

Dear Right-of-Way (ROW) Permit Applicant,

In order for us to efficiently issue to you a ROW Permit, please note the following:

On the application, every single line (1-9) must be filled out completely. This includes full names and addresses of both the contractors and property owners, and the exact areas to be worked in with accurate measurements. Measurements must be indicated in 'feet', not in inches, as indicated on the application.

As well as an address and phone number, you must provide us with either a fax number or an email address for us to contact you regarding any issues with this application.

You must provide **full details of all work** that is going to be done; a Right of Way Application Sketch is attached to the application to make this easier for you.

**\*If any of the above are not followed, the application will be returned to you via fax or email (if you did not provide us with this, you will have to go back to City Hall in person to fill out the application properly). You must complete the missing information and return it to us via email ([engineering@cityofrahway.com](mailto:engineering@cityofrahway.com)) or by fax (732-680-1375). We will then review it, and if all relevant information has been provided, we will approve the application and issue the permit.**

Please also note: We require at least 72 business hours' notice for all inspections.

Please sign below as an acknowledgement that you understand and agree to these terms:

\_\_\_\_\_  
Applicant's Full Name

\_\_\_\_\_  
Date

Thank you very much for your cooperation,  
City of Rahway

CITY OF RAHWAY  
DEPARTMENT OF ENGINEERING

ONE CITY HALL PLAZA  
RAHWAY, NEW JERSEY 07065

RIGHT-OF-WAY CONSTRUCTION PERMIT APPLICATION

PLEASE TYPE OR LEGIBLY PRINT AND COMPLETE **ALL** ITEMS 1 THROUGH 9

- 1) DATE OF APPLICATION: \_\_\_\_\_
- 2) OWNER OF PROPERTY: \_\_\_\_\_  
OWNER'S ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_
- 3) NAME OF CONTRACTOR: \_\_\_\_\_  
CONTRACTOR'S ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER/EMAIL ADDRESS: \_\_\_\_\_
- 4) PERSON IN CHARGE OF JOB SITE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
EMERGENCY (24 HOUR) TELEPHONE NUMBER: \_\_\_\_\_
- 5) STREET ADDRESS OF WORK LOCATION: \_\_\_\_\_  
NEAREST CROSS STREET/INTERSECTION: \_\_\_\_\_
- 6) ESTIMATED DATE TO START CONSTRUCTION: \_\_\_\_\_
- 7) ESTIMATED DATE OF PROJECT COMPLETION: \_\_\_\_\_
- 8) NATURE OF WORK (CHECK ALL THAT APPLY):  
 SIDEWALK – LENGTH \_\_\_\_\_ FT. / WIDTH \_\_\_\_\_ FT.  
 DRIVEWAY APRON – LENGTH \_\_\_\_\_ FT. / WIDTH \_\_\_\_\_ FT.  
 CURB– (Bond Required) LENGTH \_\_\_\_\_ FT. / WIDTH \_\_\_\_\_ FT.  
 ROADWAY OPENING FOR UTILITIES – (Bond Required)  
LENGTH \_\_\_\_\_ FT. / WIDTH \_\_\_\_\_ FT. / DEPTH \_\_\_\_\_ FT.  
DESCRIPTION OF UTILITY WORK \_\_\_\_\_  
 OTHER – PLEASE SPECIFY \_\_\_\_\_
- 9) IS THIS WORK APPROVED UNDER A PLANNING OR ZONING BOARD APPLICATION?  
IF SO, PLEASE LIST APPLICATION NUMBER: \_\_\_\_\_.

---

BELOW FOR OFFICIAL USE ONLY

PERMIT NO.: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

APPLICATION/PERMIT FEE: \_\_\_\_\_  
(NON – REFUNDABLE)

