permittee shall have a competent representative at the site while the work is being progressed to insure adherence to permit conditions.
- k. **Temporary Pavements** - The Permittee shall maintain temporary pavements with hot asphalt flush with the grades of the adjoining surfaces until final pavement restoration.
- l. **Existing Traffic Signals** - The Permittee shall maintain all existing traffic signal operations including image detectors etc., and any traffic signal equipment damaged shall be immediately restored to the original condition to the approval of the equipment owner and at the permittee's expense.
- m. **Manholes** - Manholes must be reset/reconstructed within the limit of any area of final roadway resurfacing such that all manholes are set to final grade and level with the final pavement surface elevation.
- n. **Incidental Damage** - Every precaution shall be taken to prevent the marring of and damage to structures and facilities such as curb, sidewalk, aprons, trees, lawns, mail boxes, etc. such as but not limited to the following:
 - i. Timber planks shall be used to support steel treaded equipment and timber blocks or planks shall be placed under all outriggers used to stabilize excavators or other mechanical equipment in the work area;
 - ii. Loose stones, broken concrete, sand dirt, debris, etc. shall be swept up daily from the work area; and
 - iii. Under no circumstances shall the mixing of mortar or concrete or storage of asphalt be permitted directly on unprotected surfaces in or adjacent to the work area.
- o. **Temporary Pavement** - Any portions of work areas not closed to traffic shall be brought to the existing grade each day with at least 6" of bituminous stabilized base mix (HMA 19M64), applied over a 6" of compacted sub-base of dense graded aggregate. The minimum width of trench restoration subbase and base course shall be 24". All lifts must be mechanically compacted or rolled the same day and continuously maintained until final restoration is performed. Hand compaction of temporary pavement is not acceptable. Temporary restoration must be smooth without ruts or bumps.
- p. **Temporary Pavement Maintenance** - Temporary pavement shall typically remain in place for a period of at least 4 weeks, unless additional time is deemed necessary by the County. 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 as required, indicated in this Manual or required by the County. Cold patch will not be permitted as a temporary pavement course or patch. When temporary maintenance is required, at a minimum, surfaces must be clean and dry, tack coat (about 0.15 gallons per square yard) applied to all surfaces, and a hot box machine with HMA at 250 degrees F shall be used for temporary repairs to trenches.

- q. **Final Pavement** - Immediately prior to applying the surface course, the permittee shall mill out the temporary pavement above the trench to sufficient widths on both sides of the trench to assure straight and uniform surface restoration limits. The mill course shall at a minimum consist of the width of the trench or 24", whichever is greater, at the road surface plus one foot on each side of the trench. (See also final roadway pavement restoration above pipe trenches.)

9. HMA Roadway Pavement Restoration

- a. Pavement restoration shall conform to the NJDOT Specifications for Road and Bridge Construction (latest edition).
- b. Prior to any final restoration of roadway surfaces, the contractor shall schedule a final restoration meeting in the field to review and the requirements and mark-out the limits.
- c. The minimum milling depth shall typically be 2 inches unless otherwise directed by the County.
- d. A uniform cross slope shall be maintained from the roadway centerline, normally 2% and generally within the range of 2% to 4%.
- e. The Permittee shall apply a uniform tack coat (generally an anionic rapid-set emulsified RS-1 tack) applied at a temperature of 125-185 degrees F at an application rate of 0.05 to 0.15 gallons per square yard and immediately prior to the surface course. Tack coats shall be applied on existing cold asphalt surfaces that have been swept clean and are dry. Allow a minimum of 24 hours following any precipitation. Only apply tack coat that can be paved over in one day. Uncoated or lightly coated areas must be corrected. Areas showing an excess of tack coat must be blotted with sand or other similar material. Blotting material shall be removed before paving. The material is not to be streaked or ribboned.
- f. For curbs, gutters, manholes, and other similar utility structures (including cold joints) tack coat shall not be applied. Clean the exposed vertical surfaces of these structures and apply a uniform coating (about 1/8" thick) of polymerized joint adhesive to contact surfaces before surface course paving.
- g. Before paving, allow tack coat to cure to a condition that is tacky to the touch.
- h. A thin sand release layer may be applied beneath a temporary bituminous stabilized base course that is to be milled out, so that the course may be replaced with final pavement, or other method subject to prior approval by the County.
- i. Roadways with a concrete base shall be restored using a combination of concrete and asphalt as approved by the County. The time limitations prescribed in this manual also apply to this condition. (See additional provisions in this Manual.)
- j. Pavement restoration width standards are as follows unless otherwise directed by the County:

