



Steven M. Fulop
Mayor

CITY OF JERSEY CITY
DEPARTMENT OF INFRASTRUCTURE
Division of Traffic Engineering

Municipal Services Complex
13-15 Linden Avenue East, Jersey City, NJ 07305
Department: 201-547-4727 | Division: 201-547-4470



Barkha R Patel
Director

Application for Roadway and/or Sidewalk Permit(s)

Please email all completed permit applications to trafficpermits@icnj.org.

Official Use Only: Traffic Permit # _____

Road Opening Permit # _____

Please note the following:

1. City offices are closed on the following holidays: New Year's Day, Martin Luther King Jr's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving, Black Friday, and Christmas.
2. The Division of Traffic Engineering requests that applications be submitted at least two (2) weeks in advance of the requested work start date. Only fully completed applications will be accepted. All sections of submitted applications must be filled in. Any incomplete applications will result in delay of review and approvals.
3. All street closures must start no earlier than 9:00 a.m., except for emergencies. The Division of Traffic Engineering will require a formal memorandum describing the emergency.
4. See Instructions on Page 3 for more guidelines on how to accurately complete this application form.

Section A: Applicant Contact Information

1. Applicant Name: _____
First Last

2. Company Name: _____ 3. Company Owner's Name: _____
First Last

4. Address: _____
Street Address

City State ZIP Code

5. Phone Number: _____ 6. Email: _____

7. Emergency 24-Hour Contact: _____
Name Phone

Section B: Work Information

8. Address: _____

9. Work Location Street (if different from above): _____

10. Cross Streets: Between _____ And _____

11. Frontage Length (In Linear Feet): _____ 12. Width of Work Zone in Street or Sidewalk (In Linear Feet): _____

13. For the Purpose of: _____

14. Proposed Work Start Date: _____ 15. Proposed Work End Date: _____
Time Date Time Date

16. Duration of Closure/Occupancy: 24 Hours Other _____
Start Time and End Time of Closure/Occupancy

17. For the Work Location Listed Above: (Check Yes or No)

A. Is this emergency work? If yes, please submit a formal memorandum describing why this work is necessary.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	E. Is a school located within 2 blocks of a school or medical facility? List all:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B. Is this application for a JCMUA project?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	F. Does the proposed work impact a bike share station?*	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C. Will the proposed work impact the visibility of stop signs, traffic signals or other traffic control devices?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	G. Does the proposed work impact public bike parking?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
D. Does the proposed work impact a bus route?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	H. Does the proposed work impact access to a transit station?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

*Permittee shall not move, damage, or disrupt the operation of a bikeshare station. If work impacts a station or access to a station, the permittee must contact Citi Bike at CitiBikeConstructionRequest@lyft.com or 1-855-BIKE-311 for their requirements prior to work. The permittee may be required to pay a station deactivation, removal, or relocation charge.

18. If a Traffic Occupancy or Roadway Opening permit was previously issued for the work listed above, please list the permit number(s): _____

Section C: Type of Permit Requested (Check All That Apply)

19. Please Check All That Apply:

Roadway Occupancy

- Curb Lane Closure/Parking to be Prohibited
- Travel Lane Closure
- Full Roadway Closure
- Overnight Work
- Alternating Two-Way Traffic (Flaggers required)

Roadway Opening

- Sewer Repair
- Water Repair
- Fiber Optical
- Borings, Test Pits
- Underground Storage Tank (UST)
- PS-Electric
- PS-Gas
- Remediation
- Other _____

Sidewalk Occupancy

- Partial Sidewalk Occupancy (5-foot clearance to be maintained)
- Full Sidewalk Closure (Protected pedestrian lane to be provided)
- Full Sidewalk Closure (No protected pedestrian lane to be provided)

Sidewalk Opening

- Partial Sidewalk Repair
- Complete Sidewalk Repair
- Other _____

Type of Work for Parking Space Reservation Purposes

20. Please Check One:

- 1 & 2 Family Homes, Non-Metered Spaces
- 1 & 2 Family Homes, Metered Spaces
- Buildings 6 Stories or Less, Non-Metered Spaces
- Buildings 6 Stories or Less, Metered Spaces
- Buildings 7 Stories or More
- Non-Profit Companies & Festivals/Events Approved by the City
- Utility Work – Jersey City Municipal Utilities Authority (JCMUA)
- All Other Utility Work
- Not Applicable

FOR OFFICIAL USE ONLY

Jersey City Municipal Utilities Authority:

- Water:
- Under 2"
 - 3" and above (Approved Plan required)
 - Disconnection
 - Water leak letter issued

JCMUA Project No. _____

- Sewer:
- Under 6"
 - 8" and above (Approved Plan required)
 - Disconnection

Approved by: _____ Date: _____

Building Construction Official:

