

NEW JERSEY DEPARTMENT OF TRANSPORTATION

APPLICATION FOR HIGHWAY OCCUPANCY

APPLICATION NUMBER
COUNTY
MUNICIPALITY
ROUTE NUMBER
AMOUNT RECEIVED
CHECK NUMBER
DATE RECEIVED

(DEPARTMENT USE ONLY)

COMPLETION INSTRUCTIONS ON
PAGE 2.

SUBMIT 2 COPIES OF THIS FORM
* Mandatory Fields

Mail to:
NJDOT Operations Permits
1035 Parkway Avenue
PO Box 600
Trenton, NJ 08625-0600

Name:* _____ Title: _____

Street:* _____

City:* _____ State:* _____ ZIP Code:* _____

Telephone:* _____

E-Mail: _____ Companion Permit Number: _____

Company Name: _____

Requests* _____ Permit for the Use and Occupancy of the Right -of-Way

Type of Permit, see page 2:

of State Highway No.* _____ Milepost* _____ Direction* _____ Municipality* _____ County* _____

Location in Reference to Intersection* _____

(Street, Bridges or other existing landmarks)

for the installation, operation and maintenance of the following described project:*

Site Plan (4 sets)

Traffic Control Plans (4 sets)

ALL PLANS MUST BE SEQUENCED AND STAPLED IN SETS. ALL PLANS MUST BE SUBMITTED FOLDED AS PER NJDOT STANDARDS SHOWING THE TITLE BLOCK IN FRONT. ROLLED PLANS ARE NOT ACCEPTABLE.

If permit is granted that includes the installation or construction of items within State Right of Way, I /we agree to accept full maintenance responsibility for such items, which may include but not limited to: flower beds, trees, benches, trash receptacles, decorative curbing, lighting and sidewalks. A comprehensive list of items will be provided to the State along with a plan sheet identifying the items and their location/s. Said list of items and plan sheet/s will be attached hereto and become part of this Permit.

Subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., I /we will be responsible for personal injuries and property damage caused by the actions of ourselves, our agents, servants and employees which arise out of or which are claimed to arise out of this Permit. Any such claim for such personal injury or property damage must be filed in accordance with N.J.S.A.59:8-1 et seq.

The Department shall reserve the right to demand from the applicant, as a condition of any permit, a certified check in an amount sufficient to guarantee or insure proper maintenance or restoration of the area disturbed. If it becomes necessary that the Department forces, for any reason, are required to make repairs, the cost of such work shall be deducted from the principal and the remainder, if any, shall be returned after the project has been completed and accepted. If the amount of the guarantee is less than the cost for the additional work, the applicant shall be billed for the balance due.

*** NOTE: SUBMIT TWO (2) COPIES OF THIS APPLICATION AND FOUR (4) COPIES OF A DETAILED PLAN DRAWN TO SCALE SHOWING THE PROPOSED INSTALLATION AND WHATEVER DATA IS NECESSARY FOR A COMPLETE UNDERSTANDING OF THE REQUEST. A TRAFFIC SAFETY SETUP AS PER THE "MANUAL ON UNIFORM TRAFFIC CONTROL" IS REQUIRED WITH APPLICATION. THE DEPARTMENT WILL NOT BE RESPONSIBLE FOR ANY ERRORS OR MISINFORMATION GIVEN IN THE APPLICATION AND/OR ON THE ACCOMPANYING PLANS.**

If a permit is granted, I /we agree to comply with the rules and regulations of the New Jersey Department of Transportation and the conditions included therein and on page 2 of this form. In addition, I/we understand that N.J.S.A. 27:7-44.1 makes any violation of the provisions of the permit subject to a fine and civil action for the costs of prosecution as well as civil action for trespass to remove any non-conforming use. No work in connection with this application will be started until the final permit is approved and issued.

Included is the required Application Fee in the amount of \$ _____

I/we understand that no refunds will be made after an application has been filed.

(Signature of Applicant)* (Title)

(Print or Type Your Name)* (Date)*

INSTRUCTIONS TO APPLICANT FOR HIGHWAY PERMITS

An applicant requesting a permit to occupy a highway right of way must obtain and complete the proper application form listed below according to the type of work to be performed.

