



**The Borough of Clifton Heights**  
**Department of Code Enforcement & Community Development**

**SURFACE OPENING PERMIT**

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Property Address Identification of area(s) to be opened or affected (use house numbers where available):

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Application Name:

Address (if different from above):

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Contact phone number:

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Email:

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Surface to be opened: (check one)

pavement  sidewalk  curb  driveway  sod  other

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If other, please explain:

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Purpose of Opening:

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No. of openings:

Sq. FT. (length x width =)

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Work is anticipated to start:

- **START OF WORK:** Actual work shall commence within 15 days of the date the permit is issued unless an extension is approved in writing.
- **PLAN/SKETCH OF WORK AREA:** Provide a representation (free hand sketch normally acceptable) of the area of work and its relationship to properties, streets, driveways, structures, etc. to be affected. You may use space on reverse side.
- **PAVEMENT/OPENING/CLOSURE:** If opening of actual pavement is required, it must be coordinated and approved by the Public works Department prior to opening, after completion of the utility connection, and prior to backfilling. Any specific directions they provide will be adhered to during opening and closure.
- **PERMIT FEES:**

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Office use:

CHECKED IF REQUIRED

- [ ] NOTIFICATION OF AFFECTED PARTIES: If the work to be undertaken by the applicant is such that it may affect the access to or use of properties abutting or adjoining the work, the applicant may be required to submit a list of addresses of such properties and effect notification to them.
- [ ] BOND FOR PERFORMANCE OF RESTORATION: The Applicant or Permittee upon receipt of a permit, may be required to provide the Township, prior to commencing the opening(s) permitted, with an acceptable corporate surety bond to guarantee faithful performance of the work authorized by this permit. The amount of the bond shall be \$2,000 or as specified on the approved permit. The term of the bond shall begin upon the date of posting thereof and shall terminate upon the receipt by the Permittee of a Certificate of Final Inspection from the Township. If the Permittee anticipates requesting more than one (1) permit per year, he/they may furnish one (1) continuing corporate surety bond to guarantee faithful performance in such an amount as the Township Manager deems necessary. The amount of such bond shall be in relation to the cost of restoring pavement cuts to be made by the Permittee throughout the year. In the case of a Public Utility Company, its corporate bond in a form satisfactory to the Township Attorney may be accepted in lieu of the corporate surety bond required by this section.
- [ ] INSURANCE REQUIREMENTS: The Applicant or Permittee, upon the receipt of a permit, shall provide the Township, prior to commencing the opening(s) authorized, with an acceptable certificate of insurance indicating that he is insured against claims for damages for personal injury as well as against claims for property damage which may arise from or out of the performance of the work, whether such performance be by himself, his subcontractor, or anyone directly or indirectly employed by him. Such insurance shall cover collapse, explosive hazards, and underground work by equipment on the street, and shall include protection against liability arising from completed operations.

The amount of the insurance shall be prescribed by the Manager in accordance with the nature of the risk involved; provided, however, it shall provide for a minimum of comprehensive bodily injury liability insurance including coverage on a personal injury basis in an amount not less than \$100,000 for each person and \$300,000 for each accident, and comprehensive property damage liability insurance of not less than \$50,000, with an aggregate of \$100,000 for all accidents. Public Utility Companies and authorities may be relieved of the obligation of submitting such a certificate if they submit satisfactory evidence that they are insured in accordance with the requirements of this ordinance or have adequate provision for self-insurance. Public Utility Companies may file an annual certificate of insurance in lieu of individual certificates for each permit.

PERFORMANCE: I (we) agree to perform this work in accordance with the provisions of the Township Public and Private Improvements Code and any other applicable regulations pertaining to Street Openings (copies are available on request), to notify parties to be affected by the opening(s) prior to commencing actual work, and to arrange with the appropriate authorities for any required inspections.

\_\_\_\_\_ Date \_\_\_\_\_ Applicant Signature

***PLAN/SKETCH OF WORK AREA***

