

**CITY OF NORTHFIELD, NJ
ORDINANCE NO. 18-2026**

**AMENDING CHAPTER 330 OF THE CODE OF THE CITY OF
NORTHFIELD, ARTICLE II, EXCAVATIONS IN STREETS**

BE IT ORDAINED, by the Common Council of the City of Northfield, County of Atlantic and State of New Jersey as follows (added text underlined; deleted text stricken):

ARTICLE II - EXCAVATIONS IN STREETS

§ 330-10. Definitions. NO CHANGE

§ 330-11. Applicability. NO CHANGE

§ 330-12. Permit required; applications. NO CHANGE

§ 330-13. Application information; fees.

A. NO CHANGE.

B. Opening any asphalt or other street surface for any excavation in any City right-of-way, including excavation related to utility installation or replacements, excavations greater than a depth of 18 inches, ~~installation of curbing, and driveway aprons.~~

(1) Application for permission to make an excavation in any City right of way shall be made to the City Clerk or its designee. Such application shall be made on the required application form and shall be signed by the applicant and shall specify:

- (a) The applicant's name, address, and phone number (local and out-of-town, if applicable);
- (b) The name, address and phone number of the person or firm who will be performing the work;
- (c) The length and width of such excavation;
- (d) The length and width of such excavation;
- (e) The estimated time required to complete the work and restore the surface; and
- (f) Such other information as may be required by the City Engineer.

(2) For all excavations within the roadway right-of way, opening of any asphalt or other street surface, ~~disturbance of curbing or driveway aprons,~~ utility improvements and/or replacements, or any excavation greater than 18 inches, an administrative application fee of \$250 and construction inspection fee of \$1,000 shall be paid to the City Clerk or its designee prior to the issuance of the permit. If said area to be opened, disturbed, or undermined exceeds six square yards, the additional yardage shall be classified as excess yardage, and an

additional fee shall be due and payable by the applicant for all yardage in excess of six square yards at a rate of \$10 per square yard.

- (3) The area to be opened, disturbed or undermined by the applicant shall be reviewed by the City Engineer.
- (4) Inspection will be performed by the City Engineer.
 - (a) If the City Engineer was not notified 24 prior to the commencement of work, the City Engineer may require the permit holder to uncover, excavate, expose, or remove any portion of the work, at the permit holder's sole cost and expense, as the City Engineer deems necessary to determine whether the work complies with the permit, the approved plans and specifications, and all applicable City standards.
 - (b) If inspection reveals that any work does not comply, the permit holder shall correct the deficiency at the permit holder's sole cost and expense, within the time specified by the City Engineer, and shall obtain reinspection before the work is covered again.
 - (c) The permit holder shall restore all pavement, landscaping, utilities, and other property disturbed by any excavation or verification required under this section to the condition required by City standards, at the permit holder's sole cost and expense.

C. Opening any asphalt or other street surface for any excavation in any City right-of way for installation of curbing and driveway aprons.

- (1) Application for permission to make an excavation in any City right of way shall be made to the City Clerk or its designee. Such application shall be made on the required application form and shall be signed by the applicant and shall specify:
 - (a) The applicant's name, address and phone number (local and out-of-town, if applicable);
 - (b) The name, address and phone number of the person or firm who will be performing the work;
 - (c) The length and width of such excavation;
 - (d) The purpose for which the excavation is to be made;
 - (e) The estimated time required to complete the work and restore the surface; and
 - (f) Such other information as may be required by the City Engineer.
- (2) For all excavations within the roadway right-of way, opening of any asphalt or other street surface, disturbance of curbing or driveway aprons, an administrative application fee of \$125, construction inspection fee of \$250 (includes two (2) inspections), shall be paid to

the City Clerk or its designee prior to the issuance of the permit. For any additional inspection required, a fee of \$125 for each inspection shall be paid to the City Clerk or its designee prior to the inspection. If said area to be opened, disturbed, or undermined exceeds six square yards, the additional yardage shall be classified as excess yardage, and an additional fee shall be due and payable by the applicant for all yardage in excess of six square yards at a rate of \$10 per square yard.

- (3) The area to be opened, disturbed or undermined by the applicant shall be reviewed by the City Engineer.
- (4) Inspection will be performed by the City Engineer.
 - (a) If the City Engineer was not notified 24 prior to the commencement of work, the City Engineer may require the permit holder to uncover, excavate, expose, or remove any portion of the work, at the permit holder's sole cost and expense, as the City Engineer deems necessary to determine whether the work complies with the permit, the approved plans and specifications, and all applicable City standards.
 - (b) If inspection reveals that any work does not comply, the permit holder shall correct the deficiency at the permit holder's sole cost and expense, within the time specified by the City Engineer, and shall obtain reinspection before the work is covered again.
 - (c) The permit holder shall restore all pavement, landscaping, utilities, and other property disturbed by any excavation or verification required under this section to the condition required by City standards, at the permit holder's sole cost and expense.