**BOND:**  
(IF REQUIRED, TO BE HELD FOR ONE  
YEAR FROM THE COMPLETION AND  
OBSERVATION OF THE PROPOSED  
WORK)

PERMISSION IS HEREBY GRANTED: \_\_\_\_\_ DENIED: \_\_\_\_\_

CITY OF RAHWAY  
DEPARTMENT OF ENGINEERING

**SPECIAL PERMIT CONDITIONS (IF ANY):**

**RIGHT-OF-WAY PERMIT CONDITIONS:**

1. ALL WORK ON COUNTY ROADS: THE CONTRACTOR MUST FIRST CONFIRM WHETHER OR NOT A PERMIT FROM THE COUNTY IS REQUIRED. IF REQUIRED, THE APPROVED PERMIT MUST BE SUBMITTED WITH THIS APPLICATION FOR THE CITY TO CONDUCT THEIR REVIEW. CONTACT UNION COUNTY BUREAU OF PERMITS AT 908-789-3658.
2. ALL WORK ON STATE ROADS: WORK MAY NOT PROCEED UNTIL THE CONTRACTOR HAS CONFIRMED WHETHER OR NOT A PERMIT IS REQUIRED BY THE NEW JERSEY DEPARTMENT OF TRANSPORTATION. CONTACT NJDOT NORTH REGION PERMITS DEPT. AT 973-601-6625.
3. SUEZ, THE CITY'S WATER SYSTEM OPERATOR, MUST BE CONTACTED AT 732-388-0086:
  - TO SUBMIT AN APPLICATION FOR NEW WATER SERVICE LINES TO A PUBLIC WATER MAIN.
  - 24 HOURS PRIOR TO WORKING ON OR REPLACING A WATER SERVICE LINE TO SCHEDULE INSPECTION OF THE OPERATIONAL CONDITION OF THE SERVICE VALVE AND SCHEDULE INSPECTION FOR DAY OF WORK TO SHUT OFF THE SERVICE VALVE.
4. FOLLOWING THE APPROVAL OF THE PERMIT APPLICATION, PERMISSION TO OPEN OR EXCAVATE IN A CITY RIGHT-OF-WAY IS CONTINGENT UPON NOTIFYING THE CITY DEPARTMENT OF PUBLIC WORKS (732-827-2060), CONTACTING A RAHWAY CITY CONSULTING ENGINEER, (PER CONDITION 5 BELOW) A MINIMUM OF 72 HOURS IN ADVANCE TO SCHEDULE THE WORK AND THE CONSTRUCTION OBSERVATION AND NOTIFYING THE UTILITY UNDERGROUND NOTIFICATION SYSTEM, 'NEW JERSEY ONE CALL' (800-272-1000). ALL WORK MUST BE PERFORMED IN ACCORDANCE WITH THE ATTACHED CONSTRUCTION DETAIL(S) AND/OR AS DIRECTED BY THE CITY ENGINEER OR HIS/HER DESIGNATED REPRESENTATIVE.
5. EVERY PERMIT REQUIRES INSPECTION. REQUESTS FOR INSPECTIONS SHALL BE MADE AT LEAST 72 HOURS PRIOR TO WORK BY CONTACTING T & M ASSOCIATES, CITY CONSULTING ENGINEER, AT PBONDAR@TANDMASSOCIATES.COM.
6. FOR CONCRETE WORK, PREPARED FORM WORK MUST BE INSPECTED BEFORE CONCRETE POUR(S).
  - CONCRETE DRIVEWAY APRON REQUIREMENTS (PER DETAIL): SIX (6) INCH THICK CONCRETE DRIVEWAY APRON WITH WELDED WIRE FABRIC AND SIX (6) INCH THICK – THREE FORTH ( $\frac{3}{4}$ ) INCH CLEAN CRUSHED STONE IS REQUIRED.
  - CONCRETE SIDEWALK REQUIREMENTS (PER DETAILS): FOUR (4) INCH THICK SIDEWALK WITH FOUR (4) INCH THICK – THREE FORTH ( $\frac{3}{4}$ ) INCH CLEAN CRUSHED STONE IS REQUIRED FOR PEDESTRIAN SIDEWALK, EXCEPT IN DOWNTOWN STREETSCAPE AREAS, WHERE SIX (6) INCH THICK SIDEWALK IS REQUIRED.
  - CONCRETE CURB REQUIREMENTS (PER DETAILS): CURB FORMS MUST BE TWENTY (20) INCHES DEEP. MONOLITHIC APRON AND CURBS WILL NOT BE PERMITTED.

