



## BOROUGH OF NEW HOPE

123 New Street, New Hope, PA 18938 ● Phone 215-862-3347 ● info@NewHopeBorough.org

### Road Closure Application for Construction

New Hope Borough, Bucks County, PA allows for the temporary closure of entire streets or portions of streets for construction purposes.

A Road Closure Application for construction can be submitted using the attached forms.

Permits are issued by The Borough of New Hope.

Road closure permits are valid **ONLY** from the project start date through the project end date, as approved by the Chief of Police of New Hope Borough.

#### **CONSTRUCTION ROAD CLOSURE APPLICATION INSTRUCTIONS**

- ***Application and Certificate of Insurance***, naming New Hope Borough additionally insured, must be submitted for review and approval to the New Hope Borough Administration office within a minimum of **five (5) business days prior to the anticipated Road Closure. Please allow 48 hours for a response.**
- Multiple closures for different locations/dates cannot be submitted on one form. A separate application must be submitted for each road closure.
- It is the responsibility of the applicant to notify all Residents and Businesses, located on the particular roadway, of road closure and road re-opening with a 24-hour notice. Copy of the notification must be presented to the Borough Administration office once the application has been approved **and prior to project start date.**
- It is the responsibility of the applicant to provide barricades, flaggers, signage, etc. as necessary for the road closure.
- A detailed site plan is required outlining location of the proposed work on the roadway, including location of barricades, flaggers, signage, etc. If necessary, you will be further instructed by the Chief of Police upon review and approval of the road closure application.
- It is the responsibility of the applicant to obtain Road Closure Permits and any additional permits that may be required for the project. Contact **JoAnn Connell at 215-862-3347** for additional information.

Upon approval, the Applicant will be informed of the \*appropriate fee. Permit will be released upon fee payment to Borough Administration.

Fee Schedule can be located at [www.NewHopeBorough.org](http://www.NewHopeBorough.org)

\* Section 12 – MISCELLANEOUS Item T – Street Closure Construction Application



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**TEMPORARY ROAD CLOSURE PERMIT APPLICATION**

**Property / Job Site Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Street) (City, State) (Zip Code)

**Telephone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Applicant / Construction Company / Other entity:**

\_\_\_\_\_  
**Address:** \_\_\_\_\_  
(Street) (City, State) (Zip Code)

**Telephone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**On Site Supervisor Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Secondary Site Supervisor Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Job Site Description:** (Check One)

Business \_\_\_\_\_ Residential \_\_\_\_\_ Other \_\_\_\_\_

**Road Closure Information:** (Check One)

Entire Street \_\_\_\_\_ Partial \_\_\_\_\_

**Street or intersection to be closed**

**Street:** \_\_\_\_\_

**Reason for Closure:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of Closure:** \_\_\_\_\_ **Time of Closure:** \_\_\_\_\_

**Proposed Duration Work:** (Check One) 4 Hours \_\_\_\_\_ 8 Hours \_\_\_\_\_

**Start time:** \_\_\_\_\_ **End time:** \_\_\_\_\_

**Certification and Attestation:**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed Road Closure as set forth by New Hope Borough and I understand that this application is made subject to the rules and regulations established by the Council of the Borough of New Hope. I agree to abide by these rules, and further certify that I, on behalf of the contractor, am also authorized to commit the organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the road closure in New Hope Borough.

I, through the signing of this application, indemnify, hold harmless, and defend New Hope Borough and its agents, officials and employees from all suits and actions, including reasonable attorney's fees and all costs of litigation and judgment of every name and description against the Borough as a result of loss, damage, or injury to any person or property by reason of any action or omission by the applicant.

Applicant hereby agrees with the above requirements.

**Road for Closure:** \_\_\_\_\_

**Road Closure Date:** \_\_\_\_\_

**Name of applicant:** \_\_\_\_\_  
(Print)

**Title / Company:** \_\_\_\_\_  
(Print)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
(Borough Official)

**Date:** \_\_\_\_\_



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### INSURANCE REQUIREMENTS

#### Insurance –

1. The Applicant shall purchase and maintain throughout the road closure, including its set-up and clean up, commercial general liability insurance or its equivalent with minimum limits of:
 

\$	1,000,000	each occurrence;
\$	1,000,000	personal and advertising injury;
\$	2,000,000	general aggregate; and
\$	1,000,000	products/completed operations aggregate.
  
2. This commercial general liability insurance or its equivalent shall include coverage for all of the following:
  - a. Liability arising from premises and operations;
  - b. Liability arising from products and completed operations;
  - c. Contractual liability including protection for the Applicant from bodily injury and property damage claims arising out of liability assumed under this agreement;
  - d. Liability arising from the explosion, collapse, or underground (XCU) hazards;
  - e. Liability arising from bodily injury to any individual.
  - f. Liability arising from damage to other property within the Borough.
  
3. The Borough and the Borough’s elected and appointed officials, officers, agents, and employees shall be named as additional insureds on this general liability insurance policy as respects the permitting of the road closure by the Applicant within the Borough.
  
4. If the Applicant has any employees, the Applicant shall purchase and maintain throughout the road closure, including its set-up and clean-up, workers’ compensation insurance or its equivalent with statutory benefits as required by any state or federal law, including standard “other states” coverage, and employers’ liability insurance or its equivalent with minimum limits of:
 

\$	100,000	each accident for bodily injury by accident;
\$	100,000	each employee for bodily injury by disease; and
\$	500,000	policy limit for bodily injury by disease.
  
5. The Applicant shall purchase and maintain throughout the road closure, including its set-up and clean-up, umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:
 

\$	2,000,000	per occurrence;
\$	2,000,000	aggregate for other than products/completed operations and auto liability; and
\$	2,000,000	products/completed operations aggregate

 and including commercial general liability insurance on the applicable schedule of underlying insurance.

#### Indemnification

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Borough, its elected and appointed officials, agents, and employees, against any and all claims, liability, demands, suits or loss, including attorneys’ fees and all other connected therewith, arising out of or connected to the Applicant’s road closure.

**Waiver of Subrogation**

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against the Borough and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's road closure within the Borough or arising out of Applicant's operations within the Borough with respect to the road closure. The Applicant shall advise its insurers of the foregoing.

**Damage to Property of the Applicant and its Employees**

The Applicant and its employees, officials, and agents shall be solely responsible for any loss or damage to property of the Applicant or its, employees, officials, agents and representatives while such property is within the Borough.

Applicant hereby agrees with the above insurance requirements.

By: \_\_\_\_\_  
Authorized Signature and Title

Date: \_\_\_\_\_