



BOROUGH OF HIGHLANDS, N. J.

Sewer Connection Permit Application

Account # _____

Date: _____

The undersigned, being the _____ of the property located at _____
(owner, owners, authorized agent)

_____, Block _____ Lot _____
(street address)

does hereby request a permit to install and connect a building sewer to serve the above location, which is owned by _____ whose address is _____

The proposed building connection will be installed on the _____ side of the street, approximately _____ feet from _____ street.

The name and address of the Plumbing Contractor who will perform the work is _____ License No. _____

The proposed size of the building sewer is _____

The proposed pipe material to be used is _____

Drawings showing the plan and profile of the building sewer are shown on the next page. The plan shall show the location of the building to be served, the alignment of the building sewer, clean-outs, distances from the house to the curb, location of water supply lines, and the minimum distance between the water supply line and the building sewer. The profile shall show elevations of the cellar floor, house drain, building sewer, existing ground over the building sewer, clean-outs, and the curb line.

In consideration of the granting of this permit, the undersigned agrees to all the terms and conditions set forth on the reverse side of this application.

Signed _____
(Applicant)

(Address of Applicant)

Phone _____

HIGHLANDS SEWER DEPARTMENT:

Street excavation permit fee paid as follows: _____

Sewer connection fee paid as follows: _____ Check # _____

Received by: _____ Date: _____

Street excavation permit # _____

Application approved and permit issued:

Signed: _____ Date: _____
(DPW Inspector)

INSPECTION:

Connection completed, inspected, and approved _____ Date _____
(DPW Inspector)

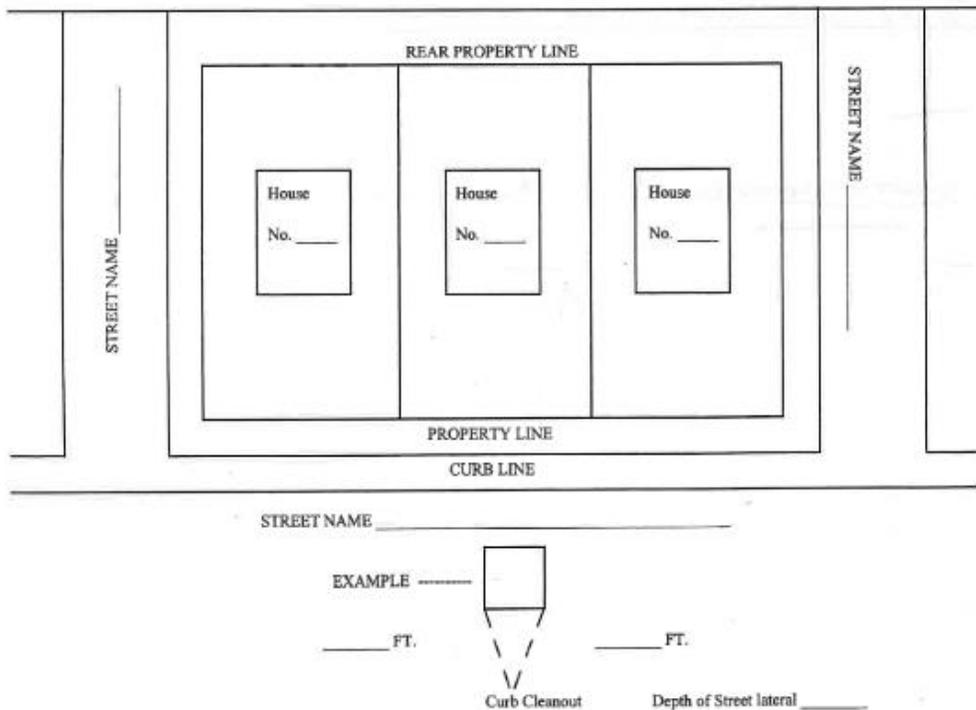
First Billing Date _____ Date Keyed in Computer _____

First Billing Amount _____ Connection Date _____

CONDITIONS

1. The permit is issued under the express condition that every person acting under the same shall conform to the representations and conditions of the application therefore and shall accept and conform to and be governed by Chapter 9 of the Borough Code pertaining to sewers and the use thereof of the Borough of Highlands and all other pertinent laws, resolutions, ordinances, rules and regulations, schedule of fees and charges that exist now and that may be adopted in the future by the Borough and for the Highlands Sewer Department.
2. The Borough of Highlands and its agents assume no responsibility that any representations in the application for this permit were correct and assume no responsibility for any information furnished or not furnished.
3. The owner of the property being served by the building sewer agrees to pay the sewer connection charge and the annual sewer service charge as established by Highlands Sewer Department and to maintain at no cost or expense to the Borough, that portion of the building sewer between the walls of the building and the sewer main in the street.
4. The applicant agrees to notify the Plumbing Inspector when the building sewer is ready for inspection and connection to the public sewer. No portion of the work shall be covered until the work has been inspected and approved by the Plumbing Inspector.
5. The owner agrees that he shall at all times indemnify and save harmless the Borough and its officers, agents, and servants, on account of any and all claims, damages, losses, litigations, expenses, counsel fees, and compensation arising out of injuries (including death) sustained by, or alleged to have been sustained by the servants, employees, or agents of the Borough or of the owner, any contractors employed by him or any subcontractor or material men, and from injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons on or near the work, or by any other person or property, real or personal (including property of the Borough), caused in whole or in part by the acts of omissions of the owner, any contractor employed by him or any subcontractor or material man or anyone directly or indirectly employed by them or any of them while engaged in the performance of any work covered by the permit and during any maintenance period specified in the aforementioned ordinance.
6. The applicant, before being issued a permit shall provide the Plumbing Inspector's Office with satisfactory evidence of the following minimum insurance coverage on behalf of the owner and plumbing contractor to indemnify loss or injury proximately caused by the owner's and/or his agent's negligence or failure to comply with any State or local laws and ordinance or regulation of the Sewer Department.
 - A. Manufacturers and Contractor's Public Liability and Property Damage Insurance in the minimum amount of:
 1. One person in any one accident, amount \$100,000.
 2. Three or more persons in any one accident, amount \$300,000.
 3. Property Damage in any one accident, amount \$25,000.
 - B. Completed Operations in the amount of \$25,000. This policy shall remain in force for a minimum period of one year after completion of the work.
 - C. Workman's Compensation Insurance – New Jersey Statutory.