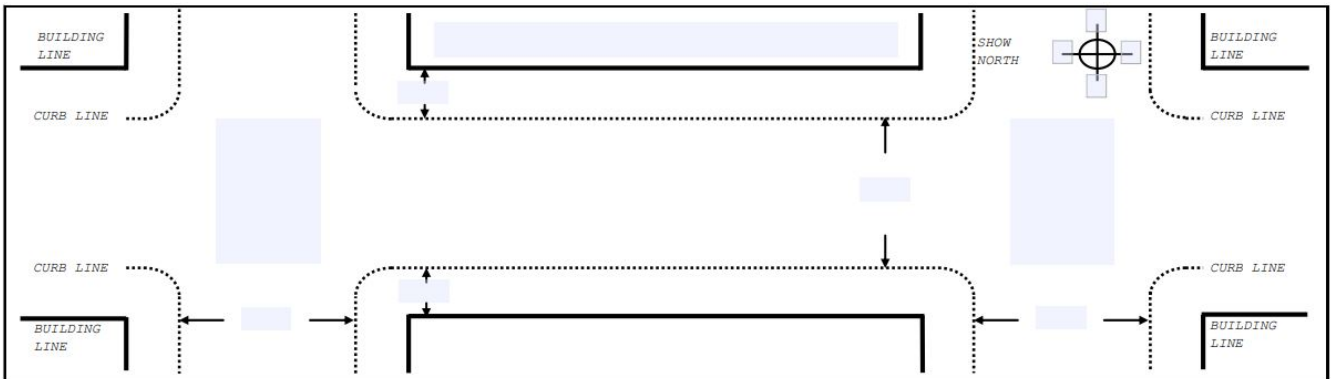
Reviewed/Approved by: _____ Date: _____

Street/Sidewalk Opening Fee Calculation:

Administration fee = \$50
 + Up to 25 square feet = \$50
 + \$1.75 per square foot over 25 square feet = _____
 + Number of Borings/Pits x \$50 = _____
 Total Fee = _____

Issued by: _____ Date: _____

Section D: Work Zone Stretch



Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in this application may result in denial or revocation of permit. The Division of Traffic Engineering may revoke a permit at any time. The Jersey City Department of Public Safety may end closure(s) for emergencies.

Signature: _____ Date: _____

Instructions for Completing Roadway and/or Sidewalk Applications Properly

Section A: Applicant Contact Information (To be filled out by all applicants requesting permits for any of the above reasons.)

1. Provide the applicant's full name.
2. Provide the name of the company to whom the permit (s) will be issued.
3. Provide the company owner's first and last name.
4. Provide the applicant's mailing address. If the permit is for a company, provide the business mailing address.
5. Provide the applicant's daytime telephone number.
6. Provide the applicant's email address.
7. Provide the name and phone number of the person that can be contacted 24/7 in the case of an emergency.

Section B: Work Information

8. Provide the address where the proposed work will be performed.
9. If the work to be completed is not associated with a specific address, list the street where work is being performed.
10. Provide the names of the two streets with which the Work Location Street (from #8) intersects.
11. Provide the length of the proposed work area (in linear feet). The length is measured along the curb.
12. Provide the width of the proposed work area (in linear feet). The width is measured perpendicular to the curb.
13. Provide the reason for the permits requested and a brief description of the work.
14. Provide the date when the proposed work is expected to commence.
15. Provide the anticipated completion date of the proposed work.
16. Indicate whether the duration of the right-of-way occupancy will be 24 hours. If shorter than 24 hours, list the start time and end time of the work. For example, if work begins at 9:00 a.m. and ends at 3:00 p.m. please indicate so.
17. Check either yes or no for all questions A through H. If yes is selected for questions F, please note that permittees shall not move, damage, or disrupt the operation of a bikeshare station. If work impacts a station or access to a station, the permittee must contact Citi Bike at CitiBikeConstructionRequest@lyft.com or 1-855-BIKE-311 for their requirements prior to work. The permittee may be required to pay a station deactivation, removal, or relocation charge.
18. If applicable, provide the permit number(s) of any previous Traffic Occupancy or Roadway Opening permit(s) issued.

Section C: Type of Permit Requested

19. Select the type(s) of permit(s) being requested and check the appropriate box(es) related to the type of work that will be conducted.
 - Roadway Occupancy – Select all that apply.
 - Curb Lane Closure – Check this box if the curb lane will be occupied. If on-street parking is to be prohibited, this box should be checked.
 - Travel Lane Closure – Check if one or more travel lane will be closed. This includes vehicular and/or bike lanes.
 - Full Roadway Closure – Check if vehicular/bike access will be prohibited in all directions.
 - Alternating Two-Way Traffic – Please note that this option requires flaggers to be on site. Flaggers can be requested through the Jersey City Municipal Utilities Authority (JCMUA). Please visit the following website for the flagger request form: https://www.jcmua.com/business_opportunities/flagger_request_form.php
 - Roadway Opening – Select all that apply. If not listed, please check "other" and list the type of work that will be conducted.
 - Sidewalk Occupancy – It is preferred at the applicant maintain a minimum 5-foot-wide pedestrian walkway. A full sidewalk closure without a protected pedestrian lane provided will only be approved if absolutely necessary.
 - Sidewalk Opening – Select the option that is most applicable.
20. **Type of Work for Parking Space Reservation Purposes**
 - Check the appropriate box that fits the type of work that will be conducted. If this section does not apply, check "Not Applicable." Temporary No Parking signs need to be requested through and picked-up at the office of the Division of Parking. Temporary No Parking signs and meter bag fees, as well as the request form, can be found here: <https://www.jerseycitynj.gov/CityHall/PublicSafety/Parking>.

Section D:

Provide a sketch of the proposed work location for the requested permit. Show all pertinent information including street names, both cross streets, north arrow, sidewalk/roadway widths, and location of excavations or placement of construction equipment/material, etc. If the diagram provided in Section D is not sufficient, please attach a separate work proposal diagram to the application.

Disclaimer and Signature

Sign and date the application acknowledging all the information provided above is correct and true.