



LICENSE TO CROSS (LTC) APPLICATION CHECKLIST

FOR USE BY NEW JERSEY TURNPIKE AUTHORITY

LTC Application Number: _____

LTC Application Title: _____

CHECKLIST TO BE COMPLETED BY THE APPLICANT

The Applicant shall submit the License to Cross (LTC) application to the New Jersey Turnpike Authority (Authority) in accordance with Section 8 (Utility Installations, Relocations, and Adjustments) of the Authority's Procedures Manual, which can be found on the Authority's website using the following link:

<https://www.njta.gov/document/njta-procedures-manual-master-2026-02-10/>

Each LTC application submission and subsequent resubmissions shall include the following items:

Document (Hard Copy and Electronic Files)

Check Box if Included:

Application Form

Completed LTC Checklist

Plans.....

MicroStation CADD (.dgn) Files

Specifications (If Required by Procedures Manual).....

Calculations (If Required by Procedures Manual)

Special Reports (If Required by Procedures Manual)

Application Fee (check).....

Electronic files shall be in PDF format unless stated otherwise.

The undersigned Applicant or Applicant's Agent hereby acknowledges that the following actions have been performed, as evidenced by checking "Yes," "No," or not applicable ("N/A") for each item below in Sections A through G, initialing each section, and providing full signature, printed name, title, and company name on the last page. **A brief explanation for any items marked "No" or "N/A" shall be provided by the Applicant on the Remarks line. If the explanation exceeds two lines of text, a page should be attached to this checklist by the applicant that clearly references the numbered item and full remark.**

Note: References below to Authority roadways and ramps shall include the Garden State Parkway, the New Jersey Turnpike, the Newark Bay-Hudson County Extension, the Pearl Harbor Memorial Turnpike Extension, and all other properties, facilities, and interests within the Authority's Right-of-Way (ROW).



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A. GENERAL INFORMATION FOR ALL APPLICATIONS

A.1. The Application complies with the latest version of the Authority's Procedures Manual and Standard Specifications, which can be found on the Authority's website using the following link:

<https://www.njta.gov/business-hub/professional-services/engineering-manuals/>

Yes No N/A

Remarks: _____

A.2. The Application includes a Geotechnical Report detailing the subsurface conditions, if necessary. The information for the Geotechnical Report may be available from the Authority. If the Authority does not have any subsurface information, the Applicant's Engineer must perform boring logs and prepare a Geotechnical Report.

Yes No N/A

Remarks: _____

Applicant's Initials: _____

B. WAIVER REQUEST

If the Applicant is unable to meet any of the requirements of the latest version of the Authority's Procedures Manual, a letter indicating all waiver requests, along with justification for each waiver request, shall be submitted with the application for all Authority requirements that cannot be met. It is noted that changes to the Authority's standard requirements are not usually granted and the design waiver request may delay the overall LTC review process.

B.1. Waiver request(s) has been submitted with this application.

Yes No N/A

Remarks: _____

Applicant's Initials: _____

C. PLAN, SPECIFICATION, AND CALCULATION REQUIREMENTS

C.1. All final materials clearly indicate the LTC Application Number on the cover and in the electronic file name. Once the LTC Application Number is assigned by the Authority, it shall be placed on all submitted documents and electronic deliverables.

Yes No N/A

Remarks: _____



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- C.2.** All final plans, specifications, and calculations submitted with the package are blocked where required, signed, and sealed by a Professional Engineer currently licensed in the State of New Jersey in accordance with State Board of Professional Engineers and Land Surveyors Administrative Rules and Regulations, Chapter 40 (13:40-1.1, et seq.).

Yes No N/A

Remarks:

- C.3.** The plan sheet size is 22" x 36".

Yes No N/A

Remarks:

- C.4.** New Jersey Plane Coordinate System has been used.

Yes No N/A

Remarks:

- C.5.** The plan scale is a minimum size of 1" = 50' (1:50) or larger (e.g., 1" = 30').

Yes No N/A

Remarks:

- C.6.** The map/plan scale and north arrow appears on every map/plan sheet.

