

MILLBURN TOWNSHIP DEPARTMENT OF PUBLIC WORKS REQUIREMENTS FOR ALL STREET OPENINGS & CLOSINGS

1. Obtain a Road Opening Permit from the Department of Public Works.
2. Fill out requested information on permit and return to the Department of Public Works five (5) days prior to starting work. At this time, the attached blue paper will be returned to the individual requesting the permit and they will be responsible for bringing it to the Police Department. (It is mandatory to have a Police Officer on site while the Road Opening process is occurring).
3. Inform the Department of Public Works at least one (1) day in advance for an inspection **BEFORE WORK HAS BEGUN**. INSPECTIONS MUST BE MADE BY PUBLIC WORKS (1) DURING SAW CUTTING, (2) OF ALL CONNECTIONS MADE TO THE TOWNSHIP SANITARY SEWER SYSTEM OR THE STORM WATER SYSTEM, (3) DURING BACKFILLING AND (4) DURING THE FINAL BLACK TOPPING.
4. It is the responsibility of the Contractor to notify the Traffic Sergeant @ (973) 564-7033 at least three (3) days prior to closing down any road. Failure to do this will result in the inability to start work on the requested start date. Any work done without the required presence of a police officer, the noted Contractor, will be subject to fines.
5. It is the responsibility of the Contractor to notify in advance the Township Fire Department @ (973) 564-7035, the Public Works Department @ (973) 564-7060, 564-7062, 564-7063, and the First Aid Squad @ (973) 564-7005.
6. Contractor must have proper safety signs and equipment on hand and visible at the time of construction.
7. The paved roadway shall be saw cut vertically with a saw on a straight line before excavating.
8. The material excavated from the trench opening can not be replaced as backfill (unless specifically permitted by the Superintendent of Public Works or his authorized agent). Material must be removed from the site.
9. Clean granular backfill shall be furnished from an outside source or other types of fill like Quarry Process Material, and to be compacted at six (6) inch lifts beginning two (2) feet above the proposed pipe material. Bituminous concrete roadway surface to be restored as per attached "Typical Trench Section Details for Pipe in Road Areas."
10. Any road excavation four (4) feet from the curb, gutter or edge of road, asphalt must be replaced between the saw cut and curb, gutter or edge of road. Excavated material must be removed and the road surface reconstructed with Quarry Process Mixture to conform with the existing roadway surface.
11. When more than one (1) test hole or repair trench is excavated or any small spaces between excavations, asphalt must be removed and reconstructed as in the above paragraphs.
12. The name, address and telephone number of the responsible contractor for all of the above must be on file in the Public Works Office and with the Police Department.
13. After completion of the job, please call for a final inspection.
14. All permits that are issued must be used within 30 days, or new permits must be obtained.