

Bergen County Roadway Solicitation Permit

Application Instructions

Charitable organizations may have access to Bergen County roadways and/or intersections ONLY with approval of the County Administrator and the Board of Chosen Freeholders. Steps to secure an approved permit are as follows:

- 1) Review Bergen County Board of Chosen Freeholders Ordinance No. 14-31, which implements the process by which charitable organizations may have access to County roadways and/or intersections.
- 2) In addition to Ordinance No. 14-31, familiarize yourself with: County of Bergen Roadway Solicitation Permit Application, N.J.S.A. 39:4-60, N.J.S.A. 45:17A-20, N.J.A.C. 16:40-6.1, and N.J.A.C. 16:40-5.1.
- 3) At least **30 days prior** to the proposed date of the solicitation event, the charitable organization must submit the following to the Deputy County Administrator:
 - a) A completed, signed and notarized County Roadway Solicitation Permit Application.
 - b) A copy of the Municipal Ordinance authorizing roadway solicitation.
 - c) Written approval from your Municipality for your specific solicitation event, usually in the form of a Municipal Resolution.
 - d) A detailed Traffic Control Plan, clearly displaying written approval by your Municipal Police Department (You may draw/photocopy/print from Googlemaps a map of the proposed solicitation location; mark the proposed placement of firefighters, fire apparatus, police vehicles, signs, cones, etc.; and have your **Municipal Chief of Police sign the Traffic Plan**, indicating his/her approval.)
 - e) Your current Certificate of Insurance, naming the County as additional insured for liability purposes in an amount not less than One Million Dollars (\$1,000,000.00).
 - f) A signed and notarized Indemnification and Hold Harmless Agreement. A copy of this Agreement is included with the Roadway Solicitation Permit Application. (If you call 201-336-7324 to make an appointment, we will notarize your documents, at no cost, at the County Offices.)
- 4) Email your Roadway Solicitation Permit Application and accompanying documents as listed above to: htyminski@co.bergen.nj.us or hand-deliver to:

Michael V. Bellucci
Deputy County Administrator
One Bergen County Plaza
5th Floor, Room 580
Hackensack, NJ 07610

If you email your application, you must follow up by sending all original signed and notary sealed documents via regular mail or hand-delivery to the above address, as well.

For further information, please contact Helene Tyminski in the Deputy County Administrator's Office at 201-336-7324.