- i. Joints – At a minimum, trench restoration must generally extend to the nearest joint in the asphalt road surface.
- ii. Paved Shoulders– Standard full width trench restoration plus 10 ft. on each side of the trench.
- iii. One Travel Lane or Deceleration Lane – Surface restoration shall extend for one-half of the road width for a two-lane road and a full lane width for a multi-lane road.
- iv. Centerline or Exceptionally Deep Trench Openings – Surface restoration shall extend across the full width (curb to curb or Edge of Pavement (EOP) to EOP) of the paved road.
- v. Diagonal – Restoration of trenches diagonally crossing the centerline of a roadway shall be full road width (curb to curb or EOP to EOP) and shall extend perpendicular to the curb line for a minimum of 10' beyond the diagonal trench.
- vi. Sealing– all pavement restoration areas must be sealed along the edges.

k. All final edges of pavement (or trench) restoration shall be straight, uniform cuts with no keys or edge realignments and sealed along the length of all edges. The County 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 full restoration of the roadway surface including restriping and installing raised pavement markers.

l. In general, HMA full pavement box restoration shall consist of the following unless otherwise directed by the County:

- i. Compacted subgrade
- ii. 6" compacted thickness of Dense Graded Aggregate (DGA)
- iii. 4" compacted thickness of HMA base course 19M64
- iv. Tack coat of anionic rapid-set Asphalt Emulsion RS-1
- v. 2" compacted asphalt HMA surface course 12.5H64

m. In general, HMA mill and overlay pavement restoration shall consist of the following unless otherwise directed by the County:

- i. Tack coat of anionic rapid-set Asphalt Emulsion RS-1
- ii. 2" compacted asphalt HMA surface course 12.5H64

n. In general, final HMA pavement restoration above pipes shall consist of the following unless otherwise directed by the County:

- i. Compacted subgrade/acceptable backfill with pipe haunch to the centerline of pipe
- ii. Controlled low strength material aka flowable fill (NJDOT 919.22) or 15:1 Dry Grout
- iii. 6" compacted thickness of Dense Graded Aggregate (DGA)
- iv. 4" compacted thickness of HMA base course 19M64
- v. Tack coat of anionic rapid-set Asphalt Emulsion RS-1
- vi. 2" compacted asphalt HMA surface course 12.5H64

o. Allow HMA pavement to cool to a surface temperature less than 140 degrees F before opening to construction/paving equipment and traffic.

p. Ensure that RPMs and rumble strips are installed within 14 days of opening to traffic.

q. Completion - Upon the completion of work, the permittee shall notify the County in writing that the work has been completed and all permit requirements met and is ready for a final inspection by the County. The County will inspect the site within 30 days.

The permittee shall not use the County roadway access until the County has issued a written construction acceptance unless approval to use the access is granted prior to the completion of construction.

r. Core Samples - The County may require that random core samples be taken from the surface course, if there appears to be a question regarding either the quality of the asphalt or the thickness. Arrangements for the core samples is the responsibility of the permittee/contractor and shall be taken and tested by a certified asphalt 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.

s. Certificate of Completion - Once the work is completed in a satisfactory manner, the County will issue a certificate of satisfactory completion to the permittee, copying the County Treasurer and County Counsel. The permittee shall then submit the maintenance guarantee to the County Public Works Department for review and submission to the County Counsel. The Performance Guarantee/Security will be returned by the County Treasurer or Counsel upon receipt of a satisfactory Maintenance Guarantee. Permits become valid once all work is completed and accepted by the County, and the County has received and accepted the Maintenance Guarantee.

t. Failure to Complete - If permittee fails to satisfactorily complete the work or fails to meet the work zone safety measures/TSP in a timely manner, the County or a County contractor may complete the work and the permittee shall be obligated to pay the County for all labor, materials, and equipment as follows:

