

**BOROUGH OF ANDOVER**  
**137 MAIN STREET**  
**ANDOVER, NEW JERSEY 07821**

**DRIVEWAY PERMIT APPLICATION**

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ **\$50 FEE** due upon submission  
*(checks made payable to Andover Borough)*

Work Site Location: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Attach detailed plans (site plan/survey) as provided and in compliance with Andover Borough Ordinance Chapter 117 – Article II entitled “Driveways” detailing the specific requirements showing:

- Location of the driveway relative to the premise and property lines
- Course, grade, structure, materials and drainage facilities involved in the driveway construction

Proposed date of commencement of work: \_\_\_\_\_

Estimated date of completion: \_\_\_\_\_

**NOTICE TO APPLICANT**

1. Applicant and/or the contractor shall review Andover Borough Ordinance Chapter 117 – Article II entitled “Driveways” and perform all work in accordance with the ordinance as well as any comments the Andover Borough Engineer or its designated officers may deem appropriate.
2. An Escrow fee of \$600 shall be submitted to ensure completion if it is deemed necessary for review by the Town Engineer.

I acknowledge that all the information and representations made in this application are true and accurate. I certify that I read Chapter 117 – Article II entitled “Driveways” of the General Code of Andover Borough, **as well as the General Provisions portion of the application**, and will abide by all of the provisions of that Chapter as well as this application. I understand the Borough of Andover, its employees, officers and agents shall be held harmless from all loss, damage, claim or expense arising from the permit.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

.....  
*For Borough Use Only*

Escrow Fee Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Reviewed By: Construction Official: \_\_\_\_\_ Fire Department Chief: \_\_\_\_\_  
Borough Engineer: \_\_\_\_\_ Zoning Official: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

## GENERAL PROVISIONS

Curb depression, where required, driveways and safety zones are to be constructed in accordance with the regulations printed on this permit.

The existing cross section and drainage will not otherwise be disturbed or altered in any manner.

The work to be performed under this permit shall be done at your expense, in a sightly and workmanlike manner, of approved material and under the inspection and approval of the Borough Engineer or his authorized representative within one year of the date of this permit.

The granting of the permit shall not be construed as approval by the Borough of Andover of the location of operation of any particular business or building adjoining the Borough Road at the premises for which this permit is granted; nor shall the granting of this permit render the Borough of Andover or its agent liable for any injuries to any person or persons or damage to any persons or property resulting from stormwater or any accident occurring from ingress or egress to or from the Borough Road and the premises for which this permit is granted.

### PROTECTION OF THE TRAVELING PUBLIC

The permittee shall properly safeguard the traveling public with signs, barricades, lights and/or flagman as necessary during all work performed under this permit. During the hours of darkness, the permittee shall maintain safety devices and methods shall conform to the Manual on Uniform Traffic Devices per the Federal Highway Administration.

### PROTECTION FROM SUITS

The permittee shall also save harmless the Borough of Andover, its officers, and servants from and against any loss, injury, or damage resulting from any negligence or fault of the permittee, his agents, or servants in the performance of the work covered by this permit.

### PROTECTION OF STRUCTURES AND DRAINAGE

The work shall be conducted so that there shall be no interference with any structures on, over or under the road. Interference with drainage structures must be avoided.

### INSTALLATION OF PIPES

In cases where side ditches exist, pipes of a size and material designated by the Borough Engineer must be installed beneath the drives. At each end of the pipe, a masonry or concrete headwall or flared end section must be constructed. Where conditions are favorable, the Department may permit the installation of a continuous pipe of proper size under the safety zone and drives. Where such installation exceeds 400 feet in length, a manhole must be constructed midway between the ends. No installation of such pipe longer than 400 feet will be permitted without intervening manholes or inlets.

### SPECIAL CONDITIONS

The Andover Borough Street and Roads Committee may impose special conditions in special cases.

This permit shall be valid for one year from the date of permit shown on the front.

An on-site turnaround shall be constructed on all driveways.

**You are required to contact Sussex County Soil Conservation District to determine a permit is required based on the square footage of soil which you will be disturbing.** Please call 973-579-5074. Their office is located in Hampton Township, Middleton Park Building, 186 Halsey Road, Suite 2, Newton, NJ 07860.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date