

**CITY OF HACKENSACK**

OFFICE OF BUILDING, HOUSING AND LAND USE DEPARTMENT  
216 UNION STREET, HACKENSACK, NJ 07601 PHONE 201-646-3920



**EXCAVATION PERMIT APPLICATION**

Date Received: \_\_\_\_\_

Permit # \_\_\_\_\_

**Applicant**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Contact Cell Phone #: \_\_\_\_\_

Owners Name of Work Site: \_\_\_\_\_ Contact # \_\_\_\_\_

**Co-applicant (If person submitting the application is not the Applicant)**  Contractor  Subcontractor  \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Sidewalk/Curbing  Driveway  Roadway  Borings/Wells/Geoprobes  Other \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **Total size of excavation:** \_\_\_\_\_ SF

**Description of Proposed Work:** \_\_\_\_\_

**WORK SCHEDULE** (If alternate dates are used, at least 24 hours notice must be given)  
 Excavation to Start: \_\_\_/\_\_\_/\_\_\_ Backfill to be Completed: \_\_\_/\_\_\_/\_\_\_ Temporary Pavement to start: \_\_\_/\_\_\_/\_\_\_  
 Permanent Pavement will Start: \_\_\_/\_\_\_/\_\_\_ Estimated Date of Completion: \_\_\_/\_\_\_/\_\_\_

Yes  No Has the right-of-way been constructed, reconstructed, or resurfaced within the last 5 years?  
 Yes  No Will work be complete within 30 days of issuance of this permit?  
 If not completed within 30 days of issuance, specify duration \_\_\_\_\_  
 Yes  No Do you have an annual bond in place with the City?

**BEFORE ANY EXCAVATION BEGINS, CONTACT THE HACKENSACK PD TRAFFIC BUREAU AT 201-646-7735 FOR POLICE COVERAGE  
 CALL CITY PM DEPT. AT 201-646-7596 HOURS PRIOR TO PROJECT START & 24 HOURS PIROR TO SCHEDULE BACKFILL INSPECTION**

1. An excavation permit application should allow ten (10) business days for review (with exception to emergencies). This application must be provided before excavation and approved before any work is started, except in cases of emergency as defined by §148-34 of the City Code. **Telephone notice of an emergency must be made and followed by submission of this application within 24 hours of notice and/or the next business day. \$100/day assessment for non-compliance.** The original permit must be available at the site at all times when work is in progress.
2. All Application Fees are non-refundable regardless of approval status, and all Review Fees are non-refundable upon the start of review by the City or its representatives. Review Fees are calculated in reference to SF of total excavation (length x width) with a minimum width of 3 feet. If a review mandates numerous revisions and coordination with the City, additional fees can be requested by the City.
3. Inspection Escrow is only required if the Applicant has not gone before the City Land Use Board for work associated with the permit.
4. An excavation permit will not be issued until the applicant has deposited an inspection fee/escrow(s), posted a performance guarantee as provided in § 148-34(e), and provided a certificate of insurance for comprehensive general liability insurance identifying the City and its representatives as additional insureds.
5. It is the Applicant's sole responsibility to call for utility mark outs prior to any excavation.
6. All restoration shall be made as per Chapter 148 "Streets and Sidewalks" of the City Code & NJDOT Specs. All work as per OSHA, NJDOT, MUTCD, NJDEP and applicable agency requirements.
7. Copies of all **local building or any other applicable permits** must be attached along with a copy of a sketch or plans showing location and dimensions of proposed work, Traffic Control Plan, Insurance Certificate, Check/Money Order (credit card not accepted), Bond (any checks submitted in lieu of bonds must be certified), Municipal permits, and/or Planning Board Approval.

**CERTIFICATION IN LIEU OF OATH:**

The applicant agrees to comply with the City Code and all relevant laws of the State of New Jersey. The applicant assumes full responsibility for this compliance and agrees to indemnify and save harmless the City of Hackensack, its officers and employees against all suits and costs of every name and description and from all damages and injuries that may occur as a result of this excavation. I hereby certify that I am the agent of, or owner of record and I am authorized to make this application:

\_\_\_\_\_  
Signature Printed Name Date

**Three (3) Sets of Plans:**  Yes  No  
**Insurance Certificate:**  Yes  No  
**Performance Bond:**  Yes  No **Bond Amount:** \_\_\_\_\_  
**Application Fee (non-refundable):** \_\_\_\_\_  
**Review Fee (non-refundable):** \_\_\_\_\_  
**Inspection**  / **Inspection Escrow Fee** : \_\_\_\_\_  
**After Hours Inspection Escrow Fee:** \_\_\_\_\_  
**Total:** \_\_\_\_\_  
**Check #:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Temporary Patch:** \_\_\_\_\_ **Permanent Patch:** \_\_\_\_\_ **Final:** \_\_\_\_\_  
**Release Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Resolution No.:** \_\_\_\_\_ **Inspected By:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_

Fee Type	1 or 2 Family Residential	Commercial/ Multi-family	Utility Company
<b>Sidewalk/Curb Fee*</b>			
Application Fee	\$50	\$100	\$200
Review Fee	\$100	≤ 200 SF: \$200 > 200 SF: \$200 + \$0.50/SF over 200 SF	
Inspection Fee	≤ 20 SF: \$150 20 - 50 SF: \$250 > 50 SF: \$250 + \$5/SF over 50 SF	<u>Escrow</u> \$125 per hour (M-F, 8AM-4PM) \$185 per hour (After hours, Holiday, Sat. Sun.)	
<b>Driveway Fee**</b>			
Application Fee	\$50	\$200	\$200
Review Fee	≤ 12 LF wide: \$200 >12 LF wide: \$200 + \$25/SF over	≤ 12 LF wide: \$500 >12 LF wide: \$500 + \$50/SF over	
Inspection Fee	≤ 12 LF wide: \$250 >12 LF wide: \$250 + \$50/LF over 50 LF	<u>Escrow</u> \$125 per hour (M-F, 8AM-4PM) \$185 per hour (After hours, Holiday, Sat. Sun.)	
<b>Roadway Fee***</b>			
Application Fee	\$50	\$100	\$250
Review Fee	≤ 50 SF: \$100/opening > 50 SF: \$150/opening	≤ 50 SF: \$150 51 SF - 200 SF: \$500 201 SF - 1000 SF: \$1,000 > 1,000 SF: \$1,000 + \$0.50/ SF over	
Inspection Fee	≤ 50 SF: \$150 > 50 SF: \$250 + \$5/SF over 50	<u>Escrow</u> \$125 per hour (M-F, 8AM-4PM) \$185 per hour (After hours, Holiday, Sat. Sun.)	
<b>Borings/Monitoring Wells/Geo Probes (Min 2 Openings)</b>			
Application Fee	\$150		
Review Fee	\$150 per Boring/Well/Probe		
Inspection Escrow Fee	\$125 per hour (M-F, 8AM-4PM) \$185 per hour (After hours, Sat. Sun. and/or Holiday)		
Bond Fee	\$5,000 up to 2 Borings \$1,000/ each additional boring		

\*Fee is for work that affects the sidewalk and curb only.

\*\*Fee is for work that affects a driveway, which may include curbing and sidewalk associated with said driveway. Any driveway work that also affects a roadway requires a roadway fee only.

\*\*\*Fee includes any and all work in the City Right-of-Way. Roadway work that also affects sidewalks, curbs, driveways, etc. is subject to the roadway fee only.