- i. For labor, permittee shall pay at the current prevailing wage rate as determined for Gloucester County by the New Jersey Department of Labor or the County's current rate. Payment shall be made on a per hour basis for all time expended by each County employee in completing the work. Payment shall be required for a minimum of 4 hours for each occasion County employees are needed to complete work unfinished by the permittee.
- ii. For materials, permittee shall pay for all materials used by the County, based upon the County's annual bid prices or actual costs.
- iii. 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.
- iv. Failure to complete the work in a timely and satisfactory manner shall be deemed to constitute a violation of this Manual and adoption resolution.

u. Damage/Removal of Traffic Control Devices - 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 NJDOT Standard Specification for Road and Bridge Construction (latest edition) or County Specification Manual. All traffic control signs removed for construction activities shall be reinstalled that same day. All raised pavement markers effected by construction activities shall be replaced with new units of the same design.

v. Landscaping Restoration - All landscaping damaged during construction shall be restored in kind to the size existing prior to construction. Lawn areas shall be restored with four (4) inches of loamy topsoil and two (2) applications of hydroseeding. If conditions preceding construction warrant, the County may require sod restoration.

10. Concrete Roadways

Final restoration shall include the concrete base replaced in kind. In no case shall flowable fill or dry grout be acceptable in place of restoring the concrete roadway base within the travel lanes. Temporary and final trench restoration details apply to concrete road restoration. Pavement restoration shall consist of the following:

- 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 $\frac{3}{8}$ " rebar may be doweled along the longitudinal edges of slabs and a minimum of 1" rebar may be doweled along the transverse edges of slabs.
- 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 Gloucester County Engineering Department for review and approval prior to installation.
- g. Gloucester County may require the contractor to take concrete cores to demonstrate conformance to NJDOT specifications.

11. Composite Roadways (HMA over Concrete)

Temporary and Final Trench Restoration Details apply to composite roadway restoration. Pavement restoration shall consist of the following, including the other HMA pavement requirements as provided in this Manual:

- 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 3/4" rebar may be doweled along the 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 4,500 PSI and 6% +/-1.5% air entrainment. Alternate mix designs from an approved NJDOT concrete supplier may be submitted to Gloucester 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. For composite roadways with a longitudinal trench in a lane, the roadway surface restoration shall be the 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 trench in the center line of the roadway, the roadway surface restoration shall be the full road width, curb to curb or edge of pavement to edge of pavement unless otherwise stated in the permit.
- g. For composite roadways with a restoration trench that diagonally crosses the center of the roadway, the roadway surface restoration shall be the 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 often (10) feet beyond the diagonal trench.
- h. Surface HMA pavement over concrete shall be constructed as required by this Manual and as referenced in the NJDOT and County Specifications. Depending upon the extent of the trench restoration and concrete pavement conditions, the County may at its discretion require further evaluations and modifications to the existing concrete pavement prior to allowing an HMA overlay.
- i. For composite roadways, all final asphalt restoration areas must be sealed along all edges.

12. Driveways

Driveways shall be located to avoid undue interference with or restrict the free movement of normal road traffic and so that they will not create areas of traffic congestion. Driveways shall be constructed where roadway alignment and grade are favorable, i.e., where there are no sharp curves, steep grades, and sight distance from the driveway access is adequate for safe traffic operations. See Chapter 3.H and Figures K-R in the Gloucester County Specification Manual for guidance. Driveways shall generally be as follows:

- a. Aprons shall be constructed in accordance with the details provided in the Gloucester County Specification Manual. Driveway elevation at the shoulder shall be provided by the permittee's engineer in the Application. A proper turnaround driveway detail shall be shown in the Application's submitted drawings in conformance with the County Specification Manual.
- b. Existing driveways intersecting the County ROW shall not be modified without first obtaining a County road opening permit, and no new driveways shall be constructed without a road opening permit.
- c. All driveways damaged during construction shall be restored with the same material and to the same size as prior to construction.
- d. Driveways shall be at right angles to the curb line or edge of pavement and generally in accordance with the County Specification Manual.
- e. Permittees must notify residents adjacent to work zones in writing before any work commences at the site with a copy of all notifications provided to the County before construction begins.
- f. The minimum residential driveway width shall be installed in accordance with the guidelines outlined in Table 2 of the Gloucester County Specification Manual.
- g. Driveway profiles shall generally be as described in the County Specification Manual with minimal uphill or downhill slopes closest to the curb line.

