

**Mercer County Department of Transportation - Highways Division  
Application and Permit for Road Work in Mercer County, New Jersey**

Work Area:	<input type="checkbox"/>	East Windsor	<input type="checkbox"/>	Ewing	<input type="checkbox"/>	Hamilton	<input type="checkbox"/>	Hopewell	<input type="checkbox"/>	Lawrence
	<input type="checkbox"/>	Princeton	<input type="checkbox"/>	Robbinsville	<input type="checkbox"/>	Trenton	<input type="checkbox"/>	West Windsor		
	<input type="checkbox"/>	Princeton Boro	<input type="checkbox"/>	Hightstown	<input type="checkbox"/>	Hopewell Boro	<input type="checkbox"/>	Pennington Boro		

Applicant: \_\_\_\_\_

<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Utility	<input type="checkbox"/>	Municipality
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Permit Type: (check all applicable)

<input type="checkbox"/>	Road Opening	<input type="checkbox"/>	Drainage / Sewer	<input type="checkbox"/>	Water
<input type="checkbox"/>	Road Closing	<input type="checkbox"/>	Right of Way	<input type="checkbox"/>	Other

Applicant - First Name:		Last Name:		Date		
Company:						
Address				Phone		
				Fax		
Road Name						
Nearest Intersection						
Purpose of Permit						
Openings – (in feet)	Length:	Width:	Length:	Width:	In Road <input type="checkbox"/>	In Shoulder <input type="checkbox"/>
	Length:	Width:	Length:	Width:		In ROW <input type="checkbox"/>
Driveway Width				Type of Pavement		

Work Expected to start on	Work Expected to be Completed on
Emergency Contact (24hr availability)	Emergency Contact Phone
Signature of Authorized Representative	Title

**Applicant does not write below this line.**

**Inspector MUST Sign and Date Each Inspection**

Date	Start of Job Signature	Date	Visual Inspect of Excavation Signature	Date	Backfill / Temp Fill Signature	Date	Final Restoration Signature

**Remarks NOTIFY THIS DEPARTMENT 48 HOURS PRIOR TO START OF WORK – DO NOT TUNNEL RESTORATION: NEED TO SPEAK TO REPRESENTATIVE / CONTRACTOR CONCERNING UPDATED RESTORATION REQUIREMENTS. Road Inspector 609-530-7510**

Approved	Permit No.	Expiration Date
		Permit Fee =
		Amount of Bond =
Gene Pucci, Director of Public Works		Check #:
		Total Fee =
		Date Paid:

The applicant agrees to comply with all the Rules, Regulations and Conditions established by the Chief of Highways, as well as all laws, ordinances and resolutions relating to said work and acceptance of the permit shall be deemed an agreement to abide by all of its terms and conditions. It will be the applicant's responsibility to protect underground facilities prior to an excavation, as outlined under New Jersey State Law.

**Road Construction Permit and Right of Way Occupancy Permit  
For permits issued by the Mercer County Division of Engineering  
Fee Schedule and Bonding Requirements**

**Road Construction Permit (RCP) (formerly Entrance Permit):**

A permit issued by the Mercer County Highway Division for the construction and maintenance activities that physically alter the roadway surface, drainage structures, guiderail, pavement markings or traffic signal equipment. An RCP shall also be required for the modifying and existing access or construction of a new access connecting to a County Road.

Single Residential Driveway .....	\$250.00
Common Residential Driveway Access .....	\$250.00
Non-Residential Access .....	\$400.00
First access .....	\$400.00
Each additional access .....	\$400.00
Transverse Trench .....	\$250.00 each
Longitudinal Trenches (up to 100 linear feet) .....	\$400.00
Additional 100 linear foot increment or part thereof .....	\$150.00 each
Street Intersection .....	\$400.00
Roadway Modifications (Auxiliary Lanes or widening) .....	\$2.00 per square yard
Curbing .....	\$2.00 per linear foot
Pavement Marking Modifications .....	\$100.00
Guiderail Modifications .....	\$1.00 per linear foot
Traffic Signal Modifications .....	\$250.00
Drainage Structure Modifications .....	\$250.00
Paving Access Driveway .....	\$100.00
Temporary Driveway / Construction Access .....	\$250.00
<i>(Temporary Access Permits will be issued by the Division for limited use land access. Pre-Access conditions must be restored by the applicant upon closure of the temporary access point. Temporary access points shall not exceed twelve (12) months in duration.)</i>	

