

Wastewater (609) 654-2013 Public Works (609) 654-9383
Police Department (609) 267-8300 Administration Office (609) 654-8898



Borough of Medford Lakes
1 Cabin Circle Medford Lakes, NJ 08055

Police Approval

- ☐ Traffic Control Plan Received (Detours, Lane Closure, Flagmen, Cones, etc.)
- ☐ Detailed Drawing of the Street (Opening Location & Dimensions)

Contractor: _____ Phone: _____

Contractor Signature: _____ Date: _____

Police Department Representative _____ Date: _____
(Signature)

- ☐ MUST HAVE ALL PROPER SIGNS, CONES, DETOUR SIGNS
- ☐ REQUIRED _____ OFFICERS _____ VEHICLES

Scheduled Date: ____/____/____ Start Time: _____

Fees:

Officer: \$100/hr
Vehicle: \$20/hr
15% Administrative Fee

****PLEASE CALL TO SCHEDULE OFFICERS****

Final Checklist

- ☐ Completed and Approved Street Opening Permit Application
- ☐ Street Opening Permit Fee **\$250** – Check #: _____
- ☐ Police Approved Traffic Control Plan
- ☐ Proof of Liability Insurance with workers compensation
- ☐ Flowable Fill Required for Backfill (**see Ordinance Number 621 & 623**)
- ☐ Street Maintenance Deposit (Certified Funds) Amount: \$ _____
 - ☐ Check#: _____

Submitted By: ☐ Contractor ☐ Resident

- ☐ Bond in Lieu of Maintenance Deposit
(two-times the amount of deposit)



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Plumbing & Street Opening Procedure

Supervisors must have a copy of this list at every job site

Traffic Control Plan (Approved by Police)

Permit approved by Administration and all fees are paid

Proper signage, cones, detour signs placed in approved locations

Police Department, Wastewater and Public Works notified of daily schedule

All open holes protected according to OSHA standards

Certified flaggers or MLPD posted

Must have a valid one call ticket

Approved lay down area for stockpiles

Storm drain inlets protected from stockpile run off

Backfill procedures approved by Borough

- Wastewater and Public Works inspection before installing flowable fill
- Flowable fill to 6" from top of asphalt (24hr cure time)
- Road plate hole and cold patch around plate (cone off area)
- All holes must be saw cut to a square hole
- Public Works inspection prior to placing final asphalt
- Hot seal edges with AC-20