





# Highlands Borough Department of Public Works

151 Navesink Ave. – Highlands – NJ – 07732

732-872-1224 x250

## Sidewalk & Curb Permit Application

### 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:

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### 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.