Street Opening Permit Application

*** Revised 11/10/2026, Ordinance 18-2026*

Type of Work	Fee Schedule		Application sent to:
All work in right-of-way, paving, utility work, excavations greater than 18"	Application Fee Inspection Fee Total**	$ 250.00 $1,000.00 $1,250.00	Schaeffer Nassar Scheidegg Consulting Engineers, LLC 1425 Cantillon Blvd Mays Landing, NJ 08330 Ph: (609) 625-7400
Concrete Curb, Gutters, and Driveway Aprons	Application Fee Inspection Fee (includes 2 inspections) Additional inspection	$ 125.00 $ 250.00 $ 125.00	Schaeffer Nassar Scheidegg Consulting Engineers, LLC 1425 Cantillon Blvd Mays Landing, NJ 08330 Ph: (609) 625-7400
Concrete sidewalk work only	Flat Fee of	$100.00	City of Northfield Zoning Office 1600 Shore Road Northfield, NJ 08225 Ph:609-641-2832 ext 141

Date of application:_____ Date of approval:_____ Approved by: _____

A Street Opening Permit is hereby requested from the City of Northfield, County of Atlantic, State of New Jersey, by the following:

Applicant's name:_____

Applicants Address:_____ Email address: _____

Applicants phone number (home):_____ (cell): _____

Contractors name:_____ Contractor's License # _____

Contractors address:_____

Contractors phone number:_____ Contractor emergency phone number:_____

Address where work will be carried out: _____ Block: _____ Lot: _____

Purpose of excavation:_____

Size of excavation and extent of excavation: :Length:_____ Width:_____ Depth:_____

(attach plan)

Schedule to complete the work and restore the surface:_____

All applicants must call the one-call mark out system at 1-800-272-1000 prior to any work being carried out. 24 hours notice must be given prior to any of the following work being carried out:

1. Initial work & Temporary Restoration

   Date and time notified: _____ Date Inspected:_____ Inspected by:_____

2. Final Restoration (45 days after temporary restoration)

   Date and time notified: _____ Date Inspected:_____ Inspected by:_____

3. 6 month inspection

   Date and time notified: _____ Date Inspected:_____ Inspected by:_____

Applicant must abide by all terms, conditions, standards and provisions of Chapter 330 of the City of Northfield Code.

INSTRUCTION SHEET FOR PERMITS

1. Pick up application forms and complete same.

2. For All work in right-of-way, paving, concrete curb, gutters and driveway aprons, utility work, or excavations greater than 18", submit form to the City Clerk's Office, via Schaeffer Nassar Scheidegg Consulting Engineers, LLC, along with a plan showing proposed curb elevations, nearest inlet and any other utilities within fifty (50) feet and appropriate fee. Plan must also show a detail of the proposed work.

3. For all sidewalk work only submit form to the City of Northfield Zoning Office, along with a plan showing proposed curb elevations, nearest inlet and any other utilities within fifty (50) feet and appropriate fee. Plan must also show a detail of the proposed curb, gutter and driveway.

4. Check made payable to:

   City of Northfield
   1600 Shore Road
   Northfield, New Jersey 08225

5. All applicants must call the one-call mark out system at 1-800-272-1000 prior to any work being carried out.

6. **24 hours notice must be given to prior to any work being carried out.**

7. The applicant agrees to comply with the regulations contained in the ordinance governing installation or alteration of curbs/ driveways and sidewalks in the City of Northfield, as well as all laws, ordinances and resolutions relating to said work and the acceptance of the permit shall be deemed an agreement to abide by all of its terms and conditions.

8. This permit grants permission to perform curb / driveway and sidewalk installation within the road right-of-way. All work within the property boundaries must comply with the zoning regulations and requires approval from the construction official.

9. Any damage to the existing road will have to be repaired as per Chapter 330 of the City of Northfield Code.

ALL CONSTRUCTION DEBRIS TO BE REMOVED BY CONTRACTOR