



**Municipal Street Excavation Permit Application # \_\_\_\_\_ Date: \_\_\_\_\_**

Township Code 175-12 <http://ecode360.com/6927924>

For work to be performed within the County ROW, Main St.; Lenola Rd; Stiles Ave.; & S. Fellowship Rd. (CR537; CR608; CR609; & CR610) please contact the County Engineer.

Phone # (856) 642-3800 <http://www.co.burlington.nj.us/292/Applications-Checklists>

Municipal Application Fee: **\$50.00**

*Checks made payable to Township of Maple Shade*

Municipal Inspection Fee: **\$200.00** : 88-16.B Exception, for projects that involve only sidewalk (no curb or apron etc.) or a sump pump discharge connection the inspection fee is **\$100.00**

Note: Improvements must be constructed in accordance with the details provided within the application packet.

**A. Work Site Location/Address: \_\_\_\_\_**

No person, company, firm or corporation shall remove, dig into, disturb, excavate or take up, or cause or permit to be removed, disturbed, excavated or dug up, the surface of any street, sidewalk or other public place or any pavement without first having obtained and being in possession of a valid written permit. **§ 175-16 Liability.** The **Applicant**, in accepting a permit under this article, shall be deemed to have agreed to indemnify and save harmless the Township of Maple Shade from and against all loss, cost or damages incurred by reason of any damage to any property, injury to any person or any loss of life resulting from negligence of the applicant, his agents or employees in performing the work covered by the permit, and the Township of Maple Shade, in issuing said permit, thereby discounts any liability in connection therewith. The township inspection is solely for the purpose of ensuring that the existing facilities are restored so that the township will not have the financial responsibility of replacing said facilities.

**B. Applicant Signature: \_\_\_\_\_** Address: \_\_\_\_\_ Ph.#: \_\_\_\_\_

Email: \_\_\_\_\_

**C. Contractor Name: \_\_\_\_\_** Address: \_\_\_\_\_ Ph.#: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency 24-hr contact name \_\_\_\_\_ Ph.#1: \_\_\_\_\_ Ph.#2 \_\_\_\_\_

**D. Purpose of Application:**

**Start & Finish Dates:** \_\_\_\_\_ - \_\_\_\_\_

Item	Repair	Install New	2 <sup>nd</sup> Service
Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveway Apron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other please describe: \_\_\_\_\_

**At least 48-hrs notice MUST be given to the Police & Township before work starting.**

**E. Sketch showing 1) Work Area & 2) Traffic Control Plan: (Must be Included with permit application)**

Sketch to be submitted at a minimum should show the project limits & type of improvements to be completed.

**The sketch plan (may be hand drawn) shall be approved by the Township Engineer or Director of Public Works, & Police Traffic Control prior to the issuance of any permit.**

**Note:** In addition to other ordinance requirements within chapter 175-12 concerning backfill specifications, notice of work, and utility mark outs; permission to make an opening or tear up the surface of a road does not carry with it any right to make drainage, sewer, water, gas, oil, steam, electric or telephone connections. A separate permit to make such repairs and/or connections must be obtained from the proper officials having jurisdiction. If a dumpster is needed for the project a “dumpster permit” approval from the construction office must be obtained.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE READ BELOW**

**Article III – Street Excavations** <http://ecode360.com/6927924>

175-12.A. Permit required. No person, company, firm or corporation shall remove, dig into, disturb, excavate or take up, or cause or permit to be removed, disturbed, excavated or dug up, the surface of any street, sidewalk or other public place or any pavement therein which is under the control of the Township of Maple Shade without first having obtained and being in possession of a valid written permit to do so.

**Permit Approval:** Upon approval of the Township Engineer, or Director of Public Works, & the Police Department, you will be notified by the Community Development Director. **The applicant and/or contractor must notify the Community Development Director and the Police Department at least 48 hours in advance of the exact time of starting the work on all excavations.**

**§ 175-16 Liability.** The **Applicant**, in accepting a permit under this article, shall be deemed to have agreed to indemnify and save harmless the Township of Maple Shade from and against all loss, cost or damages incurred by reason of any damage to any property, injury to any person or any loss of life resulting from negligence of the applicant, his agents or employees in performing the work covered by the permit, and the Township of Maple Shade, in issuing said permit, thereby discounts any liability in connection therewith. The township inspection is solely for the purpose of ensuring that the existing facilities are restored so that the township will not have the financial responsibility of replacing said facilities.