Yes No N/A

Remarks:

- C.7.** All Authority roadways are clearly labeled using official NJTA roadway, structures, and interchange designations in accordance with Sections 2.2 and 2.3 of the Authority's Manual for Traffic Control in Work Zones, which can be found on the Authority's website using the following link:

<https://www.njta.gov/document/njta-2016-manual-for-traffic-control-in-work-zones-2026-01/>

Yes No N/A

Remarks:

- C.8.** The baseline with continuous stationing of Authority roadways is shown.

Yes No N/A

Remarks:



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- C.9.** The Authority's ROW, all property lines, all known easements, and monument markers are shown.

Yes No N/A

Remarks:

- C.10.** All plan and calculation revisions are numbered, dated, and noted as to their nature in a revision box on each plan sheet and calculation sheet, and all specification revisions summarized by appendix in the specifications.

Yes No N/A

Remarks:

- C.11.** The limits of disturbance are indicated on the plans.

Yes No N/A

Remarks:

- C.12.** All proposed facilities are shown in bold on the plans.

Yes No N/A

Remarks:

- C.13.** The following notes must be included on the plans. The applicant shall indicate which plan sheet the note can be found in the remarks section for each item below:

- C.13.1.** A note indicating that all construction procedures and traffic control devices within the Authority's jurisdiction shall be in accordance with the Authority's Manual for Traffic Control in Work Zones, which can be found on the Authority's website using the following link:

<https://www.njta.gov/document/njta-2016-manual-for-traffic-control-in-work-zones-2026-01/>

Yes No N/A

Remarks:

- C.13.2.** A note indicating all work to be performed within the Authority's ROW shall be in accordance with the appropriate Authority standards.

Yes No N/A

Remarks:



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C.13.3. A note indicating that there shall be no overnight parking or storage of construction materials and vehicles within the Authority's ROW.

Yes No N/A

Remarks:

C.13.4. A note indicating that access to the work site will not be permitted from Authority roadways.

Yes No N/A

Remarks:

C.13.5. A note indicating that the Contractor shall request a Traffic Permit from the Authority and said permit must be issued by the Authority before any third party (non-Authority employees) will be allowed to engage in activity within the Authority's ROW. Occupation of the Authority's ROW for any purpose other than travel is not authorized unless a Traffic Permit has been issued. The Traffic Permit application can be found on the Authority's website using the following link: <https://www.njta.gov/forms-records/traffic-permits/>

Yes No N/A

Remarks:

C.13.6. A note indicating that the site shall be restored to preexisting conditions as approved by the Authority.

Yes No N/A

Remarks:

C.13.7. If the proposed utility is in the vicinity of an existing Authority structure or facility, a note indicating that the Contractor shall make all efforts to protect the structure/facility in question. Any damage to the structure/facility shall be repaired by the Contractor to the Authority's satisfaction at no cost to the Authority.

Yes No N/A

Remarks:



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C.13.8. A note indicating that the only trees proposed to be removed are as marked on the plans. No other trees shall be removed within the Authority’s ROW without the Authority’s approval. If one half acre or more of trees are to be removed, the Applicant may be responsible for meeting the requirements of the No Net Loss Reforestation Act (N.J.S.A. 13:1L-14.1 to 14.4). Guidance on the No Net Loss Reforestation Act can be found at the following link:

https://www.nj.gov/dep/workgroups/docs/forestry_20111205_programguidelines.pdf

Yes No N/A

Remarks:

C.13.9. A note indicating that all ROW fences and guide rails that are temporarily removed shall be reset at the completion of each workday. Temporary removal of ROW fences and guide rail is not allowed without approval from the Authority. Upon the completion of the work, all ROW fences and guide rails shall be reset or replaced in accordance with the Authority’s current Standard Specifications and Standard Drawings, which can be found on the Authority’s website using the following links:

<https://www.njta.gov/2016-standard-specifications/>

<https://www.njta.gov/business-hub/professional-services/standard-drawings/>

Yes No N/A

Remarks:

C.13.10. A note indicating that the Authority will be notified a minimum of five business days prior to commencement of work.