- h. Minimum residential driveway radius shall be designed in accordance with the guidelines outlined in Table 2 of the Gloucester County Specification Manual.
- i. Single family lots are permitted only one driveway and the driveway shall have a turn-around area.
- j. Driveways shall not be located within intersections, rotaries, or interchanges. Placement shall be in accordance with Chapter 3.H of the Gloucester County Specification Manual and shall not interfere with the placement of traffic control devices or affect traffic operations.
- k. Where road cross drains and/or drainage ditches exist, the driveway access shall account for all requirements as outlined in the Gloucester County Specification Manual.
- l. The County shall not become owner or bear any part of the expense for installation or maintenance of a driveway, swale, or cross drain associated with a driveway. The driveway shall be maintained in such a manner to prevent: the discharge of water onto the county roadway, the erosion of soil from the driveway and lot, and the interference/obstruction of drainage along the County ROW.
- m. Driveways on lots fronting both a County road and a municipal street shall be from the municipal street.
- n. Driveways on lots fronting two County roadways shall be from the roadway with the lower classification.
- o. Temporary driveway permits shall expire one year from the date of execution. The temporary driveway shall be removed prior to the expiration of the permit, which shall establish the date for removal. The permit shall also address the restoration of the County ROW. There shall be no more than one temporary driveway per lot.

13. Curb and Gutter

Curb and gutter shall be designed and installed in accordance with the Gloucester County Specification Manual Chapter 3.F. Top of Curb and gutter elevations shall be determined by the permittee's engineer or surveyor and shown on the Application plans for review and approval by the County. Curb and gutter shall generally be as follows:

- a. Positive gutter flow shall be maintained at the curb line with a minimum grade of 0.5%. Gutter grades less than 0.3% are not permitted.
- b. Curb and gutter sizing and material shall be in accordance with the Gloucester County Specification Manual. See Figures H & I.
- c. Transverse joints $\frac{1}{2}$ " wide shall be installed 20' apart and filled with pre-formed bituminous fiber filler conforming to Type III ASHTO Specification M-213 and recessed $\frac{1}{4}$ " from the face and top of the curb.

14. Sidewalk and ADA Ramps

Sidewalks and/or ramps shall be replaced when existing sidewalks or ramps are damaged or disturbed within the County ROW. Sidewalk shall be designed and installed in accordance with the Gloucester County Specification Manual Chapter 3.P. Ramps shall be designed and installed in accordance with current ADA standards. Elevations shall be determined by the permittee's engineer or surveyor and shown on the Application plans for review and approval by the County. Applicants shall provide all ramp details including NJDOT ramp type and a brick red detectable warning surface.

Section 12.0: Construction Inspection

1. Inspection

- a. For all roadway openings, the County shall provide an inspector to the work. The County may require the permittee to hire pre-qualified consultant inspectors at the owner's expense, if staff is not available or a specialized inspection service (e.g. materials testing, geotechnical, etc.) is needed.
- b. The inspector may visit each site daily to ensure adherence to the Permit documents, TCP, this County Manual, the Specification Manual and NJDOT specifications.

Section 13.0: Utility Access and Opening Permits

1. General

This Section of the Manual provides for the location, design, and methods of installing, maintaining, and relocating utilities within County roadway right-of-way. This Section is intended to preserve the integrity and visual quality of County roadways; to ensure roadway maintenance and efficiency; to ensure the present and future safety of highway traffic; to promote cooperation among multiple users of the County's right-of-way; and to ensure that the work for all utility installations, regardless of the method used, provide proper controls, compliance with specifications, and use trained personnel to achieve safe and dependable utility installations. This Section will not be applied retroactively to existing utility facilities until they are adjusted, replaced, or relocated.

