



# County of Passaic

Administration Building

401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

## LETTER OF TRANSMITTAL

TEL: (973) 881-4456  
FAX: (973) 742-3936  
TDD: (973) 279-9786

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: Charles S. Silverstein, P.E.,  
County Traffic Engineer

Re: *Right-of-Way Access Permit*

Enclosed is a Right-of-Way *Access* Permit application form. Please complete the form and mail to our office, along with a legible sketch of your proposal with dimensions, and two color photographs. Applicable Passaic County design standards are listed on the attached sheet. **You may apply** for a waiver from any of these standards if you provide justification – the County will then review your request and **either approve or disapprove** the waiver request.

**If the permit is approved**, we will send you the following:

- Approved Right-of-Way *Access* Permit
- Permit and Bond Computation Form
- Right-of-Way *Entry* Permit form (to be completed by you)

Before construction may begin, you (or your contractor) must then mail or bring those documents, along with the fee, performance bond, and proof of insurance, to our Operations Department (*307 Pennsylvania Ave, Paterson, 881-4500*).

If you have any questions on the Right-of-Way *Access* Permit, please call our office. If you have any questions on the fee, performance bond, or insurance requirements, please call the Operations Department.

## **RIGHT-OF-WAY ACCESS PERMIT PROCEDURES**

1. If part of approved subdivision or site plan, ***all conditions*** must first be met, and driveway must conform to the approved plans.
2. If not part of an approved plan, ***photographs must be submitted.***
3. Review for conformance to the following criteria:
  - Sight Distance, according to AASHTO
  - Driveway not within 10 feet of a property line
  - Driveway not within 20 feet of a P.C. of an intersection
  - Two driveways on same lot must be 50 feet apart (edge to edge)
  - Max. Grade of 2% for 20' from property line for cars, distance to be increased according to other design vehicles
  - Angle with street as close to 90° as possible
  - Maximum width of 15' for one-way
  - For two-way, width between 24 and 30 feet
  - Curb radius range from 15 to 30 feet
  - Backing onto County Road is prohibited
  - No drainage should be directed to County road (pitch driveway back, if possible)



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APPLICANT: PLEASE ALLOW 10-15  
BUSINESS DAYS FOR PROCESSING

TEL: (973) 881-4456  
FAX: (973) 742-3936  
TDD: (973) 279-9786

### APPLICATION FOR RIGHT-OF-WAY ACCESS PERMIT / CURB CUT PERMIT

PROPERTY LOCATION \_\_\_\_\_ BLOCK NUMBER \_\_\_\_\_  
MUNICIPALITY \_\_\_\_\_ LOT NUMBER \_\_\_\_\_  
OWNER'S NAME \_\_\_\_\_ DAYTIME TELEPHONE NUMBER \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ ( ) - \_\_\_\_\_  
OWNER'S SIGNATURE \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

HAS THIS PLAN BEEN APPROVED BY THE PASSAIC COUNTY PLANNING BOARD?:  
 YES - GIVE PASSAIC COUNTY FILE NUMBER REFERENCE  
 NO - ATTACH TWO (2) COPIES OF THE CONSTRUCTION PLANS TO THIS APPLICATION

Application is hereby made by the above mentioned Owner to request permission to perform the following work in order to provide (driveway) access, or modify frontage curbing, to the above mentioned property: (CHECK AS MANY THAT APPLY)

- Construct a new driveway.
  - Reconstruct the existing driveway at the same location.
  - Relocate the access driveway to the new location as shown on the plans. Any existing driveway will be removed or modified as per plan.
  - Removal of \_\_\_\_\_ feet of existing curbing.
  - Installation of \_\_\_\_\_ feet of full height (raised) curbing.
  - Installation of \_\_\_\_\_ feet of dropped curbing for access.
- The driveway will be constructed of  concrete,  asphalt,  other  
The driveway apron will be constructed of  concrete,  asphalt,  other  
The sidewalk will be constructed of  concrete,  asphalt,  other  
The curb will be constructed of  concrete,  Belgium block,  asphalt,  other

The Owner certifies that he/she is aware of and will have the completed work comply with the following conditions:

1. The Applicant or his Contractor will obtain a Passaic County Right-of-Way Entry / Road Opening Permit.
  2. All work must be performed between April 1st and the following November 15.
  3. No Right-of-Way Access Permits or Road Opening Permits will be issued between November 15th and the following March 31st.
  4. When concrete or granite slate curb is being removed, the entire curb between the two closest existing joints must be removed and new curb must be constructed as indicated in the sketch included with this application. All curbing shall be constructed as per the standard Details and Specifications of the County of Passaic.
  5. Drop Curbs shall be constructed to a height of two (2") inches over the existing grade at the gutter line.
  6. All concrete shall be Class "B" concrete and shall comply with the latest New Jersey Department of Transportation Standard Specification for Road and Bridge Construction, as amended.
  7. The Owner assumes all responsibility for damage or injury which may result from the construction.
  8. The Owner also assumes all future responsibility for maintenance for the driveway, apron, curbing, and/or sidewalk within the Passaic County Right-of-Way.
  9. The entire cost of the work performed in connection with this project shall be borne by the Owner.
  10. No Work within the Passaic County Right-of-Way shall be started until the Applicant or his Contractor has obtained a Right-of-Way Entry/Road Opening Permit from and posted any required bond and copy of insurance certificate with the Passaic County Operations/Road Division.
- PLEASE REFER TO PERMIT FEE AND BOND INFORMATION ON REVERSE SIDE.**