APPLICATION FIR BRIDGE ATTACHMENT	NJ 16:41	FORM MT-105A
APPLICATION FOR ACCESS DRIVEWAY	NJ 16:47	FORM MT-32A
APPLICATION FOR DRAINAGE	NJ 16:41	FORM MT-39A
APPLICATION FOR ERECTION OF POLE	NJ 16:41	FORM MT-33A
APPLICATION FOR UTILITY OPENING	NJ 16:41	FORM MT-17A
APPLICATION FOR HIGHWAY OCCUPANCY	NJ 16:41	FORM MT-120A
APPLICATION FOR CHARITABLE SOLICITATION	NJ 16:40	FORM MT-120A

INSTRUCTIONS FOR COMPLETING THIS FORM

Below is the schedule of fees and types of requests that may granted and are covered by completing this form. Be sure to indicate the type of permit that you are applying for on the application and submit the required fee.

**CASH WILL NOT BE ACCEPTED - FEES ARE NON-REFUNDABLE.
MAKE CHECKS PAYABLE TO NJ DEPARTMENT OF TRANSPORTATION.
SUBMIT ONLY THE APPLICATION FEE WITH APPLICATION.**

FEE SCHEDULE AND TYPES OF PERMITS THAT APPLY TO THIS FORM

TYPE OF REQUEST	NUMBER - UNIT	APPLICATION FEE	PERMIT FEE	EXTENSION
Automatic Traffic Counting Procedure		\$65.00	\$35.00	\$35.00
Banners, Decorations or Temporary Announcement or Guide Signs	1 to 5	\$165.00	\$35.00	\$35.00
Banners, Decorations or Temporary Announcement or Guide Signs	Greater than 5	\$230.00	\$65.00	\$65.00
Bus Shelters or Benches		\$395.00	\$130.00	\$130.00
Charitable Solicitation		\$25.00	\$10.00	N/A
Crosswalks	1 to 4	\$230.00	\$65.00	\$65.00
Crosswalks	Greater than 4	\$460.00	\$165.00	\$165.00
Curb, Sidewalk, Handicapped ramp	0-200 Linear Feet (LF)	\$395.00	\$130.00	\$130.00
Curb, Sidewalk, Handicapped ramp	Greater than 200 Linear Feet (LF)	\$790.00	\$265.00	\$265.00
Detours on/off State Highway		\$395.00	\$130.00	\$130.00
Grading	Unit	\$330.00	\$100.00	\$100.00
Guiderail	0-200 Linear Feet (LF)	\$395.00	\$130.00	\$130.00
Guiderail	Greater than 200 Linear Feet (LF)	\$790.00	\$265.00	\$265.00
Landscaping, Tree Trim, Vegetation Control and Unclassified Landscaping	Unit	\$395.00	\$130.00	\$130.00
Lane or Shoulder Closings on State Highway		\$230.00	\$65.00	\$65.00
Miscellaneous	Unit	\$395.00	\$130.00	\$130.00
Monitoring Wells	1 to 5	\$230.00	\$65.00	\$65.00
Monitoring Wells	Greater than 5	\$460.00	\$165.00	\$165.00
Parades or Gatherings		\$165.00	\$35.00	\$35.00
Pedestrian Overpass and/or Pedestrian Underpass	1 Unit	\$790.00	\$265.00	\$265.00
Railroad Grade Crossings	Unit	\$525.00	\$200.00	\$200.00
Temporary Use		\$460.00	\$165.00	\$165.00
Test Holes or Borings	1 to 5	\$230.00	\$65.00	\$65.00
Test Holes or Borings	Greater than 5	\$460.00	\$165.00	\$165.00
Vegetation Canopy Management - Plan	Unit	\$2000.00	\$1000.00	N/A
Vegetation Canopy Management - Site Investigation	Unit	\$395.00	\$130.00	\$130.00
Wireless Communications Site Survey	Annual	\$790.00	\$265.00	\$265.00

The Department will not be responsible for any errors or misinformation given in the application and on the accompanying plans. Incomplete applications or applications not accompanied by payment will be returned to the applicant unprocessed.