All work to be performed must comply with all Township Ordinances regarding street construction and The Manual of Uniform Traffic Control Devices (MUTCD).

**Project Completion:** Upon completion, it will be your responsibility to notify the Community Development Director that the work has been completed.

**Final Inspection:** A final inspection by the Township Engineer or Director of Public Works will take place. It is the responsibility of the applicant to perform the work as per Maple Shade Township Ordinance(s).

Please refer to the following sections of the ordinance for additional guidance in preparing for your project.

**Chapter 175: Streets and Sidewalks; Article III: Street Excavations** <http://ecode360.com/6927954>

- § 175-10 Definitions.                      § 175-11 Interpretation.                      § 175-12 Permit required.
- § 175-13 Applications.                      § 175-14 Fees.                      § 175-15 Bond; deposit.
- § 175-16 Liability.                      § 175-17 Notice of interruption of service. **§ 175-18 Emergency street openings.**
- § 175-19 Notice of proposed street opening; protection of existing structures.**
- § 175-20 General regulations.
- § 175-21 Excavation requirements.                      § 175-22 Backfill specifications.                      § 175-23 Sheathing.
- § 175-24 Driving small pipes.                      § 175-25 Restoration of pavement; repairs.
- § 175-26 Period of maintenance.                      § 175-27 Emergencies.
- § 175-28 Enforcement.                      § 175-29 Violations and penalties.

**Application: Sketch 1) Work Area & 2) Traffic Control Plan: (Must be Included with permit application)**

Sketch/drawing to be submitted **at a minimum** should show and label the project limits and type of improvements to be completed. The traffic control plan **at a minimum** should show the following:

- (1) Property lines                      (2) Temporary Construction Sign Locations                      (3) Cone Locations
- (4) Contractor Work Vehicle Parking Locations & Number of Vehicles                      (5) Length of Work Zone
- (6) Cone to Cone Length                      (7) Approx area to be excavated.                      (8) Width of Street to be closed.

**Questions**

Engineer Contact: Dennis Yoder (856) 795-9595 [dennis.yoder@rve.com](mailto:dennis.yoder@rve.com)

Traffic Control Contact: Matt Shaw (856) 382-1232 [mshaw@mapleshadepd.com](mailto:mshaw@mapleshadepd.com)

Community Development Director: (856) 779-9610 (Ext. 151) [zoning@mapleshade.com](mailto:zoning@mapleshade.com)

Construction Office: Gayle Gillan, (856) 779-9610 (Ext. 114) [ggillan@mapleshade.com](mailto:ggillan@mapleshade.com)

Public Works: Pat Lyons, (856) 779-9610 (Ext. 221) [plyons@mapleshade.com](mailto:plyons@mapleshade.com)

# Maple Shade Police Department

## Traffic Safety Division



No person, company, firm or corporation shall remove, dig into, disturb, excavate or take up, or cause or permit to be removed, disturbed, excavated or dug up, the surface of any street, sidewalk or other public place or any pavement without first having obtained and being in possession of a valid written permit to do so. Ch. 175 Streets & Sidewalks; Article III. Street Excavations. <http://ecode360.com/6928004>

For **all** road openings, in-road work, and any work which may impact a public roadway conducted within the Township of Maple Shade, an approved Temporary Traffic Control Plan (TTCP) **must** be submitted to the Maple Shade Police Department (MSPD) Traffic Safety Office and approved prior to any such work commencing.

Any work performed without this prior approval is susceptible to fines and/or an immediate work stop order.

The TTCP and all of its components must conform to the standards set forth within the US Department of Transportation / Federal Highway Administration's Manual on Uniform Traffic Control Devices (*MUTCD*).

