

**Mercer County Department of Transportation - Highways Division  
Application and Permit for Road Work in Mercer County, New Jersey**

Work Area:	<input type="checkbox"/> East Windsor	<input type="checkbox"/> Ewing	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Hopewell Twp
	<input type="checkbox"/> Princeton	<input type="checkbox"/> Robbinsville	<input type="checkbox"/> Trenton	<input type="checkbox"/> West Windsor
	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Hightstown	<input type="checkbox"/> Hopewell Boro	<input type="checkbox"/> Pennington

Applicant: \_\_\_\_\_

<input type="checkbox"/> Contractor	<input type="checkbox"/> Utility	<input type="checkbox"/> Municipality
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Permit Type: (check all applicable)

<input type="checkbox"/> Road Opening	<input type="checkbox"/> Drainage / Sewer	<input type="checkbox"/> Water
<input type="checkbox"/> Road Closing	<input type="checkbox"/> Right of Way	<input type="checkbox"/> Other

Applicant - First Name: _____ Last Name: _____		Date	
Company: _____		Phone	_____
Address		Fax	_____
Road Name		E-mail	
Nearest Intersection			
Purpose of Permit			
Openings – (in feet)	Length: _____ Width: _____	Length: _____ Width: _____	In Road <input type="checkbox"/>
	Length: _____ Width: _____	Length: _____ Width: _____	In Shoulder <input type="checkbox"/>
			In ROW <input type="checkbox"/>
Driveway Width		Type of Pavement	

Work Expected to start on	Work Expected to be Completed on
Emergency Contact (24hr availability)	Emergency Contact Phone
Signature of Authorized Representative	Title

**Applicant does not write below this line.**

**Inspector MUST Sign and Date Each Inspection**

Date	Start of Job Signature	Date	Visual Inspect of Excavation Signature	Date	Backfill / Temp Fill Signature	Date	Final Restoration Signature

**Remarks NOTIFY THIS DEPARTMENT 48 HOURS PRIOR TO START OF WORK – DO NOT TUNNEL RESTORATION: NEED TO SPEAK TO REPRESENTATIVE / CONTRACTOR CONCERNING UPDATED RESTORATION REQUIREMENTS. Road Inspector 609-530-7510**

Approved	Permit No.	Expiration Date
Vincent Russo, Superintendent of Public Works		Permit Fee
		Amount of Bond = _____
		Total Fee = _____
		Check #: _____
		Date Paid: _____

The applicant agrees to comply with all the Rules, Regulations and Conditions established by the Chief of Highways, as well as all laws, ordinances and resolutions relating to said work and acceptance of the permit shall be deemed an agreement to abide by all of its terms and conditions. It will be the applicant's responsibility to protect underground facilities prior to an excavation, as outlined under New Jersey State Law.

**Road Construction Permit and Right of Way Occupancy Permit**  
**For permits issued by the Mercer County Division of Engineering**  
**Fee Schedule and Bonding Requirements**

**Road Construction Permit (RCP) (formerly Entrance Permit):**

A permit issued by the Mercer County Highway Division for the construction and maintenance activities that physically alter the roadway surface, drainage structures, guiderail, pavement markings and/or traffic signal equipment. An RCP shall also be required for the modifying and existing access or construction of a new access connecting to a County Road. A Permit (and application) is required for each affected County Road, with exception to Intersection work within 500 feet of the affected County Road.