**Emergency Utility Work:**

Emergent Utility Work - Annual Permit .....	\$250.00 Annual
<i>(The Division will issue an annual Emergency Utility Work Road Opening Permit. The permit allows for the immediate response and remediation required by utility companies to address emergent conditions. The permit holder shall coordinate all emergent roadwork with the County Division of Engineering at the earliest possible convenience.)</i>	

**Right of Way Occupancy Permit (ROWOP):** A permit issued by the Mercer County Highway Division for any work proposed to be conducted within a County right-of-way, which does not physically alter the pavement surface, drainage structures, pavement markings or traffic signal equipment with fees as follows:

Trenching within the County Right of Way (up to 100 linear feet) .....	\$100 base fee
Additional 100 linear foot increment or part thereof .....	\$100.00 each
Sidewalk .....	\$500.00 base fee
Plus:	
Signs .....	\$50.00 per sign
Other Work of Encroachment within ROW .....	\$250.00
<i>(Lane Closures, Clearing, overhead utility work, sidewalks, right-of-way or traveled way encroachments)</i>	

**Emergency Utility Work within County Right of Way but not affecting the road surface:**

Emergent Utility Work - Annual Permit .....	\$100.00 Annual
<i>(The Division will issue an annual Emergency Utility Work Road Opening Permit. The permit allows for the immediate response and remediation required by utility companies to address emergent conditions. The permit holder shall coordinate all emergent roadwork with the Mercer County Highway Division at the earliest possible convenience.)</i>	

**Permit Renewal:** ..... \$100.00

(Road Opening and Access Permit Renewals; Permits must be renewed within two months of Expiration, any permit not renewed within this time frame will be subject to applicable fees. Current Permit Bonding Requirements must be met with all permit renewals.)

**Waivers of Fees:**

Permit fees for both Road Opening Permits and Access Permits shall be waived to Municipalities for municipal projects and Municipal Utility Authorities for self funded capital, improvements and system maintenance. Bonding requirements are not waived and must be complied with prior to issuance of said permit.

Municipalities must secure a permit for all work within a County right-of-way prior to commencement of work. The County strongly encourages all municipalities proposing work to schedule a pre-design meeting with the Mercer County Divisions of Highway and Engineering to review particulars of their proposal.

**Application Re-submittal:**..... \$100.00 plus applicable permit fee.

**Violation Assessment:** (Additional permit assessment added to standard)..... \$750.00

Fees for Unauthorized or Un-Permitted work or for Conducting work in violation to an existing Permit Condition or Design Requirement.

Note: First Time Residential offenders shall be provided a 10 day grace period from the assessment for Unauthorized or Un-Permitted work provided such offender remedies the violation within 10 days of notice of said violation in accordance with County requirements including payment of appropriate Permit fees.

**Re-inspection Fee:** ..... \$75.00

**Permit Bonding:**

Bonds shall be provided to the County for fair and reasonable costs anticipated to complete the proposed work.

Applicant is advised that the County will maintain the bond for up to one year after the completion of proposed work. The bond will be utilized by the County for the completion or repair of proposed work as deemed necessary should the Applicant fail to remedy faulty work.

The Applicant shall be provided one notice and given 10 days to complete repairs prior to the County utilizing bonding funds. Applicants shall submit with the application either an Engineers estimate for the proposed work or a valid quotation from the Contractor hired to perform the work.

# Checklist

## Required for ALL Permit Applications

### Provided Item Description:

- Y  N  Completed Application Form
- Y  N  Cost estimate or Quote for proposed work including proposed items and respective quantities. County will utilize this to establish Bonding Amounts
- Y  N  Permit Bonding Provided
- Y  N  Appropriate Insurance
- Y  N  Permit Fees
- Y  N  24 hour emergency contact telephone numbers
- Y  N  Signed and Sealed Plans with Scale between 1"=10' and 1"=30'

### Including:

- Y  N  Seal and Signature of N.J. Licensed Professional Engineer
- Y  N  Seal and Signature of N.J. Licensed Land Surveyor or copy of sealed survey with reference on site plan
- Y  N  Date of Plan Preparation and subsequent revisions
- Y  N  Spot Elevations - Existing and Proposed
- Y  N  All existing and proposed site grades – 2' maximum contour interval
- Y  N  Edge Asphalt, Traffic Stripes and spot elevations of County Route – Full width, within 100 feet of property frontage or work limits
- Y  N  All existing and proposed utilities including poles with numbers
- Y  N  All traffic control features, signs, lights, pavement markings and similar
- Y  N  Existing right-of-way and source document references
- Y  N  Existing and proposed storm drainage systems