Yes No N/A

Remarks:

C.14. MicroStation CADD files for all final plans have been submitted by the applicant and were prepared in accordance with the Authority’s CADD Standards Manual, which can be found on the Authority’s website using the following link: https://www.njta.gov/wp-content/uploads/2026/02/NJTA_CADD-Standards_2026-01-09.pdf

Yes No N/A

Remarks:

Applicant’s Initials: _____



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D. UTILITY INSTALLATIONS

The following items only apply to underground and overhead installations for conformance with Section 8 of the Authority's Procedures Manual, which can be found on the Authority's website using the following link: <https://www.njta.gov/document/njta-procedures-manual-master-2026-02-10/>

A "Yes" response indicates Applicant Engineer's design complies with stated requirement. Unless otherwise indicated, all references made are to Section 8 of the Authority's Procedures Manual. **Refer to additional requirements under Section F.2 of this checklist.**

D.1. The Applicant's Engineer is responsible for locating all existing utilities (e.g. NJ One Call, electromagnetic scanning, GPR, vacuum test pits) near the proposed work that may be impacted by construction. If there are no known existing utilities in the vicinity of the proposed work, the Applicant's Engineer shall state such.

Yes No N/A

Remarks:

D.2. All proposed facilities shall cross the Authority's roadways and ramps at a right angle.

Yes No N/A

Remarks:

D.3. Aerial crossings shall be supported on structures consisting of steel construction located outside of the Authority's ROW.

Yes No N/A

Remarks:

D.4. The vertical clearance for aerial crossings shall be no less than 30 feet over roadways and shoulders and shall meet the standards prescribed by the National Electric Safety Code.

Yes No N/A

Remarks:

D.5. The lateral clearance for any utility crossing the Authority's ROW shall be no less than 30 feet offset from nearest edge of Authority structure (e.g. bridge, culvert, sign structure, high mast light tower).

Yes No N/A

Remarks:



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D.6. All existing utilities, including clearances to the proposed utility and utility crossing details, shall be shown on the plan and profile.

Yes No N/A

Remarks:

D.7. Applicant's Engineer shall submit with the application structural calculations, foundation designs, soil borings, and geotechnical reports for all proposed facilities supported by existing or proposed utility poles or any other structures supporting proposed facilities within the Authority's ROW.

Yes No N/A

Remarks:

D.8. Structures carrying Authority roadways shall not be used to support utilities, other than those required for the Authority's purposes.

Yes No N/A

Remarks:

D.9. Pipelines conveying gas of any design pressure will not be permitted to cross over Authority roadways.

Yes No N/A

Remarks:

D.10. No pipes carrying liquids ("wet lines"), other than bridge drainage piping, will be allowed in or on structures over Authority roadways.

Yes No N/A

Remarks:

D.11. Casing is required if the proposed installation will operate under pressure below Authority roadways and ramps, with exceptions as noted in the Procedures Manual.

Yes No N/A

Remarks:

D.12. All utility crossings shall be arranged in such a manner that required points of access, such as manholes and poles, are outside the Authority's ROW.

Yes No N/A

Remarks:



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D.13. Open-cut trench installation is not allowed beneath Authority roadways and ramps.

Yes No N/A

Remarks:

D.14. The casing pipe and carrier pipe materials shall conform to Section 8 of the Authority's Procedures Manual, Appendix A.

Yes No N/A

Remarks:

D.15. The minimum clearance under Authority pavement shall conform to Section 8 of the Authority's Procedures Manual, Appendix A.

Yes No N/A

Remarks:

D.16. The Applicant's Engineer shall include specifications to employ Ground Penetrating Radar (GPR) to identify voids and methods to address backfilling of detected voids resulting from the Applicant's activities.

Yes No N/A

Remarks:

D.17. All trenchless installations shall proceed continuously on a 24-hour basis from the proposed driving shaft to the proposed receiving shaft until complete.

Yes No N/A

Remarks:

D.18. Details of the driving and receiving shafts for trenchless installations shall be provided with the application.

Yes No N/A

Remarks:

D.19. Structural calculations for casing and carrier pipes shall be provided in accordance with Section 8 of the Authority's Procedures Manual.

Yes No N/A

Remarks:



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D.20. Details of soil erosion and dust control shall be provided with the application for work areas affecting the Authority's ROW.