<b>Activity</b>	<b>Fee</b>	<b>x #Req'd =</b>	<b>Total Fee</b>
<b>Single Residential Driveway</b>	\$250.00		\$
<b>Common Residential Driveway Access</b>	\$250.00		\$
<b>Non-Residential Access</b>	\$400.00		\$
<b>First access</b>	\$400.00		\$
Each additional access	\$400.00		\$
<b>Transverse Trench</b>	\$250.00		\$
<b>Longitudinal Trenches (up to 100 Linear Feet)</b>	\$400.00		\$
Additional Segments (100 Linear Feet or part thereof)	\$150.00 each		\$
<b>Street Intersection</b>	\$400.00		\$
<b>Roadway modification (Auxiliary Lanes or Widening)</b>	\$2.00 per SY	SY	\$
<b>Curbing</b>	\$2.00 per LF	LF	\$
<b>Pavement Marking Modification</b>	\$100.00		\$
<b>Guiderail Modification</b>	\$1.00 per LF	LF	\$
<b>Traffic Signal Modification</b>	\$250.00		\$
<b>Drainage Structure Modification</b>	\$250.00		\$
<b>Paving Access Driveway</b>	\$100.00		\$
<b>Temporary Driveway / Construction Access</b> <i>(Temporary Access Permits will be issued by the Division for limited use land access. Pre-Access conditions must be restored by the applicant upon closure of the temporary access point. Temporary access points shall not exceed twelve (12) months in duration.)</i>	\$250.00		\$
<b>Emergency Utility Work – Annual RCP Permit</b> <i>(The Division will issue an annual Emergency Utility Work Road Opening Permit. The permit allows for the immediate response and remediation required by utility companies to address emergent conditions. The permit holder shall coordinate all emergent roadwork with the County Division of Engineering at the earliest possible convenience.)</i>	\$250.00		\$
<b>Total RCP Permit Fee</b>	<b>\$</b>		

**Road Construction Permit and Right of Way Occupancy Permit  
For permits issued by the Mercer County Division of Engineering  
Fee Schedule and Bonding Requirements (Cont'd)**

**Right of Way Occupancy Permit (ROWOP):** A permit issued by the Mercer County Highway Division for any work proposed to be conducted within a County Right-of-Way, which does not physically alter the pavement surface, drainage structures, guiderail, pavement markings and/or traffic signal equipment with fees as follows:

<b>Activity</b>	<b>Fee</b>	<b>x #Req'd =</b>	<b>Total Fee</b>
<b>Longitudinal Trenches (up to 100 Linear Feet)</b>	\$100.00		\$
Additional Segments (100 Linear Feet or part thereof)	\$100.00 each		\$
<b>Sidewalk</b>	\$500.00		\$
<b>Sign Installation (Sign and Support)</b>	\$50.00 each		\$
<b>Other Work of Encroachment within ROW</b> All unnamed activities within County ROW within or beyond the traveled way. <i>(Lane Closure, Shoulder Closure, Overhead Utility Work, Sidewalk, other Traffic Impact Activities (Slow-downs, Detours, Etc.)</i>	\$250.00		\$
<b>Emergency Utility Work – Annual ROWOP Permit</b> Emergency Utility Work within Right-of-Way but not affecting Road Surface	\$100.00		\$
<b>Total ROWOP Permit Fee</b>	<b>\$</b>		

**Other Fees:**

<b>Activity</b>	<b>Fee</b>	<b>x #Req'd =</b>	<b>Total Fee</b>
<b>Permit Renewal:</b> <i>(Road Opening and Access Permit Renewals; Permits must be renewed within two (2) months of Expiration, any permit not renewed within this time frame will be subject to applicable fees. Current Permit Bonding Requirements must be met with all permit renewals.)</i>	\$100.00		\$
<b>Waivers of Fees:</b> Permit fees for both Road Opening Permits and Access Permits shall be waived to Municipalities for municipal projects and Municipal Utility Authorities for self funded capital, improvements and system maintenance. Bonding requirements are not waived and must be complied with prior to issuance of said permit.  Municipalities must secure a permit for all work within a County Right-of-Way prior to commencement of work. The County strongly encourages all municipalities proposing work to schedule a pre-design meeting with the Mercer County Divisions of Highway and Engineering to review particulars of their proposal.	\$0.00		\$
<b>Application Re-submittal (in addition to permit fee)</b>	\$100.00		\$
<b>Violation Assessment:</b> (Additional permit assessment added to standard) Fees for Unauthorized or Un-Permitted work or for Conducting work in violation to an existing Permit Condition or Design Requirement.  Note: First Time Residential offenders shall be provided a 10-day grace period from the assessment for Unauthorized or Un-Permitted work provided such offender remedies the violation within 10 days of notice of said violation in accordance with County requirements including payment of appropriate Permit fees.	\$750.00 each		\$
<b>Re-Inspection Fee:</b>	\$75.00		\$
<b>Total Other Fee</b>	<b>\$</b>		

**Road Construction Permit and Right of Way Occupancy Permit  
For permits issued by the Mercer County Division of Engineering  
Fee Schedule and Bonding Requirements (Cont'd)**

**Permit Bonding:**

Bonds shall be provided to the County for fair and reasonable costs anticipated to complete the proposed work.

