

CITY OF HACKENSACK

OFFICE OF BUILDING, HOUSING AND LAND USE DEPARTMENT
116 HOLT STREET, HACKENSACK, NJ 07601 PHONE 201-646-3920



Date Received: _____
Permit #: _____

EXCAVATION PERMIT APPLICATION

This application is to be used by ALL applicants except 1&2 family homeowners

Applicant

Company Name: _____ Contact Name: _____ Cell Phone #: _____
Address: _____ Email: _____
Emergency Contact: _____ Emergency Contact Cell Phone #: _____

Owner (If other than Applicant)

Company Name: _____ Contact # _____ Email: _____

Description of Proposed Work: _____

Project Location: _____ Nearest Cross Streets: _____

Total size of excavation: _____ SF

Location of Excavation (check all that apply): Sidewalk/Curbing Driveway Roadway Other _____
 Yes No Do you (or owner) have an annual bond in place with the City? If Yes, Bond Owner: _____

WORK SCHEDULE (If alternate dates are used, at least 24 hours notice must be given)

Excavation Start Date: ____/____/____ Estimated Duration _____ days

Permanent Pavement Start Date: ____/____/____

BEFORE ANY EXCAVATION BEGINS, CALL

1. THE HACKENSACK PD TRAFFIC BUREAU (201-646-7735) FOR POLICE COVERAGE

2. CITY ENGINEER (201-373-2290) 72 HRS BEFORE PROJECT START, 1 HR BEFORE BACKFILL & AFTER FINAL PAVEMENT

1. An excavation permit application should allow ten (10) business days for review (with exception to emergencies). This application must be provided before excavation and approved before any work is started, except in cases of emergency as defined by §148-34 of the City Code. **TELEPHONE NOTICE OF AN EMERGENCY MUST BE MADE AND FOLLOWED BY SUBMISSION OF THIS APPLICATION WITHIN 24 HOURS OF NOTICE AND/OR THE NEXT BUSINESS DAY. \$100/DAY ASSESSMENT FOR NON-COMPLIANCE.** The original permit must be available at the site at all times when work is in progress.
2. All Application Fees are non-refundable regardless of approval status, and all Review Fees are non-refundable upon the start of review by the City or its representatives. Review Fees are calculated in reference to SF of total excavation (length x width) with a minimum width of 3 feet. If a review mandates numerous revisions and coordination with the City, additional fees can be requested by the City.
3. An excavation permit will not be issued until the applicant has deposited an inspection fee/escrow(s), posted a performance guarantee as provided in § 148-34(e), and provided a certificate of insurance for comprehensive general liability insurance identifying the City and its representatives as additional insureds.
4. It is the Applicant's sole responsibility to call for utility mark outs prior to any excavation.
5. All restoration shall be made as per Chapter 148 "Streets and Sidewalks" of the City Code & NJDOT Specs. All work as per OSHA, NJDOT, MUTCD, NJDEP and applicable agency requirements.
6. Copies of all **local building or any other applicable permits** must be attached along with a copy of a sketch or plans showing location and dimensions of proposed work, Traffic Control Plan, Insurance Certificate, Check/Money Order (credit card not accepted), Bond (any checks submitted in lieu of bonds must be certified), and/or Planning Board Approval.

CERTIFICATION IN LIEU OF OATH:

The applicant agrees to comply with the City Code and all relevant laws of the State of New Jersey. The applicant assumes full responsibility for this compliance and agrees to indemnify and save harmless the City of Hackensack, its officers and employees against all suits and costs of every name and description and from all damages and injuries that may occur as a result of this excavation. I hereby certify that I am the agent of, or owner of record and I am authorized to make this application:

Printed Name: _____

Signature: _____ Date: _____

FOR BUILDING DEPARTMENT USE ONLY

Two (2) Hard Copies & Electronic Submission: Yes No

Insurance Certificate: Yes No

W9: Yes No

Land Use Board App.: Yes No App. # _____

Application Fee (non-refundable): _____

Review Fee (non-refundable): _____

Check # (Fees): _____

Approved: _____ Date: _____ Temporary Patch: _____ Permanent Patch: _____ Final: _____

Release Date: _____ Amount: _____ Resolution No.: _____ Inspected By: _____

Comments: _____

Performance Bond: Yes No If Yes, Bond Amount: _____

Inspection Escrow: \$ _____ After Hours Inspection Escrow: \$ _____ Check # (Inspection Escrow): _____

Yes No Has the right-of-way been constructed, reconstructed, or resurfaced within the last 5 years?

Fee Type	Commercial/ Multi-family	Utility Company
Sidewalk/Curb Fee*		
Application Fee	\$100	\$200
Review Fee	≤ 200 SF: \$200 > 200 SF: \$200 + \$0.50/SF over 200 SF	
Inspection Fee	<u>Escrow</u> \$125 per hour (M-F, 8AM-4PM) \$185 per hour (After hours, Holiday, Sat. Sun.)	
Driveway Fee**		
Application Fee	\$200	
Review Fee	≤ 12 LF wide: \$500 >12 LF wide: \$500 + \$50/SF over	
Inspection Fee	<u>Escrow</u> \$125 per hour (M-F, 8AM-4PM) \$185 per hour (After hours, Holiday, Sat. Sun.)	
Roadway Fee***		
Application Fee	\$100	\$250
Review Fee	≤ 50 SF: \$150 51 SF - 200 SF: \$500 201 SF - 1000 SF: \$1,000 $> 1,000$ SF: \$1,000 + \$0.50/ SF over	
Inspection Fee	<u>Escrow</u> \$125 per hour (M-F, 8AM-4PM) \$185 per hour (After hours, Holiday, Sat. Sun.)	
Borings/Monitoring Wells/Geo Probes (Min 2 Openings)		
Application Fee	\$150	
Review Fee	\$150 per Boring/Well/Probe	
Inspection Escrow Fee	\$125 per hour (M-F, 8AM-4PM) \$185 per hour (After hours, Sat. Sun. and/or Holiday)	
Bond Fee	\$5,000 up to 2 Borings \$1,000/ each additional boring	

*Fee is for work that affects the sidewalk and curb only.

**Fee is for work that affects a driveway, which may include curbing and sidewalk associated with said driveway. Any driveway work that also affects a roadway requires a roadway fee only.

***Fee includes any and all work in the City Right-of-Way. Roadway work that also affects sidewalks, curbs, driveways, etc. is subject to the roadway fee only.

APPLICATION INSTRUCTIONS

- All initial submission packages made to the Building Department must include the following:
 - Completed and SIGNED application form with **W9** and **Insurance Certificate**.
 - Two (2) hard copies and electronic submission of plans and/or sketches
 - Application Fee (See table above.) & Review Fee (See table above.)
- Next, a technical review will be completed. A letter including the following will be sent to the email provided on the application.
 - Required inspection escrow amount. Required bond amount (if applicable)
 - Request of additional plans/sketches or supporting information if necessary.
 - Any additional comments regarding restoration and/or work within the right-of-way.
- If inspection escrow or bonds are the only request in the letter, then an approval will be issued by Building Department upon receipt of same.
- If additional information is requested, then further review is required prior to approval and a subsequent reviews & requests will be provided, as necessary.
- A copy of the application with the "APPROVED" stamp from the Building Dept. must be kept on site during construction.