

BOROUGH OF ALPINE

Building Department 201-784-2901, Ext. 22
Church St., Alpine, NJ 07620

Date Issued _____

Application # _____

DRIVEWAY PERMIT

Block _____ Lot _____

WORK SITE LOCATION

Owner in Fee _____ Tele. # _____

Address _____

Contractor _____ Tele. # _____

Address _____

Lic. # or Fed. Emp. No. _____ Fax # _____

DESCRIPTION OF WORK: New _____ Existing: Repave _____ Repair _____ Other _____

SURVEY SUBMITTED _____

Permit Fee: \$ _____

COST OF WORK _____

Cash _____ Check # _____

APPROVALS:

Date _____ Coll. By _____

CONSTRUCTION OFFICIAL

HEALTH OFFICER

BOROUGH ENGINEER

BOROUGH OF ALPINE
100 CHURCH STREET, ALPINE, NJ 07620

**DRIVEWAY PERMIT APPLICATION
FOR NEW, RELOCATED OR EXPANDED DRIVEWAY**

Application Fee: \$300

Permit #D _____

Date: _____

Owner _____

Block _____ Lot _____

Site Address _____

Telephone # _____

Contractor _____

Telephone # _____

Address _____

Proposed construction schedule _____

	Yes	No
Step 1:		
Will existing driveway be relocated ___ expanded ___?		
Is this a new driveway?	___	___
Will roadway curb be removed or replaced?	___	___

Step 2:		
Have 4 copies of the application & property survey map been submitted?	___	___
Does Title Block on each sheet identify address and block & lot?	___	___
Is Survey Map signed and sealed by a surveyor and by an engineer?	___	___

Does Survey map include?		
1. The current conditions on the property, including any existing or proposed underground pipes, septic system, or well located within 25 feet of the proposed driveway.	___	___
2. A scaled drawing superimposed on a copy of the survey, indicating the size, location and construction materials to be used, details of proposed walls, identification of utility conflicts.	___	___
3. Grades, sections and profiles.	___	___
4. Dimensions and details sufficient to indicate conformance with the applicable zoning requirements.	___	___
5. The edge of the right-of-way of the abutting road.	___	___
6. The edge of the pavement of the abutting road, type of road surface, culverts, utility poles, storm drains, swales and/or ditches within the right-of-way in front of the subject property.	___	___
7. Proposed storm drainage improvements, if any, in accordance with appropriate engineering design standards.	___	___

Liability insurance submitted in full compliance with Borough Ordinance. _____

Note: Construction may not begin until all approvals have been received in the Building Department. A permit fee is required when the permit is issued. Fees for a permit to repair, repave or replace existing driveways shall be \$25.00 per \$1,000 of the estimated cost - Residential and \$35.00 per \$1,000 of the estimated cost - Commercial.

Signature of Owner

Notary

BOROUGH OF ALPINE

ORDINANCE NO. 620

AN ORDINANCE REGULATING THE CONSTRUCTION,
REPAIR, REPAVING AND REPLACEMENT OF
DRIVEWAYS WITHIN THE BOROUGH OF ALPINE

BE IT ORDAINED by the Mayor and Council of the Borough of Alpine, Bergen
County, New Jersey that:

- Section 1. This Chapter shall be known as the "Borough of Alpine Driveway Ordinance".
- Section 2. The purpose of this Chapter is to control the access to lots and parcels of land lying within the Borough of Alpine so as to assure that any access provided to such lots or parcels of land meet the minimum requirements hereinafter set forth and to provide safe ingress and egress to such property.
- Section 3. Permit Required.
- A. No new driveway may be constructed by any person, firm, partnership, corporation or other business entity, without first obtaining a permit from the Borough of Alpine Construction Code Official. The Borough Engineer shall be authorized to review and approve of all driveway construction permits.
 - B. No existing driveway may be relocated or expanded, repaved or replaced, for a total area greater than 10% of the area of the existing driveway, by any person, firm, partnership, corporation or other business entity, without first obtaining a permit from the Borough of Alpine Construction Code Official. The Borough Engineer shall be authorized to review and approve of all driveway construction permits.
 - C. A permit shall be required from the Borough of Alpine Construction Code Official, which has been reviewed by the Borough Engineer, for the expansion, repair, replacement or repaving of an existing driveway at the point of intersection with an abutting road. A permit shall

be required even if the area that is to be expanded, repaired, replaced or repaved is less than 10% of the area of the existing driveway.