- a. Utilities shall be designed and installed in accordance with the Gloucester County Specification Manual Chapter 3.U.
- b. All public utilities approved for roadway opening permits are subject to the requirements of this Section. Public utilities generally include, but are not limited to, electric, telecommunication, sewer, water, gas facilities, and cable television services, including transmission facilities.
- c. In accordance with NJSA Title 27, private facilities are not permitted within the public right of way.
- d. Where laws or orders of public authorities, industry, government codes, or authorities prescribe a higher degree of protection than provided by this Section, then the higher degree of protection shall prevail. Utility design and construction are subject to minimum safety standards and construction requirements prescribed by national or industry standard codes. In the absence of applicable national, State, or local regulatory agency standard codes, the industry standard code shall apply.
- e. The relevant and applicable Utility Accommodation requirements for State Highways in NJAC 16:25 et seq. shall apply to the County's roadways, including the standards in this Manual, the County Specification Manual, and the relevant and applicable additional governmental and industry standards and codes, which are incorporated herein by reference.
- f. Any new construction/installation, major maintenance, or relocation work by utilities and cable television companies on right-of-way or property under the jurisdiction of the County requires a roadway opening permit. All other permits obtained by the utility or cable television company for utility facility installation and related work, whether from the County or other parties, shall be supplied to the County prior to issuance of an opening permit.
- g. Emergency removal of trees or tree branches that have fallen on a utility facility or equipment resulting in a safety risk to the public shall follow the Emergency provisions in this Manual. Removal of trees or shrubbery acting as a buffer for the adjacent property is not permitted without the County's approval. However, if removal of vegetation is necessary, replacement trees and shrubs shall be provided by the utility as required by the County.
- h. The permittee shall construct manholes or hand holes so that the longest dimension is parallel to the roadway and not within the roadway. This does not apply to railroad grade crossings.

- i. Except for railroad grade crossings, utility facilities shall not be located longitudinally in the travel lane or in the shoulder unless otherwise approved by the County. For longitudinal installations, utility locations parallel to the pavement at or adjacent to the right-of-way line are required to minimize interference with roadway drainage, the structural integrity of the traveled way, shoulders, and embankment; the safe operation of the roadway, and to minimize utility maintenance impacts to the roadway. At a minimum, their lateral location shall be offset a suitable distance beyond the slope, ditch, or curb line, as stipulated by the permit.
- j. Encasement with flowable fill or dry grout in accordance with the County Specification Manual is required for all utility facility crossings directly under County roadways.
- k. Longitudinal installation of overhead lines in County roadway rights-of-way shall generally comply with the provisions of N.J.A.C. 16:25. No pole shall be closer than 10 feet to any other pole except as otherwise identified by the permit. The permittee shall complete pole replacements within 90 days of installation of a new pole, including removal of the pole being replaced and any other extraneous replaced facilities and cables.
- l. Vent standpipes shall be located and constructed so as not to interfere with the maintenance of the highway or be concealed by vegetation. Vents should stand as close as possible to the right-of-way line and should not affect pedestrian traffic.
- m. Drains from pipelines or casings shall not discharge into the County's drainage system including roadside ditches or natural watercourses.
- n. Readily identifiable and suitable markers shall be placed on the right-of-way line where it is crossed by pipelines carrying transmittants that are flammable, corrosive, expansive, energized, or unstable, particularly if carried at high pressure or potential, except where a vent will serve as a marker. Markers are also required for longitudinal pipeline installations and shall be spaced at a distance which allows visibility between adjacent markers.
- o. Manholes shall be designed and located in such a manner that will cause the least interference to other utilities and future highway expansion. New manholes shall not be located in the pavement of roadways unless otherwise approved by the County.
- p. Shut-off valves, preferably automatic, shall be installed in lines at or near the ends of structures and near hazards, unless hazardous segments can be isolated by other sectionalizing devices within a reasonable distance.
- q. Crossings shall be located as near perpendicular to the roadway alignment as practicable.
- r. Conditions unsuitable or undesirable for underground crossings of a roadway shall be avoided. These include, but are not limited to:
 - i. In deep cuts;
 - ii. Near footings of bridges and retaining walls;
 - iii. Across intersections at grade or ramp terminals;
 - iv. At cross drains and culverts;
 - v. In wet or rocky terrain where it would be difficult to attain minimum bury depth; and
 - vi. Within limits of Mechanically Stabilized Earth (MSE) walls.
- s. The minimum bury depth for underground utilities shall be 36 inches.

