



County of Passaic
Administration Building

401 Grand Street • Paterson, New Jersey 07505-2023

OFFICE OF THE COUNTY ENGINEER
Room 524

RIGHT-OF-WAY ACCESS PERMIT

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

APPLICANT: PLEASE ALLOW 15 BUSINESS DAYS FOR PROCESSING

PROPERTY LOCATION: BLOCK #:
MUNICIPALITY: LOT #:
OWNER'S NAME: DAY TIME TELEPHONE #:
MAILING ADDRESS: APPLICATION DATE:
OWNER SIGNATURE:

HAS THIS PLAN BEEN APPROVED BY THE PASSAIC COUNTY PLANNING BOARD?

YES - PLEASE PROVIDE PASSAIC COUNTY FILE REFERENCE NUMBER
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 ALL THAT APPLY)

Any existing driveway will be removed or modified as per plan

Construct a new driveway
Reconstruct the existing driveway at the same location
Removal of feet of existing curbing
Relocate the access driveway to the new location as shown on the plans
Installation of feet of full height (raised) curbing
Installation of feet of dropped curbing for access

Driveway will be constructed of concrete, asphalt, other
The driveway apron will be constructed of concrete, asphalt, other
The curb will be constructed of concrete, asphalt, other, Belgium block

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 Highway Opening Permit.
2. All work must be performed between April 1st and the following November 15th.
3. No Right-of-Way Access Permits or Highway 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 per the Standard Details and Specification of the County of Passaic
5. Drop Curbs shall be constructed to the 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 damages or injury which may result from the construction
8. The Owner also assumes all 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 Highway Opening Permit from and posted any required bond and copy of insurance certificate with the Passaic County Operations/Road Division

PLEASE REFER TO THE PERMIT FEE AND BOND INFORMATION ON THE REVERSE SIDE.

Application Reviewed by and Recommended for Issuance by:

APPROVAL IS HEREBY GRANTED BY THE COUNTY TRAFFIC ENGINEER

Form Revised 8/2018 This Permit will be Effective as of

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



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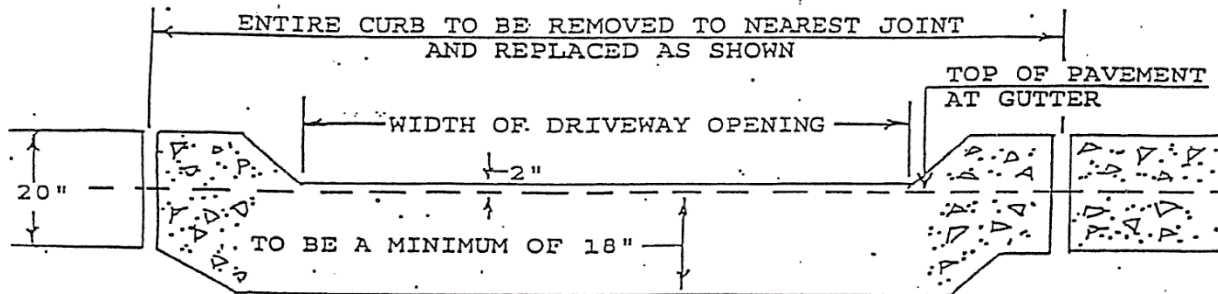
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## FULL FACE AND DROP CURB PLAN AND SPECIFICATIONS

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 HEIGHT AS INDICATED IN PARAGRAPH 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.

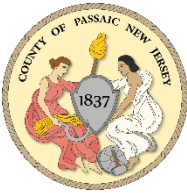
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### PERMIT FEES, BOND AND INSURANCE CERTIFICATE REQUIREMENTS

The fee for the Highway Opening Permit for driveway shall be determined by the County Road Dept. A two-year \$5,000.00 maintenance bond must be posted (\$10,000.00 if road has a concrete base, or has been resurfaced in the last 7 years). Proof of insurance must also be submitted.

The above Permits and payments 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  
1310 Route 23 North  
Wayne, New Jersey 07470  
(973) 881-4500



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OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Jonathan C. Pera, P.E.  
County Engineer

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TDD: (973) 279-9786

## RIGHT-OF-WAY ACCESS PERMIT

Enclosed is a Right-of-Way Access Permit application form. This form is to request permission for the location of any new driveway access or reconstruction of an existing driveway access. Please complete the form and mail to our office, along with a legible sketch of your proposal with dimensions and color photographs depicting the area to be improved. Initial submittals can be via email. There are no fees for this application. Applicable Passaic County design standards are listed below. You may apply for a waiver from any of these standards if you provide justification. The County will then review the waiver request and render a decision to **either approve or disapprove** the request.

If the permit is approved, we will send you a copy of the approved Right-of-Way Access Permit

Before construction may begin, you (or your contractor) must submit a Highway Opening Permit application, including a copy of the approved Right-of-Way Access Permit, to our Operations Department **(1310 Rt. 23 North, Wayne - Phone # 973-881-4500)**. You (or your contractor) will be required to pay any required fees, post required bonding and supply the required insurance with the Highway Opening Permit.

If you have any questions on the Right-of-Way Access Permit, please call our office. If you have any questions regarding the Highway Opening Permit and associated 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 approval plan, **photographs must be submitted**.
3. Review for conformance to the following criteria:
  - Sight Distance, according to ASSHTO
  - Driveway not within 10 feet of a property line
  - Driveway not within 20 feet of a P. C. 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 degrees 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)