Applicant is advised that the County will maintain the bond for up to one (1) year after the completion of proposed work. The bond will be utilized by the County for the completion or repair of proposed work as deemed necessary should the Applicant fail to remedy faulty work.

The Applicant shall be provided one (1) notice and given ten (10) days to complete repairs prior to the County utilizing bonding funds. **Applicants shall submit with the application either an Engineers estimate for the proposed work or a valid quotation from the Contractor hired to perform the work.**

<b>Total Bond Amount</b>	<b>\$</b>
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RCP Permit Fee	\$
+ ROWOP Permit Fee	\$
+ Other Fee	\$
+ Total Bond Amount	\$
<b>Total Amount to County</b>	<b>\$</b>

**Road Construction Permit and Right of Way Occupancy Permit  
For permits issued by the Mercer County Division of Engineering  
Applicants Checklist**

Included (X)	Item Description	County Review (OK/ Revise / Missing)
<b>GENERAL REQUIREMENTS</b>		
	<b>Completed Application Form</b>	
	<b>Completed Fee Schedule and Bonding Requirements Form</b>	
	<b>Cost estimate or Quote for Proposed Work</b> <i>Including proposed items and respective quantities. County will utilize this to establish Bonding Amounts</i>	
	<b>Permit Bonding Provided</b>	
	<b>Appropriate Insurance</b> <i>Provide Certificate of Insurance meeting County requirements naming County as Additional insured.</i>	
	<b>Permit Fees</b>	
	<b>Contact List:</b>	
	<b>Project Manager:</b> Name: Company/Position: Phone Number:	
	<b>24-hour Emergency Contact:</b> Name: Company/Position: Phone Number:	
	<b>Alternate Contact:</b> Name: Company/Position: Phone Number:	
	<b>Traffic Control Coordinator (Provide Certification):</b> Name: Company/Position: Phone Number:	
	<b>Coordination with the Local Municipality, including name of Municipal PD Contact, Copy of correspondence.</b>	
	<b>Signed &amp; Sealed Plans with Scale between 1'=10" to 1'=30"</b>	
	<b>Sign and sealed by NJ Licensed Professional Engineer</b>	
	<b>Sign and sealed by NJ Licensed Land Surveyor</b> <i>Or copy of sealed survey with reference on Site Plan</i>	
	<b>Date of Preparation and Subsequent Revisions</b>	
	<b>Spot Elevations - Existing and Proposed</b>	
	<b>All existing and proposed site grades - 2' Max. Contour Interval</b>	
	<b>Edge Asphalt, Traffic Striping, and Spot Elevations of County Route – Full Width, within 100 feet of property frontage or work limits</b>	
	<b>All existing and proposed utilities including poles with numbers</b>	
	<b>All existing and proposed storm water drainage systems including inlets , pipes (type and size) and manholes with inverts, rim and grate elevations.</b>	
	<b>All traffic Control Features, Signs, Signals, Pavement Markings and similar</b>	
	<b>Existing Right-of-Way and source document references</b>	

**Road Construction Permit and Right of Way Occupancy Permit  
For permits issued by the Mercer County Division of Engineering  
Applicants Checklist (Cont'd)**

Included (X)	Item Description	County Review (OK/ Revise / Missing)
<b>REQUIREMENTS FOR ACCESS PERMITS</b>		
	<b>Driveway Centerline Profile</b>	
	<b>Existing and Proposed Onsite Parking</b>	
	<b>All Existing and Proposed Buildings with First Floor Elevation</b>	
	<b>Table including</b> <ul style="list-style-type: none"> <li>• <i>Measured Sight Distances (Based upon Mercer County Standards)</i></li> <li>• <i>Posted Speed Limits</i></li> <li>• <i>85<sup>th</sup> Percentile Speed (if Available, inquire from MC Engineering)</i></li> </ul>	