- t. Where minimum bury depth cannot be achieved due to the presence of other utilities, drainage structures, water table, or similar constraints, the electric power and communication line shall be rerouted or otherwise protected in a suitable manner that is in accordance with industry and utility company standards and approved by the County.
- u. The following requirements apply to utility opening for longitudinal installation of an underground fiber optic (FOC) duct bank:
 - i. The utility shall bundle ducts to form one compact facility. The County may allow a fiber optic utility duct bank to consist of more than four inner ducts, in the case of a multi-duct system, or more than four individual ducts, in the case of a single-duct system. The duct bank shall not occupy over 12 inches in width or 24 inches in depth.
 - ii. The minimum depth of cover of the duct bank shall be 54 inches. If there is a conflict with an intersecting utility facility at this depth, the utility shall install the fiber optic duct bank under the other utility. If the other utility extends deeper than 24 inches below the fiber optic duct bank, the fiber optic duct bank may be located above the other utility and shall be protected with concrete encasement as approved by the County, but at no location will the encasement be within 24 inches of the surface of the ground. There shall be a protective layer over the fiber of the duct bank which covers to within 30 inches of the surface with either permeable flowable fill (controlled low strength material or CLSM). (Orange pigmentation is encouraged), Or, by a cap of poured or pre-cast concrete that is four inches thick and 24 inches wide directly above the fiber optic duct bank. Appropriately colored continuous plastic utility ribbon shall be placed 12" above the duct bank.
- v. Attachment of utilities to bridge structures shall be avoided. For bridge replacement projects, the County will take into consideration utilities currently attached to the bridge in the evaluation and selection of bridge types. Each approved attachment will be evaluated on an individual basis and approval will not establish a precedent for granting future approvals. Acceptable utility installations are those that will occupy a position beneath the structure's floor, between the outer girders or beams, or within a cell and at an elevation above the low point of the super-structure.
 - i. The County prohibits placement of gas, water, sewer mains, or other hazardous utility facilities inside box beams or other enclosed structural elements. Due to homeland security and safety concerns, the County may prohibit placement of electric and communication lines on certain bridge types. No utilities shall be placed in the deck, sidewalk, or parapet of a bridge except as approved by the County. No utility shall be placed outside the parapet where it may be walked on.
 - ii. Conglomeration of utilities in the same bay should be avoided in order to facilitate inspection and painting of the structure. Pipes installed through abutment backwalls shall be placed in steel sleeves, coated with a corrosion inhibiting material, and set in non-shrink grout with the opening between the pipe and the sleeve sealed to prevent leakage through the backwall. One or more additional sleeves (spares) may be required.
 - iii. Unless appropriate devices are provided at bridge deck joints to accommodate movement, bridge-mounted utilities shall not be rigidly attached to the structure. Pipes carrying liquids under pressure shall be sleeved within 10 feet of abutments, walls, and piers.

