

APPLICATION FOR HIGHWAY OCCUPANCY
New Jersey Department of Transportation

Form MT-120 A /Revised 4/2005

The required fee must accompany this application, either by money order or check payable to the New Jersey Department of Transportation

CASH WILL NOT BE ACCEPTED

Permit for the Use and Occupancy of the Right-of-Way of State Highway No.

Milepost

Located as Follows:

(Describe Exact Location, Direction and Reference with Street, Stream, Milepost)

Subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., I or 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 claim for such personal injury or property damage must be filed in accordance with N.J.S.A. 59:8-1 et seq.

*** NOTE: SUBMIT THREE (3) COPIES OF THIS APPLICATION AND SIX (6) 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 or we, agree to comply with the rules and regulation of the New Jersey Department of Transportation and the conditions included therein and on the reverse side of this form. In addition, I or 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.***

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

INSTRUCTIONS TO APPLICANT FOR HIGHWAY PERMITS

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

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FEE SCHEDULE AND TYPES OF PERMITS THAT APPLY TO THIS FORM

TYPE OF REQUEST	NUMBER UNIT	APPLICATION FEE	PERMIT FEE	<i>EXTENSION</i>
Test Holes or Borings	1 to 5	\$175.00	\$50.00	\$50.00
	Greater than 5	\$350.00	\$125.00	\$125.00
Monitoring Wells	1 to 5	\$175.00	\$50.00	\$50.00
	Greater than 5	\$350.00	\$125.00	\$125.00
Lane or Shoulder Closings on State Highways		\$175.00	\$50.00	\$50.00
Miscellaneous	Unit	\$300.00	\$100.00	\$100.00

<http://www.state.nj.us/transportation/eng/forms/>

MT-120A Application for Highway Occupancy (rtf 163k)

<http://www.state.nj.us/transportation/eng/forms/docs/maintenance/mt120a.rtf>

<http://www.state.nj.us/transportation/business/accessmgt/pdf/mt155.pdf>

- Form MT155 - Lot Consolidation or Subdivision Application (pdf 144 kb)

North Region

New Jersey Department of Transportation
200 Stierli Court
Mt. Arlington, NJ 07856-1322

North Region

Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union counties and portions of Warren County (including Route 57 and north)

Executive Director's Office
973.770.5170 Fax 973.770.5066

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Permits

Major driveways, street intersections, lot subdivisions, curbing, drainage, sidewalk, utility installations, well drilling in right of way and *special use of highways and adjoining right of way*

Permits	973.770.5140
Right of way	973.770.5077
Survey Services	973.770.5141

Central Region

New Jersey Department of Transportation
100 Daniels Way
Freehold, NJ 07728

Central Region

Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset counties and portions of Warren County (Routes 22, 122, 173, 78 and including south of Route 57)

Executive Director's Office
732.625.4340 Fax 732.625.4344

Permits

Major driveways, street intersections, lot subdivisions, curbing, drainage, sidewalk, utility installations, well drilling in right of way and *special use of highways and adjoining right of way*

Permits	732.625.4330
Right of way	732.625.4260
Survey Services	732.625.4240

Engineering Documents	609.530.5587
Geodetic Survey	609.530.5642

<http://www.state.nj.us/nj/govinfo/njgov/employeeephone.html>

Kruzelnick, Richard	DOT	973-770-5141 (survey north)
Davis, William	DOT	973-770-5128 (North Region Maintenance)
Hall, Alanson (Tad)	DOT	732-625-4240 (survey central)
Moran, Michael	DOT	732-625-4300 (South Region Maintenance)

New Jersey Department of Transportation
APPLICATION FOR HIGHWAY OCCUPANCY

To complete form, refer
to instructions on other
side.