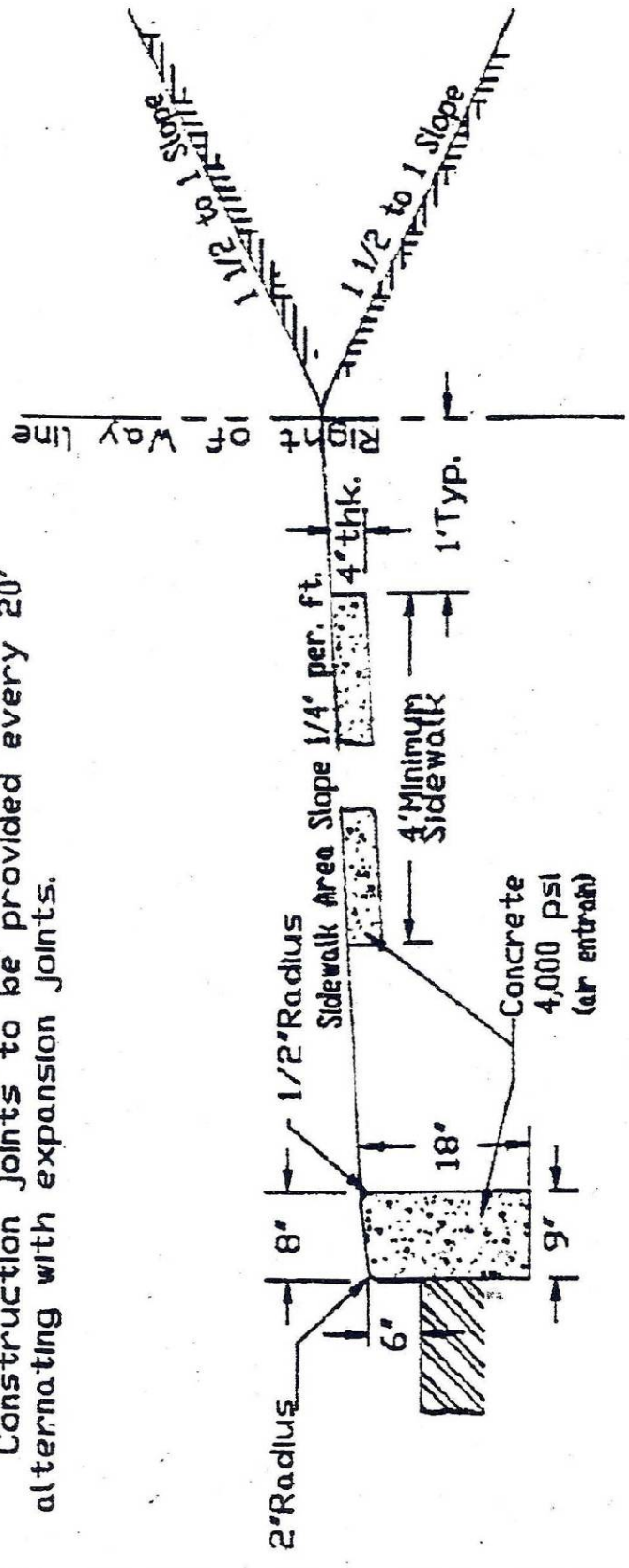
Included (X)	Item Description	County Review (OK/ Revise / Missing)
<b>REQUIREMENTS FOR ROAD OPENING PERMITS</b>		
	<b>Site Specific Traffic Control Plan – Work Zone Safety Plan</b> <ul style="list-style-type: none"> <li>• <i>Sign Legend Indicating all necessary signs (type and quantity)</i></li> <li>• <i>Detail for Lane Tapers for Roadway Posted Speed</i></li> <li>• <i>Details and quantities for Traffic Channelizing Devices</i></li> <li>• <i>Staging Plans with Narrative</i></li> <li>• <i>Number of Uniformed Traffic Directors (Police)</i></li> <li>• <i>Number and locations for VMS Signs</i></li> </ul>	
	<b>Existing and Proposed On-Site Parking</b>	
	<b>Proper Notices</b> <ul style="list-style-type: none"> <li>• <i>Notice to Municipality Police Department (2 weeks and then 48 hours)</i></li> <li>• <i>Notice to County Engineer and Highway Department (2 Weeks and then 48 hours)</i></li> <li>• <i>Depending on Scope, Notice may need to be made to all property owners along work area.</i></li> </ul>	

**County Construction and Restoration Details can be found at:**

<https://www.mercercounty.org/departments/transportation-and-infrastructure/engineering>

**NOTE:**

1/2' expansion joints of cellular compression material to be placed at 20' intervals and 1/4' precast expansion joints to be placed longitudinally adjacent to all abutting concrete structures as the engineer may direct.  
 Construction joints to be provided every 20' alternating with expansion joints.

