

Borough of Buena  
Tow List Application

Business Owner \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Location of Facility \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amount Paid

Please provide on a separate sheet:

1. Every type, condition and design of tow vehicles and equipment available for service.
2. Communication availability, including cell phone and radio communications, and the location and availability of the dispatch center.
3. Name, address, and driver's license number of each driver or operator of the tow vehicles along with current driver's abstract showing that they are in good standing.
4. Proof that each vehicle is duly registered and inspected by DMV as a tow vehicle.
5. Letter from towing owner granting permission to the Township of Franklin Police Department to conduct inspection of applicant, vehicle, equipment and storage facility for the purpose of determining compliance.
6. Documentation evidencing that a criminal background check was conducted on each driver or operator of tow vehicles performed not more than twelve (12) months preceding license period. Background checks must be conducted every 12 months and supplied to Police Chief.
7. A plot plan of the tow operators' premises. A plot plan shall consist of the following:
  - (a) be drawn neatly and to scale;
  - (b) indicate the entire lot for which the application is being made;

(c) contain a symbol indicating the direction north;

(d) indicate the name of all streets and ways upon which the lot is located, street addresses and the location and type of existing and proposed street fixtures such as utility poles, street lights, traffic signs and signals;

(e) indicate the name of the nearest intersecting street and the distance from the facility to the intersecting street;

(f) indicate, with dimensions, all parking and storage areas with measurements of distance from buildings and property lines, as well as indicating where fencing is located for the security and safety of stored vehicles;

(g) indication of all driveways, curb cuts and any easements on the property;

(h) indicate the lot and block number of the subject property and all adjacent properties and

(i) contain a key map of the area.

(j) If there are any modifications intended to be made to the plot plan, said modification and change must be submitted, and to the extent required by New Jersey Municipal Land Use Law, approved through the appropriate action of the Buena Borough Planning Board or Zoning Board of Adjustment.

8. In order to be included on the Buena Borough Police Tow List, a towing operator shall submit proof of insurance to the Director of the Department of Licenses and Inspections and a copy thereof to the Township of Franklin Police Department each year on or before April 1 that its towing facility is insured by a reputable insurance company licensed to do business in the State of New Jersey with a standard general liability insurance policy designed to cover garage operations.

Said insurance policy shall provide for minimum monetary limits for any single occurrence as follows:

a) Automobile liability in an amount not less than \$750,000 for light and medium tow trucks and \$1,000,000 for heavy-duty trucks.

(b) Workers' compensation as required by statute.

(c) Garage keepers' legal liability in an amount not less than \$100,000 per location.

(d) Garage liability, including cargo insurance, in an amount not less than \$500,000 combined single limit.

(e) A certificate of insurance naming the Borough of Buena as a certified holder for a one-year term with a thirty-day notice of cancellation.

A. The insurance company must be an approved carrier licensed to do business in the State of New Jersey. The aforesaid insurance policy shall also be written as to include coverage for the property owned by others which is in the care, custody or control of the licensed towing operator, including the perils of transportation for any motor vehicle in the possession or control of the towing operator. The garage keepers' legal liability shall include comprehensive and collision coverage. Said insurance policy shall provide that the insurance company will pay on behalf of the Borough for any and all claims against the Borough resulting from the operations of the towing operator including any and all attorney fees.

B. The insurance coverage shall provide that the insurance policy may not be canceled or materially changed without 30 days' prior written notice to the Department of Licenses and Inspections and the Chief of Police of the Township of Franklin Police Department.

C. The towing operator shall agree in writing to assume the defense of and indemnify and hold harmless the Borough, its elected officials, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the Borough may be subjected, of any kind and nature whatsoever, resulting from, caused by, arising out of or as a consequence of the provision of towing, storage and/or emergency services provided by the towing operator pursuant to this Chapter. Tow operators shall enter into a hold-harmless agreement in a form to be approved by the Borough Solicitor prior to being included on the towing list.

An application shall not be deemed complete until:

- (a) A letter of good conduct from the Chief of Police of the Township of Franklin verifying that the towing operator has:
- (b) Provided proof of a current and valid driver's license for each driver or operator.
- (c) A letter of compliance from the Zoning Official for the facilities of the tow operator's base of service, dispatch and/or storage area that such facilities are not in violation of applicable land use ordinances. This also applies to any tow facility not within the Borough of Buena.
- (d) A letter of compliance from the Zoning Official or such other official as applicable representing the municipality having jurisdiction over the property of the tow operator that such property is not in violation of applicable property maintenance and health codes. This compliance letter shall include the dispatch facility and storage facility if not one and the same.
- (e) All municipal taxes paid in full.

Return to

Pamela Johnston  
Municipal Clerk  
616 Central Avenue  
Minotola, NJ 08341