SKETCH OF PROPOSED INSTALLATION





Borough of Highlands
151 Navesink Ave.
Highlands, NJ 07732
(732) 872-1224
www.highlandsnj.gov

STREET EXCAVATION PERMIT

Permit Fee \$190 / Deposit \$500
MUST BE 2 SEPARATE CHECKS

SECTION A: TO BE COMPLETED BY APPLICANT

Name _____ Email _____

Address: _____ Phone _____

Contractor: _____ Email _____
If other than applicant

Address: _____ Phone _____

Location of excavation:

Show location on sketch below – road names, distances, etc. If space is not sufficient, attach detailed drawing

Nature, purpose, and extent of excavation work:

For trenches only: Length: _____ FT Width: _____ FT Depth: _____ FT

Are street Closures or traffic rerouting required? () Yes () No
(if yes, attach sketch and description of proposed traffic control devices)

Proposed date of commencement: _____ Proposed completion: _____

Statement: The undersigned applicant for a street excavation permit hereby warrants that the information herein is correct and that he is familiar with, and agrees to abide by the requirement of the "Street Excavation Ordinance" if the Borough of Highlands.

Insurance Company: _____ Policy Number: _____

Insurance Cert: _____ Expiration Date: _____

NOTE: APPLICANT SHALL NOTIFY THE PUBLIC WORKS DEPARTMENT AT (732) 872-1224 EXT 250 PRIOR TO COMMENCEMENT OF WORK.



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STREET EXCAVATION PERMIT

SECTION B: TO BE COMPLETED BY PUBLIC WORKS SUPERINTENDENT*

*Or Borough Engineer if applicable

Estimated excavation size: _____

Deposit amount required: \$ _____ Permit Fee \$ _____

Surety Bond Recommendation:

Required? Yes No

Provisions (if any):

Approval: () Yes () No

Disapproval Reason:

Public Works Superintendent Signature

Date

SECTION C: TO BE COMPLETED BY POLICE CHIEF*

WHEN STREET CLOSURES OR TRAFFIC REROUTING IS PROPOSED

Approved: () Yes () No

Conditions of Approval (if any) :

Reason for disapproval:

Police Chief Signature

Date



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STREET EXCAVATION PERMIT

Section D: TO BE COMPLETED BY CASHIER

Permit Fee:
Amount Paid: _____ Date received: _____

Surety Bond:
Amount Paid: _____ Date received: _____

Deposit:
Amount Paid: _____ Date received: _____

Cashier Signature

Date

Section E: TO BE COMPLETED BY BOROUGH CLERK *IF APPLICABLE*

Surety Bond # _____ Date Received: _____

Clerk Signature

Date

Section F: TO BE COMPLETED BY THE BOROUGH ADMINISTRATOR

Signature

Date

Section G: TO BE COMPLETED UPON COMPLETION OF WORK*

To be completed by the DPW Superintendent

Date work finished: _____

Date of inspection: _____

Approval: () Yes () No

Authorized to release deposit () Yes () No

Authorized to release bond () Yes () No

Signature

Date

Section H: TO BE COMPLETED BY BOROUGH CLERK UPON COMPLETION

Bond released: Yes No

Signature

Date



Important Notice Regarding Repair Deposits/Guarantees

The inspections listed below must be successfully completed in the order shown to fulfill your permit application requirements and initiate the counting of time toward refund of your repair deposit:

NOTE

APPLICANT MUST CALL TO SCHEDULE ALL INSPECTIONS.

1. All forms and expansion joints shall be inspected prior to pouring concrete sidewalks and curbs. Road openings shall be inspected for proper asphalt repair dimensions, neat and square edges, and properly compacted subgrade of a suitable material prior to the placement of any asphalt.
2. Final inspection of concrete sidewalks and curbs shall occur after all forms are completely removed and all restoration work is complete. Proper finish and color per permit are required. Final inspection of road openings shall occur after final paving is complete, any special repair conditions are met, and all surrounding areas have been restored and are free of debris and loose material.

NOTE

Please allow ample time for inspections by DPW between the hours of 7:00 am and 3:30 pm Monday thru Friday, holidays excepted.

Repair deposits are refundable *six months after* work is completed. Guarantees are refundable after three years. All refunds are contingent upon successful performance of the completed construction and restoration work. Both refund dates are determined from date of successful final inspection.

Please schedule all inspections in accordance with this Notice.

You may contact DPW offices at (732) 872-1224 Ext.250 between 8:00 am and 3:00 pm Monday thru Friday to schedule inspections. Should you need any help with your permit, please contact us prior to submitting the application.

Thank you.