§ 330-14. Openings by public utilities; written notice required. NO CHANGE

§ 330-15. Newly paved streets. NO CHANGE

§ 330-16. Streets paved between five years and eight years prior to proposed opening. NO CHANGE

§ 330-17. Issuance of permit.

- A. Paving, excavations conducted within the right-of-way of any street greater than 18 inches, utility installation or replacement, curb and driveway openings:
 - (1) The City Engineer, upon receipt and examination of the application and the fee referred to hereinabove, shall issue a permit under their hand for the excavation. The City Engineer shall specify on the permit that it is good for ~~a 90-day period~~ a certain period of time, as outlined in the permit conditions, from the date of issuance determined by the city engineer, and shall further specify on the permit that such work shall be

completed and restored within 48 hours after work is commenced or within a duration of time which in his opinion is reasonable and fair. ~~The applicant shall notify the City Engineer 24 hours before the commencement of any work so that appropriate inspection can be made where required.~~

- ~~(2) The City Engineer, upon receipt and examination of the application and the fee referred to hereinabove, shall issue a permit under his hand for the excavation. He shall specify on the permit that it is good for a 30-day period from the date of issuance. He shall further specify on the permit that such work shall be completed and restored within 48 hours after work is commenced or within a duration of time which in his opinion is reasonable and fair.~~
- (3) The applicant ~~shall~~ must notify the City Engineer 24 hours before the commencement of any work so that appropriate inspection(s) can be made where required.
- (4) Whenever the City resurfaces or reconstructs a street, no permit shall be issued for the opening of said street for a period of five years subsequent to the completion of the reconstruction and acceptance of such work by the City, ~~provided the property owners have been properly notified. The City Clerk shall give written notice, by certified mail, to all owners of property abutting the portion of the street or streets to be reconstructed or resurfaced, and to the public utilities and authorities who routinely locate their facilities in the beds of public streets, no less than four months prior to commencing the City's construction. The notice shall specify the anticipated start date for the construction and advise the property owner that any anticipated new facilities or repairs to their existing facilities must be completed prior to the start of the City's project. Emergency situations are exempt from the five-year restriction.~~
- (5) The City may, in its sole and absolute discretion, attach conditions to any permit issued under this chapter that prohibits work, which is otherwise authorized by the permit, from being performed on or around the Memorial Day, Independence Day and Labor Day holiday weekends depending upon the scope and location of the work as needed to protect the health, safety and welfare of the community. Any timelines imposed upon permittee by this section shall be tolled accordingly in the event of same.

B. Opening of sidewalk on the right-of-way of any street.

- (1) The Zoning/Building Officer of the City of Northfield, upon receipt and examination of the application and the fee referred to hereinabove, shall issue a permit under his hand for the excavation of any sidewalk on the right-of-way of any street only. He shall specify on the permit that it is good for a 30-day period from the date of issuance. He shall further specify on the permit that such work shall be completed and restored within 48 hours after work is commenced or within a duration of time which in his opinion is reasonable and fair.

- (2) The applicant ~~shall~~ must notify the City of Northfield Zoning Office 24 hours before the commencement of any work so that appropriate inspection(s) can be made where required.

§ 330-18. Restoration of excavated area. NO CHANGE

§ 330-19. Performance and maintenance surety. NO CHANGE

§ 330-20. Insurance. NO CHANGE.

§ 330-21. Clearance for fire equipment. NO CHANGE

§ 330-22. Protection of traffic. NO CHANGE

§ 330-23. Liability and indemnification of City. NO CHANGE

§ 330-24. Violations and penalties. NO CHANGE

§ 330-25. Exemptions. NO CHANGE

BE IT FURTHER RESOLVED:

- 1) This ordinance shall take effect upon final passage and publication in the manner prescribed by law.
- 2) Repealer. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.
- 3) Severability. If any Section or part of this Ordinance is deemed to be invalid or illegal in any Court of competent jurisdiction then said part is severable from the Ordinance as a whole and the remaining sections or parts of this Ordinance shall remain in full force and effect.

Shannon Campbell, RMC
Municipal Clerk

Erland Chau, Mayor

The above Ordinance was introduced and passed on its first reading at a regular meeting of the Common Council of the City of Northfield, New Jersey held on October 20, 2026, and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held on November 10, 2026, in Council Chambers, City Hall, Northfield, New Jersey.

FIRST READING:	October 20, 2026
PUBLICATION:	October 21, 2026
SECOND READING:	November 10, 2026
PUBLICATION:	November 12, 2026