- iv. Connections for utility supports to pre-stressed concrete beams shall be made to inserts cast in the beams. Drilling into pre-stressed concrete beams shall not be permitted. Utility facilities shall not be supported by a system which requires inserts in the concrete deck slab.
- v. Galvanized structural steel shall be utilized for supports where structural elements cannot be utilized to carry loads. Welding to structural steel beams shall not be permitted. Ducts shall be provided for electrical and communication cables.
- vi. Because a casing may not be provided for a pipeline attachment to a bridge, additional protective measures shall be taken, including employing a higher factor of safety in the design, construction, and testing of the pipeline. Where a pipeline attachment to a bridge is in a casing, the casing shall be effectively opened or vented at each end to prevent possible buildup of pressure and to detect leakage of gases or fluids. For pipelines under pressure, shut-off valves, preferably automatic, shall be provided on both sides of a bridge.
- vii. Bridge attached communication and electric power line (when approved) attachments shall be suitably insulated, grounded, and carried in protective conduit or pipe from the point of exit from the ground to re-entry. The conduit shall be carried to a manhole located beyond the backwall of the structure. Carrier pipe and casing shall be suitably insulated from electric power line attachments.
- viii. Guy wires supporting any utility facility shall not be attached to a bridge structure. Cell phone or other type antennas shall not be mounted from or on any bridge or sign supported structure.
- w. Additional applicable specifications and requirements for specific types of utility accommodation and permitting are contained in the NJDOT's regulations at NJAC 16:25 et seq. (latest edition) for: Pipelines (Subchapter 8), Underground Electric Power and Communication Lines (Subchapter 9), Overhead Power and Communication Lines (Subchapter 10), Installation of Highway Structures (Subchapter 11), Utility Facilities Occupying Limited Access Highway (Subchapter 12), and Waivers (Subchapter 13). Addressed are requirements and standards for: installation, location and alignment, bury, trenched construction and backfill, trenchless construction, casing requirements, appurtenances, utility tunnels, utility adjustments, etc., which along with the other NJDOT standards details for construction, are not repeated, but shall be followed wherever relevant and applicable.

2. Private Utilities

In accordance with NJSA Title 27, private facilities are not permitted within the public right of way.

3. Roadway Lighting

Requests by electric utilities or municipalities to install or revamp roadway lighting systems that affect roadways under the County's jurisdiction, shall be treated as special cases and shall require roadway opening permits. Each request shall be submitted to the County for review and recommendations as to acceptability of design, adequacy of lighting, and safety factors, in addition to the review and processing for permit approval as an above-ground utility installation.

4. Location of Utility Facilities Crossing Railroad ROW

Requests for permits across railroad right-of-way will be treated as special cases. The review, approval, and issuance of any such permits or agreements for the accommodation of such facilities

will be based on the merits of the requests, its necessity, and location. All installation of underground facilities shall be trenchless unless otherwise approved by the County and the railroad. When applicable, additional agreements or conditions may be required from the appropriate party that has operating rights over the railroad right-of-way or is responsible for the maintenance of such right-of-way.

All railroad right-of-way crossings must be previously approved by the railroad owner prior to application to the County.

Additionally, the NJDOT has plenary power over all public railroad crossings in the State of New Jersey, in accordance with N.J.S.A. 48:12-49 et seq.

5. Design

For new installations or adjustments of existing utility lines, provision shall be made for known or planned expansion of the utility facilities, particularly those located underground or attached to bridges. The utility lines shall be planned so as to minimize hazards and avoid interference with highway traffic.

All utility installations on, over, or under County roadway rights-of-way and attachments to roadway structures shall be of durable materials designed for long service life expectancy and relatively free from routine servicing and maintenance. All materials shall meet or exceed the applicable current industry standards.

Above ground utility facilities shall be of a design compatible with the visual quality of the specific roadway section being traversed.

Utility facilities within pavement areas of County roadways shall be constructed and maintained to withstand traffic loading. All utility facilities within the border area shall at a minimum be designed, constructed, and maintained to withstand County maintenance vehicular loads as well as disabled, emergency, and construction vehicle loads.

6. Location

The location of utility facilities shall permit the servicing of the facilities with minimum interference to highway traffic and avoid the need to relocate the facilities to accommodate planned roadway improvements. Longitudinal installations shall be located on uniform alignment as near as practicable to the right-of-way line to provide a safe environment for traffic operation and preserve space for future highway improvements or other utility installations.

7. Construction and Maintenance

The utility shall restore all portions of the work area to accommodate traffic and pedestrians at the end of the work day. The pavement surface shall be restored to a smooth and sound condition which shall meet or exceed the conditions prior to construction. The surface shall be maintained in this type of condition on a 24-hour, seven days a week basis during the duration of the work until County acceptance. If settlement or erosion occurs, the utility shall restore the area within a period of time approved by the County. The utility shall provide the County with a list of emergency contacts should the County need to contact the utility to arrange for maintenance.

The utility shall be responsible for maintaining the uninterrupted flow of traffic at all times, unless otherwise specified in the permit or incorporated as part of the traffic control documents for a County construction project.

