



# Road Opening Permits

Please take note that Road Opening Permits are required for any/all work which is to be performed in the Right-of-Way (R/W) including:

## UTILITY WORK:

- Sanitary Sewer Connections
- Water Lines (Distribution & Private)\*
- Gas Lines\*
- Electric Lines\*
- Communication Lines (Phone, Cable, etc.)\*
- Industrial Equipment  
(i.e., Utility Poles, Fire Hydrants, Utility Cabinets, Manholes, Pumps, Confined Space Vaults, etc.)\*

## ROADWORK:

- Curbing
- Asphalt Repairs
- Sidewalk Installations (Public)
- Storm Water Drainage System
- Regrading
- Tree Stump Removal

## RESIDENTIAL/COMMERCIAL IMPROVEMENTS:

- Drainage (sump pump discharges, leaders, drywell overflows, etc.)
- Driveway Repairs &/or Upgrades
- Landscaping
  - Sidewalk Installations (Private)
  - Fences
  - Retaining Walls (Wet Walls in R/W are NOT permitted)
  - Planting (Trees, bushes, shrubs)
- Sprinkler Systems
- Dog Fences
- Mail Boxes
- Lighting/Security Systems, etc.

## MISCELLANEOUS:

- Sign Installations
- Demolition
- Test Pits

## NOTES:

**\*=May require Inspections from other entities**

**If you require any further information, please see the information listed below, or call (973)326-7440**

**HELP CENTER:**

Applicant's Checklist for Road Opening Permits: (See below for more information)

**SUBMIT:**

- Completed Road Opening Permit Application
- Application Fee/ Payment
- Complete Certificate of Insurance information sheet
- Contractor completes the Hold Harmless clause, not the Insurance Carrier
- Call for Utility Mark Out (Call 811 or 1(800)272-1000 BEFORE you Dig)
- Provide related Drawing Details to your Contractor & to the Township
- Schedule your Road Opening Inspections
  - Call the Morris Township Engineering Department at (973) 326-7440

NOTE: All Trenches are required to be:

1. Backfilled with suitable material  
and
2. Compacted in 8' Lifts

**Road Opening Permit on next page:**

# TOWNSHIP OF MORRIS

## ENGINEERING DEPARTMENT

50 Woodland Avenue, P.O. Box 7603

Convent Station, NJ 07961-7603

Phone: 973-326-7440 Fax: 973-605-8363

# ROAD OPENING PERMIT

PERMIT No.: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CERTIFICATE OF INSURANCE  
APPROVED DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL : \_\_\_\_\_

LOCATION OF OPENING: \_\_\_\_\_

BLOCK NUMBER \_\_\_\_\_ LOT NUMBER \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

### SKETCH

DATE OF WORK TO START: \_\_\_\_\_

APPLICATION FEE: \$50.00 INSPECTION FEE: \$100.00 Minimum or \$6.50 per square yard, whichever is greater.

PAYMENT: Amount: \_\_\_\_\_ Cash  Credit Card  Check  \_\_\_\_\_ Date: \_\_\_\_\_

REQUIREMENT: Contractor to remove all spoils from the site & replace with D.G.A.B.C. compacted in 6" lifts. (*Unless approval to reuse the spoils has been granted by the Township Engineer, prior to backfilling the trench.*)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Approval

\_\_\_\_\_  
Date

INSPECTIONS: Backfill Approval: \_\_\_\_\_ Bond Release: \_\_\_\_\_

PERFORMANCE GUARANTEE: CASH: \_\_\_\_\_

PERFORMANCE BOND: \_\_\_\_\_

Copy to: \_\_\_\_\_ Applicant \_\_\_\_\_ Contractor \_\_\_\_\_ Police Dept. \_\_\_\_\_ Road Dept.

# Contractor's Certificate of Insurance

## TOWNSHIP OF MORRIS

### CERTIFICATE OF INSURANCE REQUIREMENTS

The Township has instituted an electronic process for accepting certificates of insurance. Please complete this form and the Township will generate to the contact person listed below with information to forward to the insurance carrier.

Please note that a Hold Harmless clause, which is attached, is also required to be completed by the contractor, not the insurance carrier.

Questions regarding these procedures are to be directed to the Township Administrator's office 973-326-7360.

Company/ Contractor Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone No.: \_\_\_\_\_

Contact Person's Name/Title: \_\_\_\_\_

Contact Person's E-Mail: \_\_\_\_\_

Description of work: \_\_\_\_\_

\_\_\_\_\_

# **HOLD HARMLESS CLAUSE**

**(To be completed by Contractor)**

\_\_\_\_\_ (Company Name) will protect, defend, indemnify, and hold harmless the Township of Morris from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities arising out of or resulting from the performance of the work or the completed operations provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of the tangible property including the loss of the use resulting there from; and is caused in whole or in part by any negligent or willful of omission by

\_\_\_\_\_.

(Company name)

\_\_\_\_\_  
(Contractor's signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

## Application Fees Information:

- All Fees are based on the Township’s “Street Opening” Ordinance ([Chapter 82](#)) (See Below)
- Make Checks Payable to “Township of Morris”

## Chapter 82: STREET OPENINGS

[HISTORY: Adopted by the Township Committee of the Township of Morris 10-10-73 as Ord. No. 27-73. *Editor's Note: This ordinance repealed former Ch. 82, Street Openings, adopted 6-11-51 as Ord. No. 7-51, amended 10-12-61 by Ord. No. 33-61. Amendments noted where applicable.*]

### GENERAL REFERENCES

Curb openings — See Ch. **38**.

