PLEASE USE THIS CHECKLIST BELOW
TO HELP YOU COMPLETE YOUR CRANE APPLICATION

◊ IF THE APPLICANT IS DIFFERENT FROM THE CRANE COMPANY, BOTH COMPANIES MUST SUBMIT ITEMS BELOW.
◊ All permits issued are for work Monday-Friday 7am - 6pm, unless City Council approval is obtained.
◊ Crane company must have $10 Million in insurance liability coverage.
◊ ANY MISSING PAGES WILL DELAY YOUR APPLICATION AND WILL BE RETURNED.
◊ No permits will be issued after 3pm.

CHECK LIST (Original documents required.)

☐ Page 1 – Applicant and Crane info
☐ Page 2 – City Engineer’s Approved/Denied Sign-off sheet
☐ Page 3 – Hold Harmless Notarized (both applicant & crane co)
  ☐ For Applicant
  ☐ For Crane Company
☐ Page 4 – Contract Agreement for Traffic Control / Police Services
☐ Page 5 – Police Sign-off (Completed in the City Engineering Office)

ADDITIONAL ITEMS TO BE SUBMITTED:

☐ Google Map/Sketch showing the exact location of the crane
  -- Public Works Registration or NJ Business Registration (both applicant & crane co)
    ☐ For Applicant
    ☐ For Crane Company
  -- Insurance Certificate (both applicant & crane co)
    ☐ For Applicant
    ☐ For Crane Company
  -- Endorsement (both applicant & crane co) (If required by the Insurance Certificate. See Samples.)
    ☐ For Applicant
    ☐ For Crane Company

☐ Traffic & Pedestrian Detour Plan (if applicable)
  -- For work being completed after hours, weekend, holiday, or Road/Lane Closure (if applicable)
    ☐ Letter requesting City Council Authorization
    ☐ Council authorization obtained

PLEASE NOTE OUR CRANE PERMIT FEE HAS INCREASED TO $125. (See Page 2)
APPLICATION FOR
PLACEMENT OF CRANES
(Within Public Right-of-Way and Public or Private Property)
(Pursuant to Chapter 15.32)

ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED
THE CONTRACTOR MUST BE IN POSSESSION OF A PERMIT BEFORE STARTING CONSTRUCTION

APPLICANT'S BUSINESS NAME: ________________________________

APPLICANT'S NAME: ______________________________________

APPLICANT'S MAILING ADDRESS: ________________________________

TELEPHONE NUMBER: (___) ___________ FAX (___) ___________

APPLICANT'S FEDERAL ID # OR SOCIAL SECURITY NUMBER: ________________________________

NAME OF CRANE COMPANY SUPPLYING CRANE: ________________________________

CRANE COMPANY ADDRESS: ________________________________________________

CRANE COMPANY TELEPHONE COMPANY: (____) ___________ FAX (___) ___________

LENGTH OF CRANE: __________________FT.
MAX OPERATING CRANE HEIGHT: __________________FT.
LIFTING CAPACITY (Max) __________________TONS OR LBS.
OPERATING RADIUS: __________________FT.
TYPE OF CRANE: __________________FT.
PURPOSE FOR CRANE: ________________________________________________

LOCATION: ________________________________

(ADDRESS FOR CRANE PLACEMENT)

☐ IN CITY RIGHT-OF-WAY
☐ ON PRIVATE PROPERTY

THIS CRANE WILL BE AT THE REFERENCE LOCATION: (DATES) From _______ To _______

* PLEASE USE THE CHECKLIST AND SUBMIT ALL REQUIRED FORMS. *
**FEE SCHEDULE**

A. Permit Fee: $ 125.00 (Valid for 30 days)
   Renewal or Extension Fee: $ 50.00 (Must be renewed within 60 days)

B. Escrow Fee: $ 1,000.00 (Must be cash, certified check, bank check, postal money order)
   (Required only if crane is placed in City R.O.W.)
   (Returned to applicant/payee after approved final inspection)

C. NB Police Dept. Traffic Control Services:
   Escrow Fee: To be determined by Police (if required)

Any person who shall violate any provision of the City Ordinance regarding the placement of cranes as found in Chapter 15.32 of the Revised General Ordinances shall be a disorderly person and shall be liable for a fine not to exceed Five Hundred ($500.00) Dollars and/or imprisonment for a period not to exceed ten (10) days. Each day a violation shall continue shall constitute a separate violation.