- **GENERAL CONCRETE WORK REQUIREMENTS: FOLLOWING INSPECTION AND APPROVAL OF THE FORMWORK, THE APPLICANT MAY THEN POUR THE CONCRETE. AFTER POURING THE CONCRETE, THE CONCRETE DELIVERY TICKET INDICATING THAT 4500 PSI CONCRETE WAS USED MUST THEN BE FAXED TO INSPECTING CONSULTING ENGINEER. THE PERMIT CANNOT BE CLOSED OUT WITHOUT THE SUBMITTAL OF THE CONCRETE TICKET.**
7. **ROADWAY OR LANE CLOSURES WILL NOT BE PERMITTED WITHOUT THE PERMISSION OF THE TRAFFIC DIVISION OF THE RAHWAY POLICE DEPARTMENT (RPD). IF RPD DEEMS THAT A POLICE TRAFFIC DIRECTOR IS NECESSARY, THE CONTRACTOR MUST CONTACT, CONTRACT WITH AND PAY THE RPD DIRECTLY.**
  8. **IN THE EVENT OF A STREET OPENING THAT IS UNDER A '5-YEAR RE-OPENING MORATORIUM', APPROVAL TO DO SO MUST FIRST BE OBTAINED FROM THE CITY ENGINEER AND THEN, IF APPROVED, THE ROADWAY PAVEMENT MUST BE RESTORED VIA INFRARED REPAIR TECHNOLOGY. THE APPLICANT WILL BE PROVIDED WITH A SEPARATE ACKNOWLEDGEMENT LETTER WHICH MUST BE SIGNED AND RETURNED TO THE ENGINEER'S OFFICE PRIOR TO ISSUANCE OF SAID PERMIT.**
  9. **IF THIS PERMIT IS ISSUED FOR BUILDING OR SITE DEMOLITION, ALL TERMINATION POINTS OF UNDERGROUND UTILITIES MUST BE MARKED IN THE FIELD AND MAPPED ON AN AS-BUILT PLAN AS FOLLOWS: 1. THE ALIGNMENT OF EACH UNDERGROUND UTILITY MUST BE MARKED ON THE TOP OF THE CURB OR EDGE OF THE PAVEMENT WITH PAINT UTILIZING THE UNIVERSAL COLORS (WATER = BLUE, SEWER = GREEN, GAS = YELLOW, ELECTRIC = RED, COMMUNICATION = ORANGE). 2. A MAP/SKETCH MUST BE PROVIDED IMMEDIATELY AFTER DEMOLITION SHOWING THE LOCATION OF THE UTILITY TERMINATION POINTS, WITH DIMENSIONS BACK FROM THE FACE OF THE CURB OR EDGE OF PAVEMENT, IN LINE WITH THE ABOVE REFERENCED PAINT MARKS. 3. THE MARKINGS AND MAPPING MUST BE SUBMITTED TO THIS OFFICE PRIOR TO ISSUANCE OF ANY BUILDING PERMIT RELATIVE TO THE REFERENCED DEMOLITION.**
  10. **THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SITE SAFETY.**

**THIS PERMIT IS SUBJECT TO REVOCATION AT ANY TIME BY THE UNDERSIGNED IN THE EVENT OF THE FAILURE OF THE PERMITEE TO COMPLY WITH THE TERMS AND CONDITIONS OF THE APPLICATION, PERMIT AND/OR PROPER CONSTRUCTION METHODS**

\_\_\_\_\_ **HEREBY ACKNOWLEDGES,**  
 (NAME OF CONTRACTOR'S PERSON IN CHARGE OF JOBSITE – PRINT)  
**UNDERSTANDS & ACCEPTS THE RESPONSIBILITY OF ALL TERMS AND CONDITIONS, INCLUDING ANY CONSTRUCTION DETAILS ATTACHED WITH THIS PERMIT.**

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

**BELOW FOR OFFICIAL USE ONLY**

**RECEIVED AND REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 City of Rahway Consulting Engineers – T&M Associates

**INSPECTED FOR INITIAL CONSTRUCTION BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INSPECTED FOR BOND RELEASE BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CALLED FOR REPAIR (IF NECESSARY):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTES:**

# CITY OF RAHWAY RIGHT OF WAY APPLICATION SKETCH

PLEASE INDICATE THE DIMENSIONS (LENGTH, WIDTH AND DEPTH) OF ANY AND ALL WORK WITHIN THE RIGHT OF WAY  
(FOR EXAMPLE, DEPRESSED CURB, CURB, DRIVEWAY APRON, SIDEWALK WITHIN THE DRIVEWAY, AND STANDARD SIDEWALK).

ALSO, ALL UNDERGROUND UTILITIES MUST BE SHOWN AND LOCATED ON SITE PRIOR TO ANY EXCAVATION.

EXPLANATION OR NOTES

- SIDEWALK
- LENGTH \_\_\_\_\_ FT
- WIDTH \_\_\_\_\_ FT
- DRIVEWAY APRON
- LENGTH \_\_\_\_\_ FT
- WIDTH \_\_\_\_\_ FT
- CURB (FOR STANDARD AND/OR DEPRESSED)
- LENGTH \_\_\_\_\_ FT
- WIDTH \_\_\_\_\_ FT
- ROAD OPENING
- LENGTH \_\_\_\_\_ FT
- WIDTH \_\_\_\_\_ FT
- DEPTH \_\_\_\_\_ FT