Section 4. - Application for Permit for New, Relocated or Expanded Driveways.

The application shall set forth and require:

- A. The applicant and/or owner's name, address, property location.
- B. Proposed construction schedule.
- C. A property survey map accurately depicting the current conditions on the property, including any existing or proposed underground pipes, septic system or well located within 25 feet of the proposed driveway.
- D. A scaled drawing superimposed on a copy of the above-noted survey indicating the size, location and construction materials to be used, details of proposed walls, identification of utility conflicts.
- E. Grades, sections and profiles if deemed necessary by the Borough Engineer.
- F. Dimensions and details sufficient to indicate conformance with the applicable zoning requirements.
- G. The edge of the right-of-way of the abutting road.
- H. The edge of the pavement of the abutting road, type of road surface, culverts, utility poles, storm drains, swales and/or ditches within the right-of-way in front of the subject property.
- I. Proposed storm drainage improvements, if any, in accordance with appropriate engineering design standards.

Section 5. Application for Repavement or Replacement of an Existing Driveway.

The application shall set forth and require:

- A. The applicant and/or owner's name, address, property location.
- B. Proposed construction schedule.
- C. The edge of the right-of-way of the abutting road.
- D. The edge of the pavement of the abutting road, type of road surface, culverts, utility poles, storm drains, swales and/or ditches within the right-of-way in front of the subject property.
- E. Proposed storm drainage improvements, if any, in accordance with appropriate engineering design standards.

Section 6. Intersection with Abutting Road.

At the point of intersection with the abutting road, the driveway shall provide an even surface with the traveled way or shoulder and shall not extend into the traveled way or shoulder in a manner as to cause a sharp increase or decrease in elevation, thereby creating an uneven driving surface. Any disturbance to the curb or the roadway shall require compliance with the Borough of Alpine's ordinances regarding road openings and curbs. It shall be the responsibility of the property owner to repair any damage to the abutting roadway.

Section 7. Review and Inspection.

- A. Before such permit shall be granted for a driveway, the Borough Engineer shall review the plans and application submitted to ensure that the proposed construction meets the requirements of the Borough of Alpine Code.
- B. Prior to the use of the constructed driveway, the Borough Engineer shall inspect the work and issue a certificate of approval for its use if it is found to be in conformance with the approved permit and applicable codes.
- C. Use of the driveway without a certificate of approval shall constitute a violation of this chapter.

Section 8. Fees.

Driveway permit fees shall be assessed against the applicant for the permit as follows:

- A. The applicant shall pay an application fee of \$300, which fee shall include the cost of two driveway inspections. Any additional inspections shall require an additional payment of \$85 per inspection. This shall not apply to new, single family houses whose site plan includes specifications for a driveway.
- B. Fees for a permit to expand, repair, repave or replace existing driveways shall be the same as for a new driveway permit. Fees for a permit to repair, repave or replace existing driveways shall be
- | |
|-------------------------------------|
| \$35.00 per \$1,000.00 |
| of the estimated cost - Residential |
| \$50.00 per \$1,000.00 |
| of the estimated cost - Commercial |

Section 9. Appeals.

Any person aggrieved by the decision or action of the inspecting official under this chapter may appeal that decision to the Zoning Board of Adjustment pursuant to N.J.S.A. 40:55D-70b. Such appeal such be made, in writing, and filed within 10 days from the date of such decision or action. This appeal will be heard in accordance with the rules and regulations of the Zoning Board of Adjustment and a decision rendered in accordance with the requirements of N.J.S.A. 40:55D-73.

Section 10. Violations and Penalties.

Any person, persons, firm or corporation violating any of the provisions of this chapter shall, upon conviction thereof, be subject to a fine not to exceed \$500. Each and every day that a violation continues after notification thereof shall constitute an additional, separate and distinct violation.

Section 11. Adjustment of Fees and Deposits.

This chapter shall take effect immediately upon passage and publication in the manner provided by law. Fees and deposits established herein may be adjusted from time to time by publication of a fee schedule or fee schedule ordinance.