Ronald G. Rios
*Freeholder Director*

Carol Bellante
*Deputy Director*

Kenneth Armwood
Charles Kenny
H. James Polos
Charles E. Tomaro
Blanquita B. Valenti
*Freeholders*

**COUNTY OF MIDDLESEX**

**DEPARTMENT OF INFRASTRUCTURE MANAGEMENT**

**Office of Public Works**

Charles E. Tomaro
*Chairperson, Infrastructure Management Committee*

John A. Pulomena
*County Administrator*

Khalid Anjum
*Department Head*

*Gary Vesce*
*Acting Office Director*

# *ROAD OPENING PERMIT – INSTRUCTION SHEET*

## "ALL CHECKS MUST BE CERTIFIED, BANK DRAFT, OR MONEY ORDER – NO EXCEPTIONS"

Application Fee - CHECK ONLY -- NO CASH. $100.00 - Residential Permit
$200.00 - Utility Companies and/or Commercial Permit

Escrow required on all excavations on County Roads in the amount equal to $10.00 per square yard of disturbance for each and every opening made in any concrete or bituminous concrete pavement, and in the amount of $8.00 per square yard of disturbance for each and every opening in any other types of surfaces within County right-of-way.

MINIMUM ESCROW AMOUNT -- $500.00 -- ESCROW CHECK and application should be in the same name. If a Bond is posted with the Middlesex County Planning Board, the Escrow Amount will be based on 5% of the Performance Guarantee; the minimum Escrow not less than $500.00.

**CHECKS ARE TO BE MADE PAYABLE TO MIDDLESEX COUNTY TREASURER**
**(MUST BE TWO (2) SEPARATE CHECKS)**

At the time escrow is returned, the County will deduct all inspection fees (minimum amount of $50.00 Residential per inspection and $100.00 Utility Companies and/or Commercial per inspection).

All applications under advisement from Middlesex County Planning Board (see page 1, Section 6 of Resolution).

***ONLY plans pertaining to construction within the County right-of-way must be submitted with application.***

NEW JERSEY ONE CALL (1-800-272-1000) Reference No. _____ must be given before Road Permit is issued.

Permittee must start work within 10 days of issuance of permit and the permit shall remain valid for 50 calendar days from the start of work. If work on the permit does not start in 10 days, then the permit shall expire and a new permit shall be obtained, unless a written extension is obtained from the Director of Public Works. ***Permit must remain on site at all times. (No permits will be issued between December 1 and March 15 - see page 1, Section 3 of Resolution.)***

The permittee must maintain vehicular and pedestrian traffic over the roadway within the scope of the project at all times in accordance with the MUTCD (Manual on Uniform Traffic Control Devices).

Permittee must notify the County Road Department in writing at least **FORTY-EIGHT (48) hours** in advance of any land disturbance activity. Likewise, the permittee must notify the Road Department at the completion of the activity or project. If final inspection has not been requested within one (1) year from date of permit - all or part of the monies shall be subject to forfeiture to Middlesex County.

No Road Opening Permit will be issued until the proper Insurance Certificate is in this office. (See page 1, Section 5 of Resolution, see last page for Sample of Certificate of Insurance).

***IF PERMITTEE DOES NOT COMPLY WITH ABOVE REQUIREMENTS***
***THIS WILL RESULT IN FORFEITURE OF ESCROW.***

***For further information please contact Michelle Seel, 732-940-6932***

**Middlesex County…** ***"The Greatest County in the Land"***
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