



**COUNTY OF ESSEX
DEPARTMENT OF PUBLIC WORKS**

**DIVISION OF ENGINEERING
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COUNTY POLICY ON

INSTALLATION OF AWNINGS WITHIN COUNTY RIGHT OF WAY

- 1- Applicants who intend to install awnings along the County right of way shall apply for the County Permits. The following items shall be submitted for the initial review and approval of the awnings installation:
 - A non-refundable Application Review Fee in amount of \$250.00 payable to the County of Essex. It is to be noted that this fee is only for reviewing the above mentioned items and does not include the permit fee.
 - A scaled location plan depicting and identifying the awnings including their dimensions, specifications, method of installation and etc. In addition, the plan shall show all existing fixed and temporary objects within the County right of way such as signing, striping, parking regulations, trees, benches, utility poles, parking meters, catch basins, traffic signal equipments, and, etc..... along and in the vicinity of the proposed awnings.
- 2- The Office of County Engineer reserves the rights to review the submitted materials, approve or reject them. The applicant may be required to submit additional items and supporting information and document if requested by the Office of County Engineer for completing the review process. The applicant must comply with the County requirements in order to receive the permit.
- 3- Upon the initial approval, the applicant shall submit the following:
 - Fully executed permit application including the full amount of Permit Fee payable to the County of Essex. The full amount of permit fee will be a minimum of \$205.00, which covers the permit fee plus two inspections fees. The Office of County Engineer will perform the inspections during the installation of the awnings.
 - Certificate of Liability Insurance carrying a minimum of \$2,000,000 insurance which must indemnify the County safe and harmless from any and all claims on Injury to persons or damage to property attributable, in whole or part, to existence, location and installation of the awnings in the County right of way. This insurance liability shall be reviewed approved by the County Counsel prior to issuing the final approval

- A Mylar of the approved plans showing the approved location of the awnings. This Mylar shall be signed and sealed by a Professional Engineer or Registered Architect registered in the State of New Jersey
 - Copies of any other applicable permits and approvals that may require to be obtained from Municipalities, State, Department of Health, DEP, EPA and etc.
 - Placing a performance guaranty bond in amount of \$2,000 valid for a minimum of one year with the County. This bond will be used for any expenses that may occurred if the County needs to remove the awnings because of violations, correct an unsafe situation, clean up and/or any other problems that may happened as a result of the installation of the awnings. The bond or the unused portion of it will be returned to the applicant after one year or permanent removal of the awnings and equipment and restoration of the County right of way to its original condition whichever comes first.
4. The County will review the application and its supporting documents for completeness. Once every applicable code and requirement were addressed and satisfied, the final approval and permit will be granted.

General Provisions:

1. Under no circumstances, the awnings shall create any obstacles and/or sight distance obstructions for the motorists and pedestrians to observe the upcoming traffic, signals, signing and striping, pavement marking and/or any other hazardous conditions. The County reserves the right to remove the awnings and revoke the permit at any time at the applicant's cost if such hazardous situations are observed. Furthermore, if the awnings and its related accessories interfere with widening the County roads, intersection improvements or any other modifications that may have been planned for the location the awnings, the applicant is required to remove the awnings as needed and immediately.
2. The applicant shall install the awning as shown on the approve plan and permit application. The awnings shall be installed at the approved locations as indicated on the plan. Any deviations from the approved plan and specifications will result revoking the permit and removal of the awnings.
3. The awnings shall not be extended to the pavement in the roadway shoulder or traveling lanes. Also, it shall not extend across the frontage of adjacent property unless written permission is obtained from abutting properties owners.

4. The awnings shall not extended and hang over the sidewalk beyond a point that measures 4 feet or less from the edge of the pavement or curb line.
5. The minimum height of the lowest portion of the awnings to the sidewalk shall be seven (7) feet. If steps, stairs, platforms or any other raised structures are installed under the awnings, the minimum of seven-(7) height clearance is measured from the top of that structure.
6. Installation of accessories such as Signs & Advertising may be permitted on the awnings as long as they have been pre approved during the initial review process and shown on the plan. They shall not create any types of hazards and sight obstructions for the motorists and pedestrians. Visually impaired people must be able to identify the awnings and its accessories. All signs shall be in English language. The number of accessories shall be pre approved by the Office of County Engineer and indicated on the plan and permit application.
7. The awnings shall not be, attached, leaned or chained to the County, Municipalities and Utility Companies properties such as Traffic Signals, Utility Poles, Fire Hydrants, Sign Posts and etc...
8. The awnings must be made of and constructed with durable and weather resistant materials. However, they must be secured enough to withstand high wind and other forces for not being turned over or airborne. Should the applicant decide to remove the awning after its installation, he/she shall notify the County in writing. In addition, the applicant shall restore the sidewalk and County and Municipal properties to their original conditions to the satisfaction of the County and Municipality after removal of the awnings.
9. The awnings shall leave a minimum width of 4 feet of unobstructed walkway to the entrance of the building, Also, emergency vehicles shall have rights to enter the building without interfering with the awnings as often and as needed.
10. If lighting is attached to the awnings, they shall be of a temporary nature and shall not project onto adjacent properties, roadways or conflict with the traffic control devices. Also, the lighting installation shall have been pre approved during the initial review and shown on the plan.
11. The permit issued by the County for the installation of awnings is not transferable and shall be used only by the applicant.