Utility facilities shall be kept in a state of good repair both structurally and aesthetically at all times.

Section 14.0: Oversized Load Permits

1. Permits

The following shall apply to permits for the use of County roadways to transport oversized loads, except as otherwise directed by the County.

- a. Provide a plan of the proposed route for depicting all minor and major bridges to be crossed.
- b. Provide load calculations signed and sealed by a structural engineer if crossing a County major bridge that does not have a load rating calculation.
- c. Provide spanner over any minor bridges (culverts) being crossed.
- d. Drive the route with a representative from the County to review road conditions in the field.
- e. Provide the location and height of tree canopies and overhead utilities.
- f. 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.
- g. Apply and pay for a County permit.
- h. Provide a police escort to ensure safe passage. An escort is required in front and behind transport vehicle.
- i. Provide a road closure plan, if necessary. At no time should the transport or spanner be left without police escort.
- j. 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.
- k. 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 shall review the transport route with pole trucks set at the top of the load height.
- l. Provide a final map and transport information to County Communications at least 14 days prior to the oversized transport event.

Section 15.0: Telecommunication and Cable TV Permits

1. Permits

For any improvements within the County ROW, a telecommunications or Cable TV facility shall provide the following unless otherwise directed by the County:

- a. Signed approval from the municipal governing body or planning/zoning board.
- b. A visual representation of the type of equipment and facilities (poles, conduit, cables, equipment, structures, antennae, etc.) to be installed aerially on utility poles, at the ground surface, or underground within the ROW.
- c. Design/construction plans and details based on survey information showing the locations of all facilities to be installed.
- d. A plan showing the proposed distance and heights between the facilities and the edge of pavement and/or curbs and the ROW.
- e. All above ground obstructions or structures shall be installed outside of the clear zone. Where this is not possible due to physical restrictions, the applicant shall provide a guide rail warrant analysis.

Section 16.0: Miscellaneous Roadway Opening Permits

1. General

The County may allow County roads for temporary use as parade routes, coin drops, banners, oversized loads (i.e., moving a building) etc. In order to occupy and close a road or temporary use for a local event, the Applicant must file the appropriate permit Application for approval by the County. Permit Applications shall be submitted a minimum of 21 days prior to an event. The Application will be approved or denied and the Applicant notified generally within seven days.

To receive a roadway opening and closure permit, an applicant must provide at a minimum the following:

- a. The completed and signed appropriate County Road Event Agreement or Charitable Solicitation Application - available online or at the County Public Works office;
- b. An Indemnification Agreement - available online or at the County Public Works office;
- c. A copy of the Insurance certificate for the event naming the County as insured; and
- d. Proof that the Applicant has engaged and arranged for local police department traffic control.
- e. A TCP will be required by the County for review by both the County and local police department addressing the necessary traffic control measures and devices along the route and any detours, unless a TCP is waived by the County.

The Applicant must also comply with all other relevant and the appropriate provisions contained in this Manual, the permit, and all relevant codes and references.

Section 17.0: Violations and Penalties

1. General

The penalties prescribed for each violation of this Manual and permit, or any section, shall be the maximum penalties established by the Optional County Charter Law, 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. Continued violations or failure to correct noted violations will result in the County seeking a court order for injunctive relief and or to debar the violator from receiving future permits.

2. Stop Notice

A written stop notice may be issued by the County for failure to procure a permit, failure to comply with the terms of an issued permit, or a violation of any of the provisions of this Manual. Failure to stop work after issuance of a stop order will subject the permittee to arrest, prosecution, and the other penalties enumerated in the Manual.

Section 19.0: Saving Clauses

1. Challenges

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

2. Prior Resolutions

Resolution No. R-36M-82 dated July 5, 2000 and all subsequent amendments thereto and any other applicable prior resolution and/or parts of resolutions inconsistent with this Manual or Resolution be and the same are hereby repealed to the extent of such inconsistencies.

Section 20.0: Effective Date:

This Resolution shall take effect after passage by the Gloucester County Board of Commissioners and approval by the County Administrator and as according to law.

Revised 11/2025