**FOR CITY USE ONLY**

Check items submitted:

- Sketch/Map showing proposed crane placement
- Hold Harmless Agreement (both applicant & crane co)
- Public Works Registration or NJ Business Registration (both applicant & crane co)
- Insurance Certificate (both applicant & crane co)
- Endorsement (both applicant & crane co)
- Police Service – Executed Contract Agreement for Traffic Control
- Traffic & Pedestrian Detour Plan (if applicable)
- Council Authorization received (if applicable)

Application □ Approved □ Denied By:

□ City Engineer / □ Director of Engineering & Public Works

Date: ____________________

Remarks by Engineer

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

CITY OF NEW BRUNSWICK
DEPARTMENT OF ENGINEERING
25 Kirkpatrick Street
Civic Square, 2nd Floor
New Brunswick, NJ 08901

PAGE 2
INDEMNIFICATION / HOLD HARMLESS AGREEMENT

APPLICANT'S NAME

In consideration of the City of New Brunswick approving the placement of a Crane at

_________________________________________________________, New Brunswick, NJ, Applicant agrees as follows:

ADDRESS

_________________________________________________________ shall indemnify and hold harmless the City, its Officers,

APPLICANT'S NAME

Agents, and/or Employees from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of any nature and description brought or recovered against it by reason of any act or omission of ___________________________________________, its Officers, Agents and/or Employees

APPLICANT'S NAME

in connection with the Crane and in connection with ____________________________________________.

ADDRESS

New Brunswick, NJ with the City approval and any costs incurred by City in defense of any claims, demands, payments, suits, actions, recoveries and judgments of any nature which are found not to be the sole responsibility of City, shall be reimbursed to the City by ____________________________________________.

APPLICANT'S NAME

Costs shall be deemed to include, but not be limited to attorney fees, filing expenses, expert witness fees, reproduction cost and long-distance travel and toll telephone expenses in connection with the defense. All amounts payable hereunder shall bear interest at the prevailing rate of interest.

________________________________________ shall be responsible to the City for all damage to persons or

APPLICANT'S NAME

property caused or alleged to have been caused by or incident to the undertakings as set forth above, and shall defend suits or claims arising from or incident to the Crane without expense or annoyance to the City, its Officers, Agents and/or Employees.

ATTEST:

NOTARY'S SIGNATURE ...................................................................................................................... APPLICANT'S SIGNATURE

(NOTARY OR CORPORATE SEAL)

DATED: ____________________________

* MUST BE SUBMITTED WITH ORIGINAL SIGNATURES *

09.20.19 Law Dept.
CONTRACT AGREEMENT
FOR EXTRA DUTY POLICE SERVICES BY MEMBERS OF THE
CITY OF NEW BRUNSWICK POLICE DEPARTMENT

This Agreement is made between the City of New Brunswick-Police Department (hereafter “City”) and

__________________________________________ (hereafter “Contractor”)
(Print Contractor’s Name)

for the employment of Police Officers for security and/or traffic control services in connection with

__________________________________________
(Description of work and location or address)

and subject to the following Terms and Conditions:

1. The Contractor has become familiarized with and agrees to abide by the provisions of the City of New Brunswick Ordinance 0-109903 as amended. (A copy of the Ordinance may be reviewed at the City Clerk’s Office, City Hall, Room 201).

2. The Contractor shall place in escrow with the City an amount representing one hundred percent (100 %) of the estimated cost of the services and related costs as described above and set forth in more detail in the Department of Engineering Application process. The Contractor agrees to pay the balance of any money due, if any additional cost of services beyond those described above are required within 3 working days of the completion of the services. Excess monies shall be returned to the Contractor.

3. The Contractor shall provide an Insurance Certificate as required by both of 3-10.5 (b) of Ordinance 0-109903 and Hold Harmless / Indemnification Agreement, which shall be submitted with the Department of Engineering Application.

4. Other provisions as required and attached hereto. YES____ NO____

5. City agrees to assign security and/or traffic control officers as requested above. In the event the City does not have sufficient volunteers to undertake this assignment, City will notify Contractor as promptly as possible. City does not guarantee that the officers requested will be furnished. If the City cannot furnish the number of officers for the times requested, Contractor’s escrow deposit will be refunded on a pro-rated basis for services and related costs actually performed.

CONTRACTOR

BY: ____________________________
(Signature)

DATE: _________________

CITY

BY: ____________________________
(Signature of Police Officer)

DATE: _________________
FOR POLICE DEPARTMENT USE ONLY

TRAFFIC CONTROL SERVICE FORM

Total Estimated OFFICER HOURS at:

OFFICER HOURS (@ Regular Rate): _____________ in Hours

OFFICER HOURS (@ Holiday Rate *): _____________ in Hours
*(Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas & December 31)

Total Estimated POLICE VEHICLE HOURS: _____________ in Hours

Estimated NUMBERS of FLARES used on project: _____________ Each

Estimated Hours for use VEHICLE BARRICADES: _____________ Hours

Police Traffic Control Services Not Required for the Proposed Work (check here) □

Police Traffic Control Service contracted with Applicant by Police Dept
(Applicant must call 24-48 hours in advance for traffic control services.
Applicant to be billed directly by Police Department.) (check here) □

Prepared by:
Officer’s Signature __________________________ DATE __________________________

Officers’ Name Printed __________________________ Badge No. ____________

NOTE TO CONTRACTOR: Contractor shall obtain an EXECUTED SERVICE CONTRACT from the Police Department and same must be submitted as part of this Permit Application.
IMPORTANT!
Please read all insurance requirements. Any deficiencies will delay the processing of your application.