*The required fee must accompany this
application, either by money order or
check payable to the New Jersey
Department of Transportation*

CASH WILL NOT BE ACCEPTED

Application No.
County
Municipality
Route No.
M.P.
Amt. Received
Check No.
Date Received

(DEPT. USE ONLY)

Submit in Triplicate
Print or Type

APPLICATION
MADE BY _____

MAILING
ADDRESS _____
(Street) (City) (State) (Zip Code)

TELEPHONE NUMBER _____

On Behalf of _____
(Self, Tenant, Lessee)

Requests _____ Permit for the Use and Occupancy of the Right-of-Way
(Type of Permit)

of State Highway No. _____ Milepost _____, County of _____
(Municipality)

Located as Follows: _____
(Describe Exact Location, Direction and Reference with Street, Stream, Milepost)

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

If a permit is granted that includes the installation or construction of items within State Right of Way, I or we agree to accept full maintenance responsibility for such items, which may include but not be 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 or 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 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 of the additional work, the applicant shall be billed for the balance due.

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If a permit is granted, I or we, agree to comply with the rules and regulation of the New Jersey Department of Transportation and the conditions included therein and on the reverse side of this form. In addition, I or 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 understand no refunds will be made after an application has been filed.

(Signature of Agent or Authorized Representative)

(Title) (Type or Print)

(Print)

(Date)

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INSTRUCTIONS TO APPLICANT FOR HIGHWAY PERMITS

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

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

INSTRUCTIONS FOR COMPLETING THIS FORM

APPLICATION FOR HIGHWAY OCCUPANCY

Below is the schedule of fees and types of requests that may be 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 – APPLICATION FEES ARE NON-REFUNDABLE

DO NOT SUBMIT PERMIT FEE WITH APPLICATION

FEE SCHEDULE AND TYPES OF PERMITS THAT APPLY TO THIS FORM

TYPE OF REQUEST	NUMBER UNIT	APPLICATION FEE	PERMIT FEE	EXTENSION
Curb, Sidewalk,	0 – 200 Linear Feet (LF)	\$300.00	\$100.00	\$100.00
Handicapped ramp	Greater than 200 LF	\$600.00	\$200.00	\$200.00
Landscaping, Tree Trim, Vegetation Control and Unclassified Landscaping	UNIT	\$300.00	\$100.00	\$100.00
Pedestrian Overpass and/or Pedestrian Underpass	1 UNIT	\$600.00	\$200.00	\$200.00
Grading	UNIT	\$250.00	\$75.00	\$75.00
Guiderail	0 –200 Linear Feet (LF)	\$300.00	\$100.00	\$100.00
	Greater than 200 LF	\$600.00	\$200.00	\$200.00
Test Holes or Borings	1 to 5	\$175.00	\$50.00	\$50.00
	Greater than 5	\$350.00	\$125.00	\$125.00
Monitoring Wells	1 to 5	\$175.00	\$50.00	\$50.00
	Greater than 5	\$350.00	\$125.00	\$125.00
Crosswalks	1 to 4	\$175.00	\$50.00	\$50.00
	Greater than 4	\$350.00	\$125.00	\$125.00
Telephones		\$250.00	\$75.00	\$75.00
Bus Shelters or Benches		\$300.00	\$100.00	\$100.00
Banners, Decorations or Temporary Announcement or Guide Signs	1 to 5	\$125.00	\$25.00	\$25.00
	Greater than 5	\$175.00	\$50.00	\$50.00
Parades or Gatherings		\$125.00	\$25.00	\$25.00
Temporary Use		\$350.00	\$125.00	<i>Not Applicable see N.J.A.C. 16:41-6.10</i>
Detours on/off State Highway		\$300.00	\$100.00	\$100.00
Lane or Shoulder Closings on State Highways		\$175.00	\$50.00	\$50.00
Automatic Traffic Counting Procedure		\$50.00	\$25.00	\$25.00
Charitable Solicitation		\$25.00	(per day) \$10.00	<i>For each day, or part thereof, of proposed solicitation N.J.A.C. 16:40-10.1</i>
Wireless Communications Site Survey	Annual	\$600.00	\$200.00	\$200.00
Railroad Grade Crossings	Unit	\$400.00	\$150.00	\$150.00
Miscellaneous	Unit	\$300.00	\$100.00	\$100.00
<i>The Department will not be responsible for any errors or misinformation given in the application and on the accompanying plans</i>				