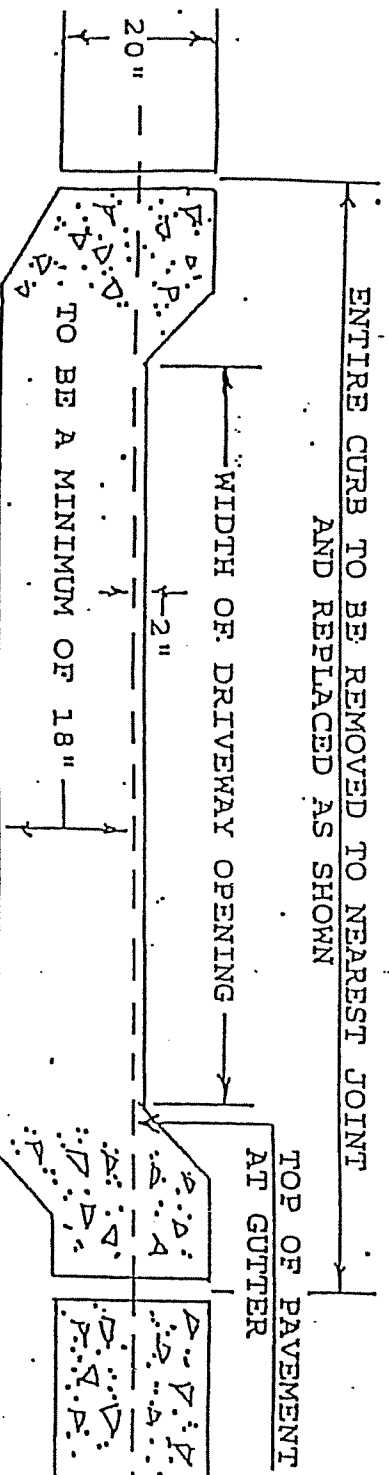
Application Reviewed by and Recommended for Issuance by: \_\_\_\_\_  
APPROVAL IS HEREBY GRANTED BY THE COUNTY ENGINEER \_\_\_\_\_  
Form Revised 7/2001 This Permit will be Effective as of \_\_\_\_/\_\_\_\_/\_\_\_\_.

NOTE: Curb shall be constructed to the dimensions of the existing curb and as indicated on the sketch on the reverse side of this form.

COUNTY OF PASSAIC  
OFFICE OF THE COUNTY ENGINEER

FULL FACE AND DROP CURB PLAN AND SPECIFICATIONS

Note: Curb shall be constructed to dimensions of existing curb and as indicated below.



CURB FACE SHALL BE PROVIDED AS FOLLOWS:

1. WHERE PARKING IS ALLOWED ADJACENT TO THE CURB, PROVIDE A FULL FACE CURB HEIGHT OF SIX (6") INCHES.
2. WHERE THERE IS NO PARKING ALLOWED ADJACENT TO THE CURB, PROVIDE A FULL FACE CURB HEIGHT OF EIGHT (8") INCHES.
3. WHERE CURBING IS BEING REMOVED AND REPLACED, WHERE POSSIBLE, PROVIDE THE CURB HEIGHTS AS INDICATED IN PARAGRAPHS 1 AND 2 ABOVE.
4. TRANSITION THE CURB FACE TO MEET THE ADJACENT UNDISTURBED CURB HEIGHTS.
5. FOR AREAS WHERE AN ACCESS DRIVEWAY IS OR WILL BE CONSTRUCTED AS PART OF THIS PROJECT, PROVIDE A DROP CURB FACE OF TWO (2") INCHES.

PERMIT FEES, BOND, AND INSURANCE CERTIFICATE REQUIREMENTS

If this project was subject to County Planning Board approval, then refer to the "PERMIT COMPUTATION" form prepared by the Engineering Dept. for fees and bond amount.

Otherwise:

The fee for the Right-of-Way ENTRY permit for a driveway shall be \$275, and a two-year \$3,000 maintenance bond must be posted (\$6,000 if road has a concrete base, or has been resurfaced in the last 5 years). Proof of insurance must also be submitted.

The above Permits and payment of the FEES and posting of the BONDS and INSURANCE CERTIFICATE shall be made by the Contractor/Person at the following Office:

County of Passaic  
Department of Operations  
Road Division  
307 Pennsylvania Avenue  
Paterson, New Jersey 07503  
Telephone (973) - 881 - 4500