

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*

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

(DEPT. USE ONLY)

Submit in Duplicate
Print or Type

CASH WILL NOT BE ACCEPTED

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.

*** NOTE: SUBMIT TWO (2) 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.

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)	\$395.00	\$130.00	\$130.00
Handicapped ramp	Greater than 200 LF	\$790.00	\$265.00	\$265.00
Landscaping, Tree Trim, Vegetation Control and Unclassified Landscaping	UNIT	\$395.00	\$130.00	\$130.00
Pedestrian Overpass and/or Pedestrian Underpass	1 UNIT	\$790.00	\$265.00	\$265.00
Grading	UNIT	\$330.00	\$100.00	\$100.00
Guiderail	0 – 200 Linear Feet (LF)	\$395.00	\$130.00	\$130.00
	Greater than 200 LF	\$790.00	\$265.00	\$265.00
Test Holes or Borings	1 to 5	\$230.00	\$65.00	\$65.00
	Greater than 5	\$460.00	\$165.00	\$165.00
Monitoring Wells	1 to 5	\$230.00	\$65.00	\$65.00
	Greater than 5	\$460.00	\$165.00	\$165.00
Crosswalks	1 to 4	\$230.00	\$65.00	\$65.00
	Greater than 4	\$460.00	\$165.00	\$165.00
Bus Shelters or Benches		\$395.00	\$130.00	\$130.00
Banners, Decorations or Temporary Announcement or Guide Signs	1 to 5	\$165.00	\$35.00	\$35.00
	Greater than 5	\$230.00	\$65.00	\$65.00
Parades or Gatherings		\$165.00	\$35.00	\$35.00
Temporary Use		\$460.00	\$165.00	<i>Not Applicable see N.J.A.C. 16:41-6.10</i>
Detours on/off State Highway		\$395.00	\$130.00	\$130.00
Lane or Shoulder Closings on State Highways		\$230.00	\$65.00	\$65.00
Automatic Traffic Counting Procedure		\$65.00	\$35.00	\$35.00