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NEW JERSEY DEPARTMENT OF TRANSPORTATION

LOT CONSOLIDATION OR SUBDIVISION APPLICATION

*** PLEASE PRINT OR TYPE *****

Application No.	_____
Control Section	_____
Amount Received	_____
Check No.	_____
Date Received	_____

Department Use Only

APPLICANT

_____ (Lot owner)

_____ (Street)

_____ (City) _____ (State) _____ (Zip Code)

_____ (Phone Number)

LOCATION OF LOT CONSOLIDATION OR SUBDIVISION:

BLOCK(S): _____ LOT(S) _____

MUNICIPALITY: _____ COUNTY: _____

ROUTE: _____ DIRECTION: _____ MILEPOST: _____

DESCRIPTION: Between _____

THE TYPE OF PERMIT REQUESTED IS: () LOT CONSOLIDATION () LOT SUBDIVISION
 (Check one)

APPLICATION CHECK LIST

(please include all information listed)

APPLICANT
(check here)

DEPT. USE ONLY

- | | | |
|--|-----|-----|
| (a) Two copies of detailed plans at a scale of one inch equals 30 feet (1=300 for metric) or one inch equals 50 feet (1=600 for metric). (Sheet size not to exceed 24" (594 millimeters) by 36" (841 millimeters). | () | () |
| 1. Site location map (The key map must reference at least two cross streets on each side of the property, milepost, north arrow and scale). | () | () |
| 2. Zoning designation for the lot | () | () |
| 3. Copy of tax map showing existing block number, lot number, and lot lines | () | () |
| 4. Topography on the lot and its frontage | () | () |
| 5. Length of lot frontage along highway and frontage of next adjacent non-single, family residential lots | () | () |
| 6. Locations of existing lot driveways | () | () |
| 7. Curblin openings | () | () |
| 8. Driveway width | () | () |
| 9. Driveway alignment with respect to the highway | () | () |
| 10. Edge clearance | () | () |
| 11. Corner clearance | () | () |
| 12. Driveway and island radii | () | () |
| 13. Number of existing units for residential use; rooms for hotels and motels; square footage for retail, office, and warehouse; or appropriate unit of measure for other land use | () | () |
| 14. Type of vehicles anticipated | () | () |
| 15. Percentage of traffic anticipated to use each access point on each lot | () | () |
| 16. Dimensions from lot line to edge of pavement | () | () |
| 17. Copies of transmittals of duplicate applications to the municipal clerk and county planning board | () | () |
| 18. A copy of the deed or the preliminary subdivision approval. | () | () |

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FEEs:

PLEASE SUBMIT *ONLY* THE APPLICATION FEE WITH THIS APPLICATION. SUBMIT CHECK OR MONEY, PAYABLE TO:

NEW JERSEY DEPARTMENT OF TRANSPORTATION

CASH WILL NOT BE ACCEPTED

FEEs ARE NOT REFUNDABLE

APPLICATION FEE \$200

PERMIT FEE \$50

THE DEPARTMENT WILL NOT ACCEPT THIS APPLICATION IF IT IS NOT SIGNED.

IF THE SIGNATURE BELOW IS AN AUTHORIZED REPRESENTATIVE OF THE LOT OWNER, PLEASE ATTACHED A COMPLETED POWER OF ATTORNEY FORM.