### Requirements Specific to Access Permits

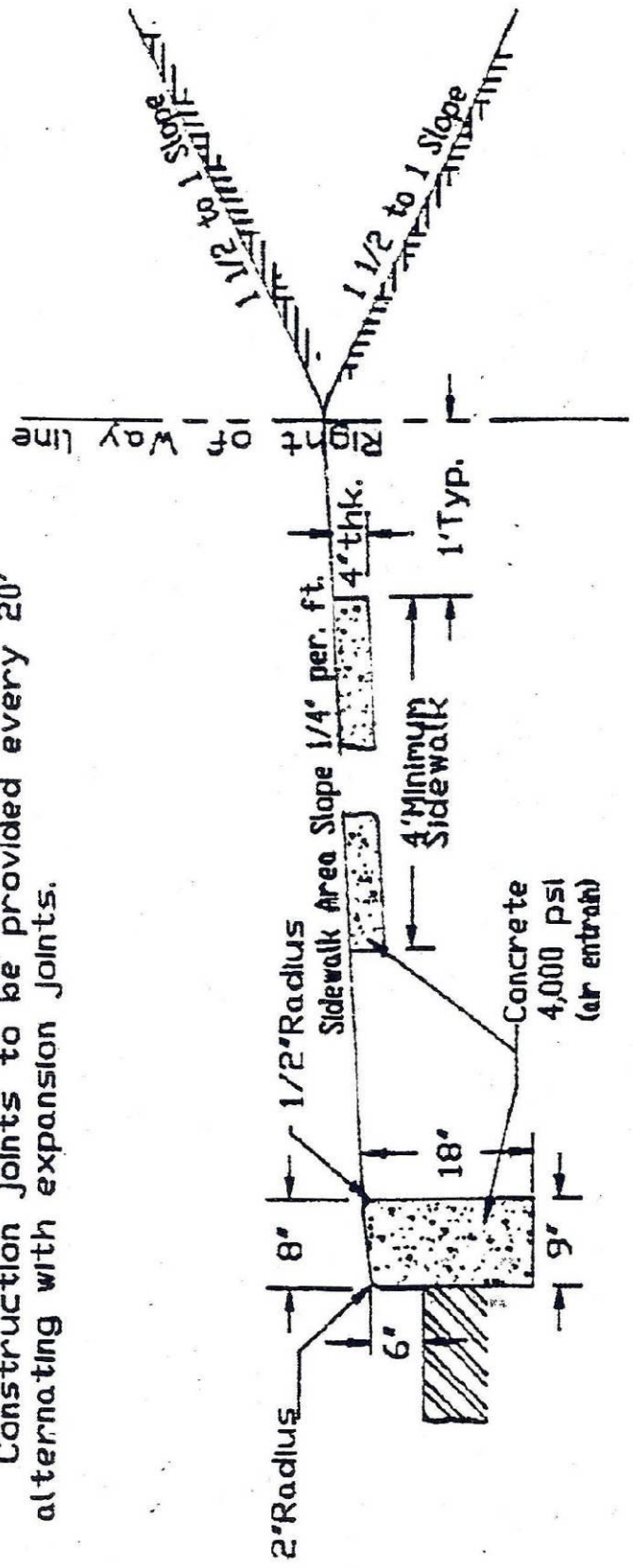
- Y  N  Driveway Centerline Profile
- Y  N  Existing and proposed onsite parking
- Y  N  All existing and proposed buildings with FF elevation
- Y  N  On-site turn around with dimensions
- Y  N  Table including measured sight distances, posted speeds, 85th percentile speed when available and safe travel speeds for measured distance
  - Sight distance requirements shall be based upon current Mercer County Standards
  - 85th percentile speeds are available from the Mercer County Division of Engineering

### Requirements Specific to Road Opening Permits

- Y  N  Traffic Control Plan - Work Zone Safety Plan
- Y  N  Existing and proposed onsite parking
- Y  N  Proper Notices

**NOTE:**

1/2' expansion joints of cellular compression material to be placed at 20' intervals and 1/4' precast expansion joints to be placed longitudinally adjacent to all abutting concrete structures as the engineer may direct.  
 Construction joints to be provided every 20' alternating with expansion joints.