Excavation safeguards — See Ch. **43**.

Soil removal — See Ch. **77**.

Street and sidewalk construction — See Ch. **79**.

Street obstructions — See Ch. **81**.

●	§ 82-1 Permit required; application.	>
●	§ 82-2 Emergency street openings excepted.	>
●	§ 82-3 Guidelines for road openings.	>
●	§ 82-4 Safety provisions.	>
●	§ 82-5 Permit fees.	>
●	§ 82-6 Violations and penalties.	>
●	§ 82-7 Repealer; when effective.	>

●	§ 82-1 Permit required; application.	
	No person, firm, corporation or utility shall open any public road or street under the control of the Township of Morris or otherwise endanger or obstruct the normal flow of traffic by the placing of any barricade, structure, material or equipment not normally designed to be operated on the public highway without first obtaining a written permit therefor signed by the Road Foreman or such other persons as designated by the Township Committee by resolution. Application for such permit shall be made in writing on the forms to be supplied and shall generally described the contemplated construction. Said permit shall indicate the date upon which the operation will start and the date upon which it will be completed, and if the work is not completed within this time period, a new permit will be required.	

● § 82-2 Emergency street openings excepted.

Street openings may be made without the necessity of a written application, provided for in § 82-1 hereof, in emergencies, such as broken or frozen water mains or other happenings which would endanger public life, health and safety, provided notice thereof shall be immediately given verbally to the Police Department and Fire Department and written application for a permit made as soon thereafter as conveniently can be done, not exceeding forty-eight (48) hours, in accordance with § 82-1 of this ordinance.

A. No person, firm, corporation or utility shall be granted a permit to open any street until payment shall be made to the Township of Morris in an amount sufficient to pay the expenses of repairing and replacing such public road or street surface, which work shall be done by the township and under the direction of the Road Foreman. The amount deemed sufficient to pay the expenses of repairing and replacing the surface of said public road or street shall be not less than as follows; provided, nevertheless, that the minimum payment shall not be less than seventy-five dollars (\$75.) and that the Township Engineering Department may set fees higher than those listed below when, in its opinion, costs will exceed the stipulated amounts.

- (1) Lawn areas: two dollars (\$2.) per square yard.
- (2) Shoulder areas: three dollars and fifty cents (\$3.50) per square yard.
- (3) Improved roads: six dollars and fifty cents (\$6.50) per square yard.
- (4) Sidewalks: ten dollars (\$10.) per square yard.
- (5) Curbing: three dollars and fifty cents (\$3.50) per linear foot.

B. All funds in excess of that required for the actual work and maintenance thereof for a period of one (1) year shall be returned upon written request of the applicant. After said one (1) year of maintenance, any fees left on deposit for a period in excess of five (5) years shall be forfeited and deposited in the general treasuries of the Township of Morris.

C. Maintenance bond.

- (1) In lieu of making the payment as above provided for, any person, firm, or corporation may file a bond satisfactory to the township in form, amount and surety, with the Township Clerk, which bond shall be conditioned upon repairing any such opening or openings in the manner required herein and the work shall be performed and paid for by the person, firm or corporation obtaining the permit. Said bond shall remain in effect as a maintenance bond for a period of one (1) year after completion of the restoration of the existing materials.
- (2) The filing of such bond shall not relieve any person, firm or corporation of the necessity of securing a permit and complying with all of the terms and conditions of this ordinance.

● § 82-3 Guidelines for road openings.

The township shall adopt and/or amend guidelines for road openings by resolution to more adequately control the work and protect the township.

● § 82-4 Safety provisions.

It shall be the responsibility of any person, firm or corporation upon opening any public thoroughfare, or otherwise endangering or obstructing the normal flow of traffic thereon, to fully protect both vehicular and pedestrian traffic from possible accident or injury, by the placing of suitable barriers, notices and warnings by day and by warning lights by night. The Chief of Police shall be the judge as to the adequacy of such protection.

● § 82-5 Permit fees.

The fee for the permits herein specified shall be fifteen dollars (\$15.) for openings entirely outside the pavement, twenty dollars (\$20.) for openings equal to or less than one-half (1/2) the width of the pavement, and thirty dollars (\$30.) for openings more than one-half (1/2) the width of the pavement, except that there will be additional fees levied on all persons who open newly paved roads. Said fees shall be five hundred dollars (\$500.) for roads paved one (1) year or less, three hundred dollars (\$300.) for roads paved for more than one (1) year but less than two (2) years, and one hundred dollars (\$100.) for roads paved for more than two (2) years but less than three (3) years. Said periods of time shall be from the date of acceptance of final payment by the township for said new pavement by the township.

● § 82-6 Violations and penalties.

Any person, firm or corporation violating this ordinance shall be subject, upon conviction, to a fine of not more than five hundred dollars (\$500.) or imprisonment for not more than ninety (90) days, or both, for each day said violation exists in the discretion of the Judge imposing the same, plus all fees imposed by other sections of this ordinance.

● § 82-7 Repealer; when effective.

A. Any and all ordinances or parts of ordinances inconsistent herewith are hereby repealed.

B. This ordinance shall take effect as provided by law.

**Provide your Contractor with the related Drawing Details**