



CITY OF CAMDEN

**Department of Planning and Development
Division of Capital Improvements and Project Management
520 Market Street, Suite 320
Camden, NJ 08101**

CHECK LIST FOR ROAD OPENING PERMITS

MINOR & MAJOR COMMERCIAL AND RESIDENTIAL DEVELOPMENTS

THREE (3) APPROVED SIGNED AND SEALED PLANS PREPARED BY THE APPROPRIATE PROFESSIONAL
AND APPROVED BY THE PLANNING/ZONING BOARD

- _____ CERTIFICATE OF INSURANCE
- _____ COMPLETED APPLICATION
- _____ PERFORMANCE AND MAINTENANCE BOND
- _____ FEES (NON REFUNDABLE)
 - * Administration
 - * Engineer Review
 - * Permit
 - * Inspection Escrow

RESIDENTIAL/UTILITY OPENINGS

THREE (3) DETAILED PLOT PLANS WITH DRIVEWAY OR OPENING OR APPROPRIATE WORK/WORK AREA
CLEARLY DELINEATED AND DESIGNATED.

- _____ CERTIFICATE OF INSURANCE
- _____ COMPLETE APPLICATION
- _____ PERFORMANCE AND MAINTENANCE BOND
- _____ FEES (NON REFUNDABLE)
 - * Administration
 - * Engineer Review
 - * Permit
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NO PERMIT WILL BE ACCEPTED UNLESS ABOVE REQUIREMENTS ARE MET.

**ANY QUESTION REGARDING THE ABOVE MAY BE DIRECTED TO THE CAMDEN
CITY ENGINEER.**



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Third Floor - Suite 325
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FEE SCHEDULE

OPENING UP TO 20 SQUARE FEET	95.00
* EACH ADDITIONAL SQUARE FOOT OF OPENING	1.00
ADMINISTRATION (PER APPLICATION)	50.00
ENGINEER REVIEW (PER APPLICATION)	250.00
MANHOLE, VAULT, METERING PIT, INLET	125.00
TEST PIT UNDER 16 SF	125.00
JACK/BORING UP TO 100 FT	200.00
* EACH ADDITIONAL 50 FT	50.00
STRUCTURE RELOCATION	50.00
UTILITY POLE, BEACON & LIGHTS	50.00
MONITORING WELLS	200.00
SOIL BORINGS:	
1 -5	100.00
6 -10	200.00
INSPECTION ESCROW (PER CHAPTER 735-25(C))	
SIDEWALK 250.00 (MIN; OR 5%OF THE CITY ENGINEER'S COST ESTIMATE, WHICHEVER IS GREATER)	
ROADWAY 500.00 (MIN; OR 5%OF THE CITY ENGINEER'S COST ESTIMATE, WHICHEVER IS GREATER)	
FEES CAN BE WAIVED WHERE SPECIAL FINANCIAL CIRCUMSTANTS EXIST	

PLEASE SUBMIT ENGINEER'S REVIEW FEE AND INSPECTION ESCROW FEE AS A SEPARATE CHECK

City of Camden
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Street Opening Excavation and Concrete Installation Permit

Application Information	
Property/Utility Owner: _____	
<i>Contact Name:</i> _____	
Address: _____	

Telephone: () _____	E-mail: _____
Emergency: () _____	Fax: () _____

Co-Applicant Information	
Contractor/Utility Company: _____	

Contractor Lic. # _____	
Contact Name: _____	
Address: _____	

Telephone: () _____	E-mail: _____
Emergency: () _____	Fax: () _____
Insurance/Surety Co: _____	
Policy No: _____	
Performance Bond Co.: _____	
Policy No.: _____	

Project Information	
Scope of Work: _____	

Location: _____ Block: _____ Lot: _____	
Size of Opening	
Length: _____ feet; Width: _____ feet; Total Area: _____ S.F.	
Depth: _____ feet	
Construction Sketch (<i>identify all property location(s), utilities and other related elements</i>)	

OFFICE USE ONLY
PERMIT NO.: _____
Issuance Date ____/____/____
Permit Fee:
Date Paid: ____/____/____ Ck No. _____
Administration Fee:
Date Paid: ____/____/____ Ck No. _____
Engineering Review Fee:
Date Paid: ____/____/____ Ck No. _____
Inspection Fee:
Date Paid: ____/____/____ Ck No. _____
Performance Bond
☐ Bond ☐ L.O.C. ☐ Check
Bond/Check No.: _____
Date Received: _____
Surety Co. Tel #: _____

INSPECTION COMMENTS
Inspector: _____
Inspection Date: _____
Comments: _____

THE APPLICANT AND CO-APPLICANT AGREE TO COMPLY
WITH ALL TERMS, REGULATIONS, AND CONDITIONS AS
SET FORTH IN THE CITY OF CAMDEN ORDINANCE.