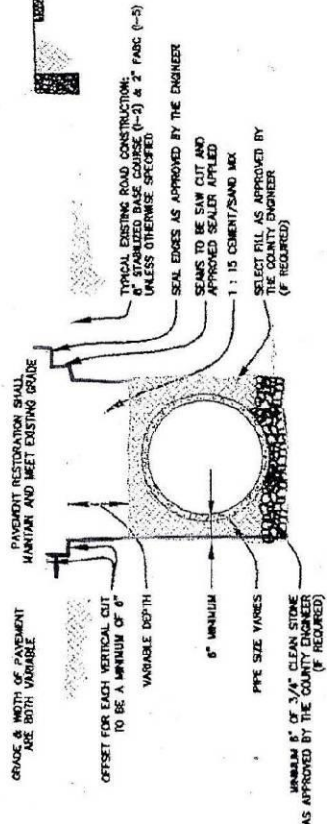


**DETAIL & TYPICAL SECTION  
 OF  
 CONCRETE CURB**

**COUNTY OF MERCER**  
 DEPARTMENT OF  
**TRANSPORTATION & INFRASTRUCTURE**  
 DIVISION OF ENGINEERING  
 DAVID V. STEH COUNTY ENGINEER



- TWO LANES OF TRAFFIC, ONE IN EACH DIRECTION, MUST BE MAINTAINED AT ALL TIMES.
- ALL TRAFFIC CONTROL PERSONS MUST BE IN UNIFORM OR WEAR A REFLECTIVE VEST AND USE A STOP/SLOW PALETTE SIGN.
- NO ROAD CAN BE CLOSED AT ANY TIME WITHOUT PRIOR APPROVAL FROM THE MERCER COUNTY ENGINEER OR THE COUNTY TRAFFIC ENGINEER.
- CONCRETE ROADS MUST BE SAW CUT AND RESTORED WITH 4000 PSI AIR-ENTRAINED CONCRETE TO THE CORRECT THICKNESS.
- ALL TRENCHES ARE TO BE SAW CUT.
- THE SURFACE COURSE IS TO BE PLACED AFTER THE TRENCH SETTLEMENT PERIOD HAS ELAPSED, OR WHEN DIRECTED BY THE COUNTY ENGINEER OR THE MERCER COUNTY ROAD SUPERVISOR.
- NO ROAD CAN BE OPENED AFTER NOVEMBER 15TH, OR BEFORE APRIL 1ST. THE ONLY EXCEPTION WILL BE FOR EMERGENCIES DECLARED BY THE COUNTY ENGINEER.
- ROAD PLATES MAY NOT BE LEFT IN PLACE AFTER NOVEMBER 15TH, THE ONLY EXCEPTION SHALL BE FOR EMERGENCIES DECLARED BY THE COUNTY ENGINEER.
- BACK FILL MATERIAL SHALL BE 1 1/2:1 SAND/CEMENT.
- REPLACE EXISTING MATERIAL WITH 1 1/2:1 SAND/CEMENT, PLACED IN SIX INCH (6") LIFTS AND MECHANICALLY COMPACTED.
- CONTACT THE SUPERVISOR PRIOR TO BACK FILLING THE TRENCH TO SCHEDULE AN INSPECTION.
- IF THE COUNTY INSPECTOR IS NOT PRESENT WHEN THE TRENCH IS BACKFILLED, THE CONTRACTOR MUST EXCAVATE THE MATERIAL AND REPEAT THE OPENING WHEN THE INSPECTOR IS PRESENT.
- THE CONTRACTOR IS REQUIRED TO MAINTAIN THE PAVEMENT IN A SMOOTH AND SAFE CONDITION, INCLUDING PAVEMENT SWEEPING AND REMOVAL OF ALL CONSTRUCTION DEBRIS.
- THE CONTRACTOR MUST RESTORE THE PAVEMENT TO COUNTY SPECS.
- THE INSPECTOR MUST BE NOTIFIED UPON COMPLETION OF THE PROJECT.
- ALL COUNTY SURVEY MONUMENTS MUST BE PRESERVED.
- NO BLASTING WILL TAKE PLACE WITHIN THE PUBLIC RIGHT-OF-WAY UNLESS APPROVED BY THE COUNTY ENGINEER. IF APPROVAL IS GIVEN FOR BLASTING, A LICENSED EXPLOSIVE EXPERT MUST BE HIRED. ALL PERMITS FOR BLASTING AND PROPER SAFETY PROCEDURES ARE THE RESPONSIBILITY OF THE CONTRACTOR. THIS INCLUDES ROADSIDE SIGNAGE, PUBLIC NOTICE AND NOTIFICATION OF HOME AND BUSINESS OWNERS.



