

Closter, New Jersey
Building Department
BOC-23 (rev. 4/4/2024)

(Official Use)
Filing Date



Application Fee

Small Opening= \$300.00
 Extensive Opening= \$300.00 + \$1.00 Per Square Foot >100
 Non-Reported Opening= \$750.00

Security Deposit

Surface Opening
 Base Charge= \$30.00
 Trench= \$20.00 Per Square Foot
 Paving= \$7.50 Per Square Foot
 Curb= \$10.00 Per Linear Foot

Subsurface Opening
 Base Charge= \$30.00
 Boring= \$2.00 Per Linear Foot

Engineering Escrow Deposit

Discretionary= \$300.00 Minimum

Surety Bond
 (IN LIEU OF SECURITY DEPOSIT)

Utility Applicant= \$20,000.00 Minimum/Annual Renewal
 Non-Utility Applicant= \$1,000.00 Minimum

Building Department
 295 Closter Dock Road
 Closter, New Jersey 07624
 Phone: (201) 784-0600 ext. 441 ♦ Fax: (201) 784-4711 ♦ Email: construction@closternj.us

Road Opening Permit Application

- 1.) **LOCATION OF PROPOSED OPENING:** _____
- 2.) **APPLICANT:** NAME _____
 ADDRESS _____
 STREET CITY STATE ZIP
 PHONE _____ FAX _____ EMAIL _____
- 3.) **CONTRACTOR:** NAME _____
 ADDRESS _____
 STREET CITY STATE ZIP
 PHONE _____ FAX _____ EMAIL _____
- 4.) **TYPE OF OPENING:** SURFACE SUBSURFACE
- 5.) **REASON FOR OPENING:** _____
- 6.) **SURFACE TO BE OPENED:** THOROUGHFARE PARKING LOT SIDEWALK CURB OTHER: _____
- 7.) **TYPE OF MATERIAL:** ASPHALT CONCRETE PAVER OTHER: _____
- 8.) **DIMENSIONS OF OPENING:** LENGTH _____ / WIDTH _____

SIGNATURE OF APPLICANT

DATE

Guidelines

- No person, business entity or utility (private or public) shall excavate or bore in or under an improved or unimproved Borough-owned thoroughfare, etc. without the issuance of a permit.
- Infrared restoration is required for excavation or boring of a thoroughfare improved or replaced within the previous 3 years.
- A small opening is defined as 16 square feet or less.
- An extensive opening is defined as greater than 16 square feet.
- Authorized work must commence within 30 days and be completed within 45 days of the permit issuance by the Building Department.
- Permitting ceases between November 15th and March 15th each calendar year as well as Saturdays, Sundays and holidays unless deemed an emergency by the Borough.
- This application must be accompanied by a copy of the Borough's Tax Map sheet that corresponds to the location of the proposed opening as well as a depiction detailing the scope of work.
- The release of posted security deposits and surety bonds is at the discretion of the Department of Public Works and/or Borough Engineer upon restorations being inspected.
- For scheduling of inspections, contact the Department of Public Works via phone at (201) 784-0753 or email at dow@closternj.us.
- For traffic detail requests, contact the Police Department via phone at (201) 768-5000 or fax at (201) 768-7413.
- For further details, visit www.closternj.us to review Chapter 171 (Streets and Sidewalks) of the Borough Code.

OFFICIAL USE ONLY

APPLICATION FEE PAID: _____ PAYMENT METHOD: CASH CHECK # _____

SECURITY DEPOSIT/SURETY BOND POSTED: _____ PAYMENT METHOD: CASH CHECK # _____

PERMIT #: _____ APPROVED
 DENIED

SIGNATURE OF ENFORCING AGENT

DATE