AUTHORIZED REPRESENTATIVE: _____
(Name of Lot Owner)

(Street)

(City) (State) (Zip Code)

(Phone Number)

ENCLOSED IS THE \$ _____ APPLICATION FEE.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE. I AM AWARE THAT, IF ANY OF THE ABOVE INFORMATION IS FALSE, I AM SUBJECT TO PUNISHMENT. I AGREE TO COMPLY WITH THE RULES AND REGULATIONS OF THE NEW JERSEY DEPARTMENT OF TRANSPORTATION AS SET FORTH IN N.J.A.C. 16:47, THE ACCESS CODE. THE PERMIT WILL ONLY APPLY TO LOT CONSOLIDATION OR SUBDIVISION. THE PERMIT WILL NOT AUTHORIZE ANY PHYSICAL CHANGE, ONLY CHANGES TO LOT LINES. ANY CHANGE TO AN EXISTING ACCESS POINT OR THE ADDITION OR REMOVAL OF AN ACCESS POINT MUST BE AUTHORIZED BY AN ACCESS PERMIT INSTEAD [N.J.A.C. 16:47-4.40(h)].

(Signature of owner or authorized representative)

(Print of type your title)

(Print or type your name)

(Date)

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Traffic Control / Highway Occupancy Permit March 2009

<http://www.state.nj.us/transportation/publicat/pdf/WorkZoneSafetySetupGuide.pdf>

<http://www.state.nj.us/transportation/eng/structeval/pdf/InspectionWorkZoneSetup.pdf> NJDOT

WORK ZONE SET-UP GUIDE July 2005

NJDOT STRUCTURAL EVALUATION

Bridge Inspection WORK ZONE SET-UP GUIDE

Note: This guide is a modified version of the “Work Zone Safety Set-Up Guide For Operations.” This version is only for use when performing traffic control setups for bridge inspection. No other use is intended or authorized.

Manual on Uniform Traffic Control Devices (MUTCD)

<http://mutcd.fhwa.dot.gov/>

MUTCD contains standards for traffic control devices that regulate, warn, and guide road users along the highways and byways in all 50 States.