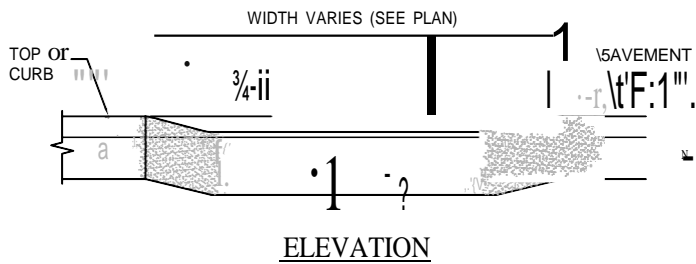
The TTCP must be legible and of professional quality, and must be specific relative to the affected work site - simple copies of templates cut from within the *MUTCD* without details for the given work zone added to it are, with rare exception, **NOT** acceptable as genuine TTCP's.

The TTCP should include the 1) Specific roadway or intersection being affected, including but not limited to road names printed on the plan, 2) actual roadway dimensions, medians or shoulders only if present, available remaining lane/travel widths for vehicles after any channelization devices are set, 3) all applicable signage and their distances from the work zone, actual work zone / buffer zone / taper dimensions (*lengths and lateral offsets*), 4) channelization device descriptions and spacing, etc.

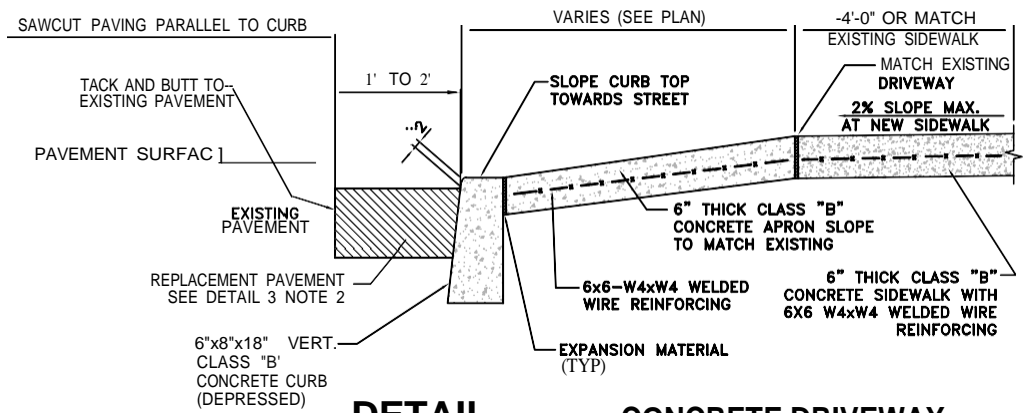
The TTCP should include the name & contact number of its designer or engineer, and be accompanied by a schedule of work dates and times. An informational packet is enclosed detailing the above components.

To alleviate potential delays in active work, all traffic control plans should be sent as early as possible to [traffic@mapleshadepd.com](mailto:traffic@mapleshadepd.com). If hardcopy plans are delivered they should be dropped in person at the Police Administration Building and sent to the attention of Traffic Safety Unit.

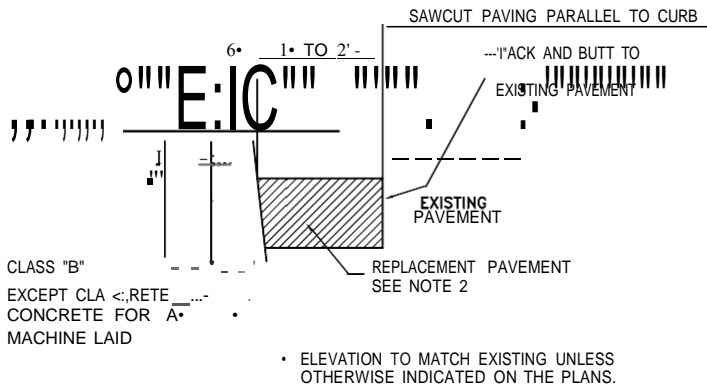
Please refer any questions or concerns to the Traffic Safety Unit at 856-779-7111 x125, or the Unit Supervisor at 856-382-1232. If after-hours or more immediate contact is needed, please contact the 24-hour Police Communication center at 856-234-8300 to speak with the duty supervisor who will in turn notify a traffic officer or unit supervisor.



