



Highlands Borough Department of Public Works

42 Shore Drive – Highlands – NJ – 07732
732-872-1224 x250

Sidewalk & Curb Permit Application

Location: _____ Date: _____

Owner: _____ Phone: _____

Contractor: _____

Address: _____

Starting Date: _____ Completion Date: _____

CURB: () Replacement () New Construction

Type Existing: _____

Type Proposed: _____

Length: _____

SIDEWALK: () Replacement () New Construction

Type Existing: _____

Type Proposed: _____

Length: _____ Width: _____ Area: _____

FEES:

CURB:

Deposit - \$500 \$ _____

Permit Fee - \$10 \$ _____

Curb Sub-Total: \$ _____

MUST BE IN 2 SEPARATE CHECKS

SIDEWALK:

Deposit - \$500 \$ _____

Permit Fee - \$10 \$ _____

Sidewalk Sub-Total: \$ _____

MUST BE IN 2 SEPARATE CHECKS

PERFORMANCE BOND:

\$2,000 for all private utility companies. May be Combined with a street excavation bond. \$ _____



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INSURANCE CERTIFICATE AND/OR LETTER OF ENDORSEMENT

Certificate of Insurance Required. No person shall be granted a permit to open any street unless he shall furnish a certificate of insurance from a responsible insurance company authorized to do business in New Jersey, to be filed with the Director of Public Works, showing that he is adequately insured against liability and property damage claims. The minimum amount of such comprehensive public liability insurance shall be for one million (\$1,000,000.00) dollars for each claim for bodily injury, three million (\$3,000,000.00) dollars multiple claims for bodily injury arising from a single accident and five hundred thousand (\$500,000.00) dollars property damage for a single accident. As such insurance shall remain in full force and effect throughout the effective period of the permit as well as any authorized extensions thereof; all such insurance shall carry an endorsement to the effect that the insurance company will provide at least ten (10) days written notice to the town prior to any modification or policy cancellation. The Borough shall be named as additional insured on all such insurance certificates or the certificate shall contain adequate cross-indemnification provisions in favor of the Borough. The certificate of insurance shall be in legal form satisfactory to the Municipal Attorney.

Special Conditions of Approval:

Application Approval

_____ Date: _____

DPW SUPERINTENDENT SIGNATURE

Final Inspection:

Inspector Name: _____ Date: _____

Amount: _____ Payment Type: _____

Date Deposit Released: _____



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The applicant agrees to indemnify, hold harmless and defend the Borough of Highlands against any personal injury or property damage claims by third persons bought as a result of any road work or sidewalk repairs undertaken by the applicant pursuant to this permit.

The undersigned has the authority to sign this application and indemnification on behalf of the applicant.

SIGNATURE: _____

NAME (Printed) : _____

TITLE: _____

DATE: _____



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Important Notice Regarding Repair Deposits/Guarantees

The inspections listed below must be successfully completed in the order shown to fulfill your permit application requirements and initiate the counting of time toward refund of your repair deposit:

NOTE

APPLICANT MUST CALL TO SCHEDULE ALL INSPECTIONS.

1. All forms and expansion joints shall be inspected prior to pouring concrete sidewalks and curbs. Road openings shall be inspected for proper asphalt repair dimensions, neat and square edges, and properly compacted subgrade of a suitable material prior to the placement of any asphalt.
2. Final inspection of concrete sidewalks and curbs shall occur after all forms are completely removed and all restoration work is complete. Proper finish and color per permit are required. Final inspection of road openings shall occur after final paving is complete, any special repair conditions are met, and all surrounding areas have been restored and are free of debris and loose material.

NOTE

Please allow ample time for inspections by DPW between the hours of 7:00 am and 3:30 pm Monday thru Friday, holidays excepted.

Repair deposits are refundable six months after work is completed. Guarantees are refundable after three years. All refunds are contingent upon successful performance of the completed construction and restoration work. Both refund dates are determined from date of successful final inspection.

Please schedule all inspections in accordance with this Notice.

You may contact DPW offices at 732-872-1224 Ext.250 between 8:00 am and 3:00 pm Monday thru Friday to schedule inspections. Should you need any help with your permit, please contact us prior to submitting the application.

Thank you.