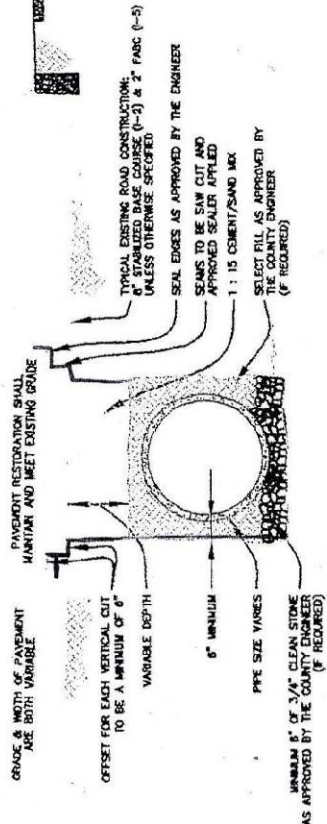


**DETAIL & TYPICAL SECTION  
 OF  
 CONCRETE CURB**

**COUNTY OF MERCER**  
 DEPARTMENT OF  
**TRANSPORTATION & INFRASTRUCTURE**  
 DIVISION OF ENGINEERING  
 DAVID V. STEH COUNTY ENGINEER

- TWO LANES OF TRAFFIC, ONE IN EACH DIRECTION, MUST BE MAINTAINED AT ALL TIMES.
- ALL TRAFFIC CONTROL PERSONS MUST BE IN UNIFORM OR WEAR A REFLECTIVE VEST AND USE A STOP/SLOW PALETTE SIGN.
- NO ROAD CAN BE CLOSED AT ANY TIME WITHOUT PRIOR APPROVAL FROM THE MERCER COUNTY ENGINEER OR THE COUNTY TRAFFIC ENGINEER.
- CONCRETE ROADS MUST BE SAW CUT AND RESTORED WITH 4000 PSI AIR-ENTRAINED CONCRETE TO THE CORRECT THICKNESS.
- ALL TRENCHES ARE TO BE SAW CUT.
- THE SURFACE COURSE IS TO BE PLACED AFTER THE TRENCH SETTLEMENT PERIOD HAS ELAPSED, OR WHEN DIRECTED BY THE COUNTY ENGINEER OR THE MERCER COUNTY ROAD SUPERVISOR.
- NO ROAD CAN BE OPENED AFTER NOVEMBER 15TH, OR BEFORE APRIL 1ST. THE ONLY EXCEPTION WILL BE FOR EMERGENCIES DECLARED BY THE COUNTY ENGINEER.
- ROAD PLATES MAY NOT BE LEFT IN PLACE AFTER NOVEMBER 15TH, THE ONLY EXCEPTION SHALL BE FOR EMERGENCIES DECLARED BY THE COUNTY ENGINEER.
- BACK FILL MATERIAL SHALL BE 15:1 SAND/CEMENT.
- REPLACE EXISTING MATERIAL WITH 15:1 SAND/CEMENT, PLACED IN SIX INCH (6") LIFTS AND MECHANICALLY COMPACTED.
- CONTACT THE SUPERVISOR PRIOR TO BACK FILLING THE TRENCH TO SCHEDULE AN INSPECTION.
- IF THE COUNTY INSPECTOR IS NOT PRESENT WHEN THE TRENCH IS BACKFILLED, THE CONTRACTOR MUST EXCAVATE THE MATERIAL AND REPEAT THE OPENING WHEN THE INSPECTOR IS PRESENT.
- THE CONTRACTOR IS REQUIRED TO MAINTAIN THE PAVEMENT IN A SMOOTH AND SAFE CONDITION, INCLUDING PAVEMENT SWEEPING AND REMOVAL OF ALL CONSTRUCTION DEBRIS.
- THE CONTRACTOR MUST RESTORE THE PAVEMENT TO COUNTY SPECS.
- THE INSPECTOR MUST BE NOTIFIED UPON COMPLETION OF THE PROJECT.
- ALL COUNTY SURVEY MONUMENTS MUST BE PRESERVED.
- NO BLASTING WILL TAKE PLACE WITHIN THE PUBLIC RIGHT-OF-WAY UNLESS APPROVED BY THE COUNTY ENGINEER. IF APPROVAL IS GIVEN FOR BLASTING, A LICENSED EXPLOSIVE EXPERT MUST BE HIRED. ALL PERMITS FOR BLASTING AND PROPER SAFETY PROCEDURES ARE THE RESPONSIBILITY OF THE CONTRACTOR. THIS INCLUDES ROADSIDE SIGNAGE, PUBLIC NOTICE AND NOTIFICATION OF HOME AND BUSINESS OWNERS.