Yes No N/A

Remarks:

D.21. Open discharge of excavation dewatering will not be permitted within the Authority's ROW.

Yes No N/A

Remarks:

Applicant's Initials: _____

E. GROUNDWATER MONITORING WELLS

The following items only apply to groundwater monitoring well installations.

E.1. The location and depth of proposed monitoring wells shall be indicated on the plans.

Yes No N/A

Remarks:

E.2. The Applicant's Engineer shall submit a copy of all permits obtained for the proposed monitoring well installations to the Authority for their review and records, including a copy of the completed NJDEP Monitoring Well Certification Forms A and B for newly installed wells.

Yes No N/A

Remarks:

E.3. The Contractor will be required to remove all contaminated soils and groundwater from the site upon completion of drilling activities and properly dispose of the contaminated soils and groundwater in accordance with applicable Federal, State, and Local regulations, and Section 216 of the Authority's current Standard Supplementary Specifications. The Standard Supplementary Specifications can be found on the Authority's website using the following link:

<https://www.njta.gov/2016-standard-specifications/>

Yes No N/A

Remarks:

E.4. The Applicant's Engineer shall provide language regarding the future sampling of the monitoring wells as part of the LTC Agreement.

Yes No N/A

Remarks:



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E.5. Upon completion of the work, the monitoring wells shall be sealed, and the site shall be restored to preexisting conditions as approved by the Authority.

Yes No N/A

Remarks:

E.6. Upon completion of the work, the Applicant's Engineer shall provide as-built plans including Global Positioning System (GPS) coordinates for the location of all installed monitoring wells.

Yes No N/A

Remarks:

Applicant's Initials: _____

F. MISCELLANEOUS REQUIREMENTS

F.1. The Applicant's Engineer has considered any proposed future alterations to the Authority's facilities (e.g., widening construction projects) in the vicinity of the proposed work area. The Applicant's Engineer shall confirm all known or unknown future projects in the vicinity of the proposed work with the Authority. Consideration shall be given to accommodate future projects without a conflict.

Yes No N/A

Remarks:

F.2. The "Fiber Optic Cable Design Review Certification" and "Fiber Optic Cable Contract Documents Review Certification" forms must be completed, signed, and submitted prior to any work at the site. The forms can be found on the Authority's website using the following links:

<https://www.njta.gov/document/fiber-optic-cable-design-review-certification-form/>
<https://www.njta.gov/document/fiber-optic-cable-contract-documents-review-certification/>

The Design Review Certification shall be signed by the Applicant's Engineer prior to the LTC being granted.

Yes No N/A

Remarks:

F.3. Upon completion of the proposed installations, the Applicant's Engineer shall provide the Authority with blocked, signed, and sealed as-built plans. As-built plans shall be submitted in accordance with the Authority's CADD standards, which can be found on the Authority's website using the following link: https://www.njta.gov/wp-content/uploads/2026/02/NJTA_CADD-Standards_2026-01-09.pdf

Yes No N/A

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G. ITEMS TO BE SUBMITTED PRIOR TO THE PRE-CONSTRUCTION MEETING

G.1. The Applicant's Engineer shall submit a construction schedule with a detailed sequence of construction operations for the proposed installation. The proposed hours of construction within the Authority's ROW shall be included for the Authority's approval and future monitoring.

Yes No N/A

Remarks: _____

G.2. The Applicant shall provide copies of all permits obtained for the proposed installation to the Authority for their review and records.

Yes No N/A

Remarks: _____

G.3. The Applicant's Engineer shall submit contact information sign layouts for signs to be placed at each end of the proposed work area. Such signs shall be within 5 feet inside the Authority's ROW or fence to indicate the presence of the utility. In addition to owner contact and specific utility information, the signs shall include Authority roadway location information (e.g., mileposts, interchange number (if any), and roadway directions) and shall accurately depict the utility alignment between signs.

Yes No N/A

Remarks: _____

G.4. The Applicant's Engineer shall provide a wire pull plan (as applicable) and proof of insurance prior to commencing work.

Yes No N/A

Remarks: _____

Applicant's Initials: _____

Submitted by

Signature

Name of Company

Printed Name and Title

Date

Email

Phone