- AT THE END OF EACH WORK DAY, ALL TRENCHES MUST BE BACKFILLED AS PREVIOUSLY NOTED OR COVERED WITH AN APPROVED STEEL PLATE SO THAT TRAFFIC CAN FLOW SAFELY. AN INSPECTOR WILL BE PRESENT AT THE END OF THE WORK DAY.
- ROAD OPENING PERMITS WILL BE ISSUED BY THE ROAD SUPERVISOR, AND MUST BE KEPT ON THE JOB SITE AT ALL TIMES.
- AN EXTENSION PERMIT IS VALID FOR FIFTEEN (15) DAYS. THE EXTENSION MUST BE APPROVED BY THE COUNTY ENGINEER OR THE ROAD SUPERVISOR.
- ROAD OPENINGS ARE ALLOWED BETWEEN THE HOURS OF 9:00 AM AND 3:00 PM. REQUESTS FOR ALTERNATE AND/OR ADDITIONAL HOURS SHALL BE DIRECTED TO EITHER THE COUNTY ENGINEER OR THE COUNTY TRAFFIC ENGINEER.
- A 48 HOUR NOTICE SHALL BE GIVEN TO THE ROAD SUPERVISOR OF THE MERCER COUNTY HIGHWAY DEPARTMENT (609-530-7510) PRIOR TO STARTING CONSTRUCTION AND/OR EXCAVATION.
- ALL PROJECTS SHALL BE REVIEWED & APPROVED BY THE ROAD SUPERVISOR.
- INSPECTIONS MUST BE SCHEDULED WITH THE ROAD SUPERVISOR.
- ALL AGENCIES MUST BE NOTIFIED IN THE EVENT OF A DETOUR OR ROAD CLOSURE: POLICE, FIRE DEPARTMENTS, & EMERGENCY PERSONNEL.
- A TRAFFIC CONTROL PLAN SHALL BE REQUIRED. THE COUNTY ENGINEER OR COUNTY TRAFFIC ENGINEER MAY WAIVE THE TRAFFIC CONTROL PLAN IF DEEMED APPROPRIATE.
- COMMUNITY NOTICE SHALL BE GIVEN 48 HOURS PRIOR TO BEGINNING ROADWORK.
- DETOUR AND/OR CAUTION SIGNS, FLASHING LIGHTS, CONES, BARRELS AND/OR CONSTRUCTION BARRICADES SHALL BE IN PLACE PRIOR TO THE BEGINNING OF CONSTRUCTION AS WELL AS DURING AND AFTER WORK HOURS AS DIRECTED BY THE ENGINEER.
- THE REQUIRED SIGNS, ETC. SHALL MEET THE CURRENT MUTCD STANDARDS AND SHALL BE THE CONTRACTOR'S EXPENSE.
- MERCER COUNTY WILL NOT PROVIDE SIGNS, ETC.
- ANY PERSON OR PERSONS, FIRM, CORPORATION OR MUNICIPALITY VIOLATING ANY PROVISION OF THE MERCER COUNTY ROAD RESOLUTION MAY BE SUBJECT TO A FINE NOT TO EXCEED \$1000.00 PER CALENDAR DAY OR IMPRISONMENT IN THE COUNTY JAIL NOT MORE THAN NINETY (90) DAYS.

CALL BEFORE YOU DIG: 1-800-272-1000

COUNTY OF MERCER  
UTILITY TRENCH RESTORATION DETAIL  
DEPARTMENT OF  
TRANSPORTATION & INFRASTRUCTURE  
DIVISION OF ENGINEERING  
GREGORY SANDUSKY, P.E., P.L.S. COUNTY ENGINEER  
NEW JERSEY LICENSE NO. 36758  
DRAWN BY: MIKE WILLIAMSON DATE: 01.17.07  
NTS

REVISIONS  
1.17.07  
NOTES PER GREGORY SANDUSKY, P.E. & P.L.S., MERCER COUNTY ENGINEER