- AT THE END OF EACH WORK DAY, ALL TRENCHES MUST BE BACKFILLED AS PREVIOUSLY NOTED OR COVERED WITH AN APPROVED STEEL PLATE SO THAT TRAFFIC CAN FLOW SAFELY. AN INSPECTOR WILL BE PRESENT AT THE END OF THE WORK DAY.
- ROAD OPENING PERMITS WILL BE ISSUED BY THE ROAD SUPERVISOR, AND MUST BE KEPT ON THE JOB SITE AT ALL TIMES.
- AN EXTENSION PERMIT IS VALID FOR FIFTEEN (15) DAYS. THE EXTENSION MUST BE APPROVED BY THE COUNTY ENGINEER OR THE ROAD SUPERVISOR.
- ROAD OPENINGS ARE ALLOWED BETWEEN THE HOURS OF 9:00 AM AND 3:00 PM. REQUESTS FOR ALTERNATE AND/OR ADDITIONAL HOURS SHALL BE DIRECTED TO EITHER THE COUNTY ENGINEER OR THE COUNTY TRAFFIC ENGINEER.
- A 48 HOUR NOTICE SHALL BE GIVEN TO THE ROAD SUPERVISOR OF THE MERCER COUNTY HIGHWAY DEPARTMENT (609-530-7510) PRIOR TO STARTING CONSTRUCTION AND/OR EXCAVATION.
- ALL PROJECTS SHALL BE REVIEWED & APPROVED BY THE ROAD SUPERVISOR.
- INSPECTIONS MUST BE SCHEDULED WITH THE ROAD SUPERVISOR.
- ALL AGENCIES MUST BE NOTIFIED IN THE EVENT OF A DETOUR OR ROAD CLOSURE: POLICE, FIRE DEPARTMENTS, & EMERGENCY PERSONNEL.
- A TRAFFIC CONTROL PLAN SHALL BE REQUIRED. THE COUNTY ENGINEER OR COUNTY TRAFFIC ENGINEER MAY WAIVE THE TRAFFIC CONTROL PLAN IF DEEMED APPROPRIATE.
- COMMUNITY NOTICE SHALL BE GIVEN 48 HOURS PRIOR TO BEGINNING ROADWORK.
- DETOUR AND/OR CAUTION SIGNS, FLASHING LIGHTS, CONES, BARRELS AND/OR CONSTRUCTION BARRICADES SHALL BE IN PLACE PRIOR TO THE BEGINNING OF CONSTRUCTION AS WELL AS DURING AND AFTER WORK HOURS AS DIRECTED BY THE ENGINEER.
- THE REQUIRED SIGNS, ETC. SHALL MEET THE CURRENT MUTCD STANDARDS AND SHALL BE THE CONTRACTOR'S EXPENSE.
- MERCER COUNTY WILL NOT PROVIDE SIGNS, ETC.
- ANY PERSON OR PERSONS, FIRM, CORPORATION OR MUNICIPALITY VIOLATING ANY PROVISION OF THE MERCER COUNTY ROAD RESOLUTION MAY BE SUBJECT TO A FINE NOT TO EXCEED \$1000.00 PER CALENDAR DAY OR IMPRISONMENT IN THE COUNTY JAIL NOT MORE THAN NINETY (90) DAYS.



CALL BEFORE YOU DIG: 1-800-272-1000

COUNTY OF MERCER  
UTILITY TRENCH RESTORATION DETAIL

DEPARTMENT OF  
TRANSPORTATION & INFRASTRUCTURE  
DIVISION OF ENGINEERING  
GREGORY SANDUSKY, P.E., P.L.S. COUNTY ENGINEER  
NEW JERSEY LICENSE NO. 36758

REVISIONS

1.17.07  
NOTES PER GREGORY SANDUSKY, P.E. & P.L.S., MERCER COUNTY ENGINEER

DRAWN BY: MIKE WILLIAMSON DATE: 01.17.07  
NTS