

# INSTRUCTIONS ON FILING A SIDEWALK AND STREET OPENING PERMIT APPLICATION

## Filling out the application and voucher:

-The first form is the application. Please make sure to list what areas are being worked on. (curb, apron, sidewalk, etc.)

-The second form is the voucher for the amount of the second check that will be refunded once the final inspection is approved. The person and address listed on top will be the one who is getting the refund so make sure that the person who is writing out the check is the one listed in those areas.

\*In the main box of the second form (voucher form), be sure to list the address where the work will take place and what areas are being worked on (curb, apron, sidewalk, etc.). The bottom right box should be the person listed at the top of this page. If it is the homeowner, they'd sign their name and list homeowner. If it's a contractor, they would sign their name and list contractor.

\*\*Please note that we need 2 separate checks. One for the \$50, non-refundable amount and the other amount is determined by section size being worked on (size and pricing of each are listed on the bottom of the application) and will be refunded once approved that the work was completed properly according to the DPW Superintendent.

## For sidewalks/driveway aprons:

Once you receive the permit, you **MUST** contact the Water Dept. at 973-839-3000 before you begin. Once approved by them, you can start the work but must stop after the framing and call the DPW Superintendent, Tad Skawinski Sr., to set up an appointment for it to be inspected before being poured. He can be reached at 973-839-3000 ext. 7118. \*A second inspection must be done again once the work is completed in order to start the refund process. After the 2<sup>nd</sup>/final inspection, Mr. Skawinski will submit your refund voucher to our Finance Dept. so your refund can be approved at the next Mayor and Council meeting.

\*If you are **expanding the curb opening**, you must call 811 to have them map out any underground utilities with the curb. There are specific requirements when it comes to rebuilding the curb so make sure that before anything is poured you set up the inspection.

## For street openings:

Fill out the application and voucher as explained above. You must scan and e-mail us your plans or bring them in with your application and voucher. We will submit everything to the Borough Engineer for approval. Once we get the approval, we will contact you to bring in your payment and we will give you the permit.

\*If you are bringing plans in, instead of scanning them to us, please make sure that they are a size able to be scanned by a max of 11x17 copier.

From there, you must arrange for the police to be on site for your work. You also need to contact the DPW Superintendent, Tad Skawinski Sr., so he can arrange for someone to monitor the job while you are working. He can be reached at 973-839-3000 ext. 7118. \*You must call 811 to have them map out any underground utilities before any work begins. Once the work is completed/inspected, Mr. Skawinski will submit your refund voucher to our Finance Dept. so your refund can be approved at the next Mayor and Council meeting.

If you have any questions about the application or voucher, please contact us at 973-839-3000 ext. 7100.