



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

Permit #: \_\_\_\_\_

## **Plumbing & Street Opening Permit Application**

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

Location: \_\_\_\_\_ Medford Lakes, NJ

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Sewer Replacement      Install Gas Main/Service (Circle One)      Renewal of Main/Service (Circle One)      Emergency Repair      Other: \_\_\_\_\_

Material & Size: \_\_\_\_\_ Surface of Trail Class: A B C

Insurance Company: \_\_\_\_\_ Bonding Company: \_\_\_\_\_

**Base Fee** Application Fee: \$ **Moratorium:** None **Expiration:** / /

**ESCROW** Escrow Fee: \$ \_\_\_\_\_ Police Department Approved: Yes No  
Class A: \$1,500 Check #: \_\_\_\_\_ Paying Inspection Date: / /

Class A: \$1,500  
Class B: \$1,000  
Check #: \_\_\_\_\_  
Inspection Fee: \$ \_\_\_\_\_  
Paving Inspection Date: \_\_\_\_\_  
Connection Inspection Date: \_\_\_\_\_

Class C: \$500 Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Unimproved Street: \$200

- Wastewater and Public Works must be notified 24 hours prior to the start of any work
- Police required traffic control plan (4 hour minimum) must be approved by Police Chief (attached)
- Homeowner/Agent is responsible for notifying when job is complete for final inspection
- **FLOWABLE FILL REQUIRED FOR ALL STREET OPENINGS TO INCLUDE RIGHT-OF-WAY**
- Contractors must comply with all OSHA standards and regulations
- Certificate of Insurance including Workers' Compensation Coverage

**\*\*Failure to comply with OSHA standards/regulations, borough safety/ordinances or instructions of this Plumbing & Street Opening Permit may result in job stoppage, fines and forfeiture of bond\*\***

The below signed applicant certifies that all information given is correct, understands all OSHA standards and that all pertinent utility mark-out's will be complied with in performing the work for which this permit is issued.

**SIGNATURE OF CONTRACTOR  
OR AUTHORIZED REPRESENTATIVE**

**SIGNATURE OF PERMIT CLERK**



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**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 \_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

- MUST HAVE ALL PROPER SIGNS, CONES, DETOUR SIGNS
- REQUIRED \_\_\_\_\_ OFFICERS \_\_\_\_\_ VEHICLES

Scheduled Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Start Time: \_\_\_\_\_

**Fees:**

Officer: \$100/hr

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

Vehicle: \$20/hr

15% Administrative Fee

**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