Work Zone Rule Examples may be found at

http://www.ops.fhwa.dot.gov/wz/resources/final_rule/examples.htm

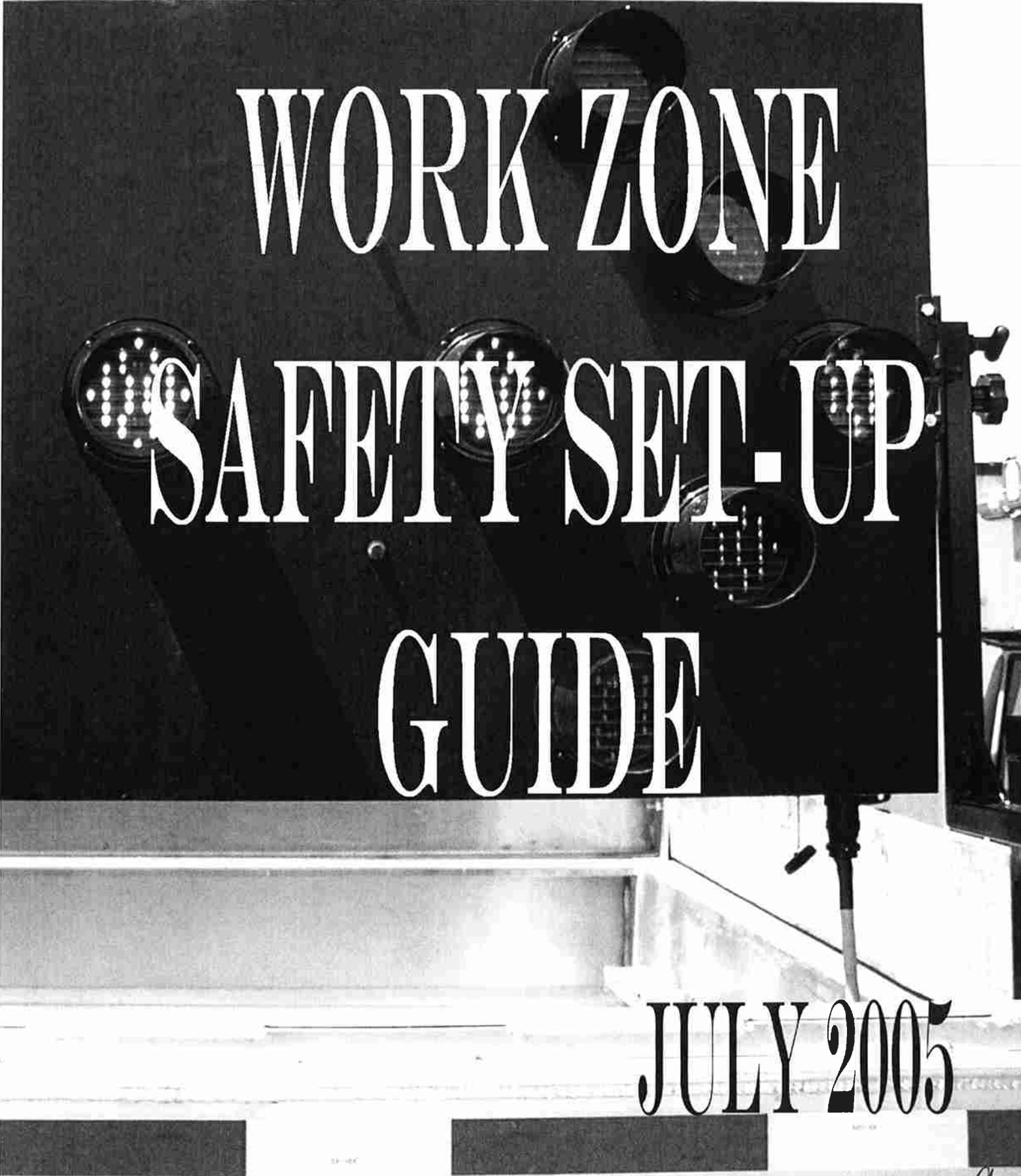
- **To work on a state highway**

Before anyone can work on a state highway, they must first contact NJDOT to find out if special permits or other authorization may be required. Certain NJDOT permit applications and contract specifications are available online.

- Before You Dig
- Highway Access
- Regional Service Contacts - Permits

<http://www.state.nj.us/transportation/publicat/>

NEW JERSEY DEPARTMENT OF TRANSPORTATION



WORK ZONE
SAFETY SET-UP
GUIDE

JULY 2005

FORWARD

It shall be the responsibility of the person in charge to institute the placing of all appropriate cautionary devices and controls as may be required for the particular job. Traffic protection devices shall be placed in accordance with the diagrams shown in the most current Workzone Traffic Control Charts. (laminated charts also known as the Workzone Safety Set-up Guide) the Charts are incorporated as part of the NJDOT Safety Manual by reference. It should be emphasized that these are minimum desirable standards for normal situations and that additional protection should be considered when special complexities and hazards prevail.

In particular situations not adequately covered by the provision of this section, the protection of the traveling public and employees on the scene will dictate the measures to be taken, consistent with the general principles of traffic control. Workzone set-ups in accordance with the MUTCD or approved by a traffic engineer shall be used when the specific situation is not addressed by the work zone traffic control charts.

Please refer to the Safety Manual during any work operation where employees and equipment are engaged in work on or near the main pavement or shoulders of the highway, appropriate protective devices shall be provided to protect personnel and the traveling public.

No one set of traffic control devices can satisfy all conditions for a given project or incident. At the same time, defining details that would be adequate to cover all applications is not practical. Instead, the Workzone Charts (also known as the Workzone Safety Set-up Guide) depict typical common applications of traffic control devices. The devices selected for each situation depends on type of highway, road user conditions, duration of operation, physical constraints, and the nearness of the work space or incident management activity to road users. A road crew's responsibility should be directed toward the safe and expeditious movement of traffic through a construction or maintenance work site, and to the safety of the work force performing these operations.

NJDOT
STRUCTURAL
EVALUATION

Bridge Inspection
WORK ZONE

SET-UP
GUIDE

<http://www.state.nj.us/eng/structural/pdf/InspectionWorkZoneSetup.pdf>

Note: This guide is a modified version of the “Work Zone Safety Set-Up Guide For Operations.” This version is only for use when performing traffic control setups for bridge inspection. No other use is intended or authorized.