THE APPLICANT AND CO-APPLICANT CERTIFY THAT THE
INFORMATION HEREIN IS TRUE. THE APPLICANT AND
CO-APPLICANT CERTIFY THEY MAY BE SUBJECT TO
PUNISHMENT FOR PROVIDING FALSE INFORMATION.

APPLICANT SIGNATURE: _____
Co-Applicant Signature: _____

PLEASE BE ADVISED

City Ordinance Specifications are the following:

- A) 4,500 P.S.I. Concrete Air Entrain Mix from a NJDOT registered Concrete Company or equal specs by Non-NJDOT concrete supplier.
- B) Install Expansion Joint Paper against existing Concrete & every 20 Ft.
- C) **Grades and Cross Slopes**
- D) The maximum sidewalk cross slope is 2%. The maximum grade is 12:1 (8.33%), however, the longitude grade of the sidewalk should be consistent with the grade of the adjacent roadway. If the 12:1 grade is not feasible due to topography and other physical constraints, then the grade should be developed to extent feasible. When sidewalk grades are steeper than 12:1 for a maximum distance of 30 feet are unavoidable, a level 4 foot long landing should be included if feasible (or at a distance that is practicable). Sidewalk Depth: 5 in. not not exceed 2%, Apron Depth: 6 in. not to exceed 8%, Handicap Ramp Depth 6 in. Handicap Ramps shall be installed under ADA Guidelines. Please refer to a Licensed Surveyor as needed.
- E) Two inspections will be performed prior of Approving work: 1) Form Inspection 2) Pour Inspection
- F) Contractor or Utility Co. responsible to supply a Concrete Slip.
- G) Curb installation, match existing (Providing areas are small). Please contact City Engineer to verify approved adjustments.
- H) Curb installation: Curb dimension: 18in. Vertical, 7" wide (Bottom)(Large areas).
- I) Contractor or Utility Co. must use Water when Saw Cutting Concrete or Asphalt, to prevent dust in the air, Contractor/Utility Co. responsible to call in for Mark Outs at "811".
- J) Street Restoration: Existing Concrete Base & Asphalt Top: Install 6in. Concrete base & NJDOT Asphalt top 2in. Note: Existing Asphalt must be Saw Cut at least four in. back from existing opening around perimeter.
- K) Street Restoration: Asphalt Street; NJDOT Asphalt Base, 6in. Asphalt Top, Hot Tack Seams inner & outer seam.
Cold Tack is not excepted.
- L) Street Restoration: Concrete Street; 8in. Depth (City)
- M) Waiting time for concrete setting up in the street: waiting period should be a minimum of three days prior of installing Asphalt. Steel Plates should be in place for the safety of the Residents of the City of Camden residents.
- N) Road Restoration: Concrete Road; 9 to 10in. Depth & install Dowel Rods in existing Slab. Utility Co. or Contractor must remove Whole Slab (Joint to Joint).
- O) Please provide 95% to 98% Compaction. Compact in 12in. Lifts. Contractor or Utility Co. must use NJDOT certified Clean Fill (DGA).
- P) Contractor or Utility Co. responsible to clean area & secure all equipment prior of departing work area. City of Camden excepts **no** Liability.
- Q) Inspection Scheduling: Please call the office at 856-757-7680

Contractor/Utility Co. responsible to provide Temporary Traffic Control Plan in compliance with MUTCD requirements if needed. Refer to Camden County Police Dept. Traffic Control Officer Lt. Moffa at (856) 757-7280. Note: must be pre-approved prior to working in the in the streets or Sidewalk (if restricting Traffic). Note: Sidewalk closed: Please install Pedestrian Sidewalk closed Signs with Arrow directing the Street or provide other options in compliance with MUTCD requirements.