CERTIFICATE OF INSURANCE

The Contractor shall provide an Insurance Certificate with the minimum coverage as shown below:

◊ GENERAL LIABILITY
  Personal Injury $ 10,000,000
  Property Damage $ 1,000,000

◊ AUTOMOBILE LIABILITY $ 1,000,000

◊ EXCESS LIABILITY $ 1,000,000

◊ WORKERS COMPENSATION (Each Accident) $ 1,000,000

*NOTE: Crane company must have $10 Million in insurance liability coverage.

The Insurance company(s) providing insurance should be rated B plus (B+) or better by Best Insurance Report for Property and Casualty – Latest Edition.

◊ The Certificate of Insurance MUST name the City of New Brunswick as an additional insured and MUST include the address of the work site in the description of operations field.

◊ City of New Brunswick MUST be listed as the Certificate Holder.

ENDORSEMENT

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

◊ If your Certificate of Insurance includes the above message “IMPORTANT: If Certificate holder is an Additional Insured, the policy must be endorsed”, please note the Endorsement page(s) MUST also be submitted.

◊ Blanket Endorsements are acceptable.

PLEASE SEE OUR SAMPLE INSURANCE CERTIFICATE AND SAMPLE ENDORSEMENTS INCLUDED IN THIS APPLICATION.
CERTIFICATE OF LIABILITY INSURANCE

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

SAMPLE

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown herein may have been reduced by paid claims.

- A. COMMERCIAL GENERAL LIABILITY
  - CLAIMS-MADE
  - OCCUR
  - GENERAL LIABILITY
  - A123456789
  - 1/1/14
  - 1/1/15
  - 1,000,000
  - EACH OCCURRENCE
  - PROPERTY DAMAGE (Any one person)
  - PRODUCT LIABILITY
  - PERSONAL & ADJUDICATED
  - GENERAL AVERAGE
  - PRODUCTS - EQUIPMENT

- B. AUTOMOBILE LIABILITY
  - ALL OWNED AUTOS
  - SOLELY-DIVIDED
  - SCHEDULED AUTOS
  - Hired automobiles
  - DUAL LIABILITY
  - A123456789
  - 1/1/14
  - 1/1/15
  - 1,000,000

- C. EXCESS LIABILITY
  - OTHER THAN UMBRELLA FORM
  - UB123456789
  - 1/1/14
  - 1/1/15
  - 1,000,000

- D. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY
  - WC123456789
  - 1/1/14
  - 1/1/15
  - 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Records Schedule, if more space is required)

INSURANCE CERTIFICATE MUST STATE THE FOLLOWING:
* THE CITY OF NEW BRUNSWICK AS ADDITIONAL INSURED *
* INSURED FOR (INSERT ADDRESS OF WORK SITE HERE)*

CERTIFICATE HOLDER

CITY OF NEW BRUNSWICK
ATTN: CITY ENGINEERING
78 BAYARD STREET-CITY HALL
NEW BRUNSWICK, NJ 08901

CANCELLATION

SHOULD ANY OF THE ABOVE INSURED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THEREOF, THE INSURING COMPANY WILL ENSURE TO MAIL 30 DAYS WRITTEN NOTICE IN THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL CREATE NO OBLIGATION OR LIABILITY OF ANY KIND TO THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
ESSEX INSURANCE COMPANY

ADDITIONAL INSURED ENDORSEMENT

* Entry optional if shown in the Commercial General Liability Form. If no entry is shown, the effective date of the endorsement is the same as the effective date of the policy.

<table>
<thead>
<tr>
<th>ATTACHED TO AND FORMING PART OF POLICY NO.</th>
<th>EFFECTIVE DATE OF ENDORSEMENT</th>
<th>ISSUED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MM/DD/YYYY</td>
<td></td>
</tr>
</tbody>
</table>

THIS ENDORSEMENT CHANGES THE POLICY.

SECTION II - WHO IS AN INSURED of the Commercial General Liability Form is amended to include:

Person or Entity:

City of New Brunswick
78 Bayard Street
City Hall
New Brunswick, NJ 08901

Interest of the Above:

Permit

as an additional insured under this policy, but only as respects negligent acts or omissions of the Named Insured and only for occurrences, claims or coverage not otherwise excluded in the policy.

It is further agreed that where no coverage shall apply herein for the Named Insured, no coverage nor defense shall be afforded to the above-identified additional insured.

Moreover, it is agreed that no coverage shall be afforded to the above-identified additional insured for any "bodily injury," "personal and advertising injury," or "property damage" to any employee of the Named Insured or to any obligation of the additional insured to indemnify another because of damages arising out of such injury.

Additional Premium:

______________________________

AUTHORIZED REPRESENTATIVE DATE

M/E-009 (01/09)

INSURED

SAMPLE 1 ENDORSEMENT
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

City of New Brunswick
Attention: City Engineering
78 Bayard Street - City Hall
New Brunswick, New Jersey 08901

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who is An Insured is amended to include an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

2. This insurance does not apply to:
   a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
   b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

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2009 Edition Part 6 Figure 6H-28. Sidewalk Detour or Diversion (TA-28)

Figure 6H-28. Sidewalk Detour or Diversion (TA-28)

Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.