



**CHECK LIST FOR ROAD OPENING PERMITS
HIGHWAY PERMIT DIVISION**

**MINOR & MAJOR COMMERCIAL & RESIDENTIAL
DEVELOPMENTS**

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Heather Simmons

- TWO (2) APPROVED & SIGNED PLANS FR PLANNING
- CERTIFICATE OF INSURANCE
- COMPLETED APPLICATION
- PERFORMANCE BOND (POSTED WITH PLANNING)
- FEE (NON-REFUNDABLE)



RESIDENTIAL DRIVEWAYS & UTILITY OPENINGS

DEPARTMENT OF PUBLIC
WORKS

HIGHWAY PERMIT
DIVISION

DIRECTOR

Vincent M. Voltaggio, P.E.

Office of Government
Services

1200 N. Delsea Drive
Clayton, NJ 08312

Phone: 856.307.6657

Fax: 856.307.6409

voltaggio@co.gloucester.nj.us

www.co.gloucester.nj.us

- TWO (2) DETAILED PLOT PLANS WITH DRIVEWAY OR
OPENING DESIGNATED
- CERTIFICATE OF INSURANCE
- COMPLETE APPLICATION
- PERFORMANCE BOND - PRIVATE DRIVEWAY - \$600.00
- FEE - PRIVATE DRIVEWAY - \$40.00 - NON REFUNDABLE
- REPORT OF ACTION FROM COUNTY PLANNING BOARD
(WHEN APPLICABLE)

**NO PERMIT WILL BE ACCEPTED UNLESS ABOVE
REQUIREMENTS ARE MET**

**ANY QUESTIONS REGARDING THE ABOVE MAY BE DIRECTED
TO JOAN GONSERKEVIS IN THE HIGHWAY PERMIT DIVISION
AT 856-307-6657.**



**CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS
FOR THE HIGHWAY PERMIT DIVISION**

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
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**MAY SUBMIT CERTIFICATE OF LIABILITY INSURANCE FROM
THE CONTRACTOR NAMING THE COUNTY AS
CO-HOLDER WITH THE FOLLOWING ADDRESS**

**COUNTY OF GLOUCESTER
BOARD OF CHOSEN FREEHOLDERS
ITS DEPARTMENTS AND AGENCIES
PO BOX 337
WOODBURY, NJ 08096
ATTN. – HIGHWAY PERMIT DEPARTMENT**

**IF YOU HAVE ANY QUESTIONS CONCERNING THE
INSURANCE CERTIFICATES, PLEASE CONTACT
JOAN GONSERKEVIS –**

**PHONE # 856-307-6657
FAX # 856-307-6409**