**DETAIL 0** **DEPRESSED CURB AT DRIVEWAY**  
SCALE: N.T.S.

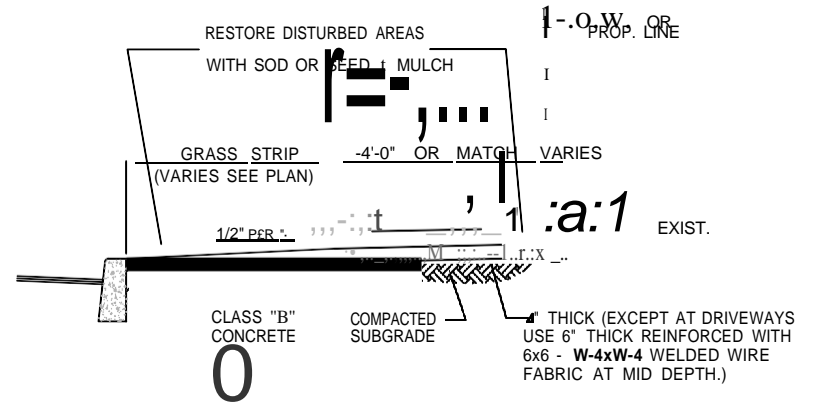


**DETAIL V** **CONCRETE DRIVEWAY APRON**  
SCALE: N.T.S.

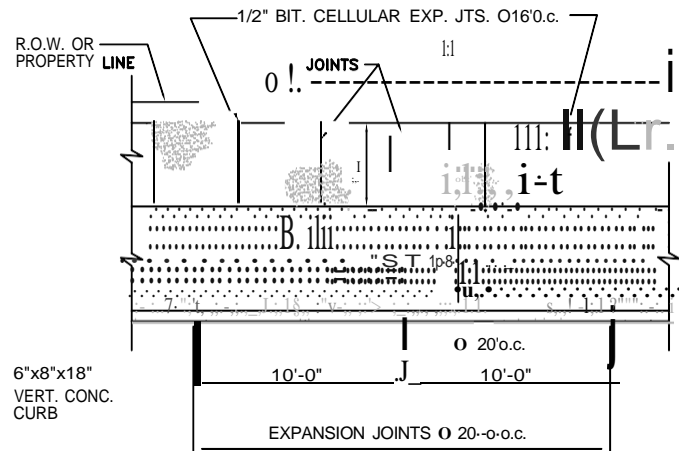


- CLASS "B" EXCEPT CLASS "B" CONCRETE FOR MACHINE LAID
- ELEVATION TO MATCH EXISTING UNLESS OTHERWISE INDICATED ON THE PLANS.
1. REMOVE ANY ROOTS ENCOUNTERED WITHIN AT LEAST SIX INCHES OF THE NEW CURB. THIS INCLUDES BEHIND, UNDER, AND IN FRONT OF THE NEW CURB.
  2. WHEN NEW CURB IS CONSTRUCTED ALONG AN EXISTING PAVED AREA, THE EXISTING PAVEMENT SHALL BE CUT IN A STRAIGHT LINE PARALLEL TO THE FACE OF THE NEW CURB WITH A SHARP TOOL. PAVEMENT REPLACEMENT WILL CONSIST OF A 5" THICK LAYER OF HOT MIXED ASPHALT 19M6-4 BASE COURSE PLACED TO ACCEPT THE FINAL 2" THICK LAYER OF HOT MIXED ASPHALT 9.5M6-4 SURFACE COURSE, MAINTAINING A CURB REVEAL OF 6".
  3. WHEN NEW CURB IS CONSTRUCTED ALONG AN EXISTING CONCRETE SIDEWALK OR DRIVEWAY APRON, SAWCUT COMPLETELY AT THE COMMON JOINT PRIOR TO REMOVAL OF THE EXISTING CONCRETE CURB.
  4. EXPANSION JOINTS 1/2" WIDE (CONFORMING TO THE REQUIREMENTS OF AASHTO M-33) SHALL BE INSTALLED IN THE CURB 20' APART AND BEHIND THE CURB WHEN CONSTRUCTED ALONG AN EXISTING CONCRETE SIDEWALK OR DRIVEWAY APRON. EXPANSION JOINTS SHALL BE RECESSED 1/4" FROM FACE AND TOP OF CURB. CONTROL JOINTS SHALL BE CUT MID-POINT BETWEEN EXP. JOINTS IN THE CURB.
  5. DISTURBED AREAS WITHIN PLANTER STRIPS SHALL BE RESTORED WITH TOPSOIL AND SEED.

**DETAIL V** **6' x 8' x 18" VERTICAL CONCRETE CURB**  
SCALE: N.T.S.

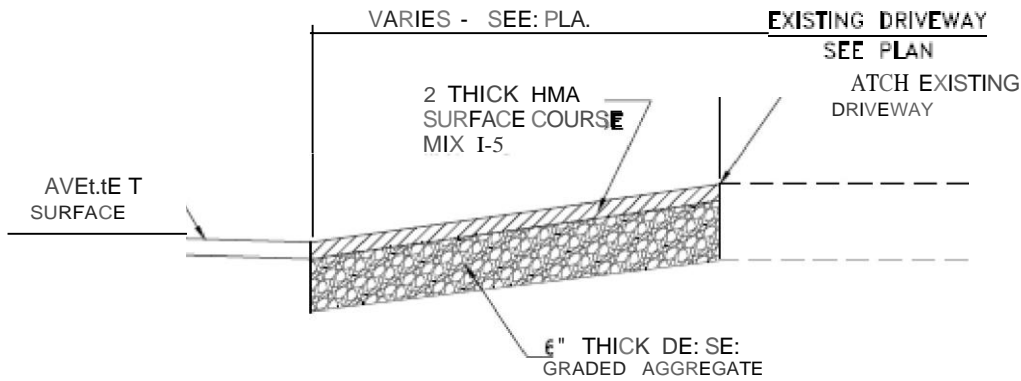


**DETAIL 0** **CONCRETE SIDEWALK SECTION**  
SCALE: N.T.S.



**DETAIL V** **CONCRETE SIDEWALK PLAN (with VERT. CONC. CURB)**  
SCALE: N.T.S.

NOTE  
PLEASE CONTACT THE TOWNSHIP ENGINEER'S OFFICE FOR INSPECTION OF FORMS, SUBGRADE, AND GRADES PRIOR TO POURING CONCRETE.

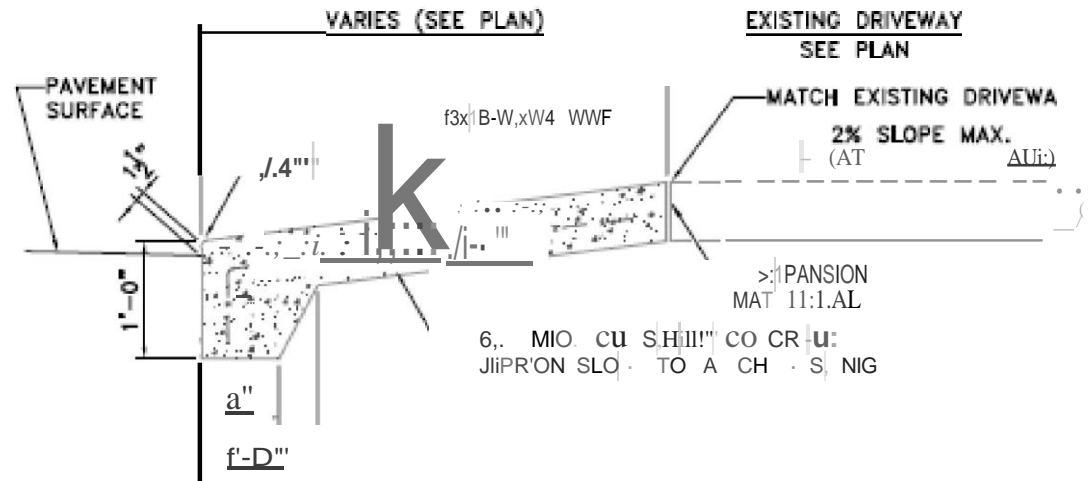


## DETAIL

SCALE: N.T.S.



## HOT MIXED ASPHALT DRIVEWAY (NO CURB)



## DETAIL

SCALE: N.T.S.



## CONCRETE DRIVEWAY APRON (NO CURB)