



Department of Permitting Services
 255 Rockville Pike, 2nd Floor
 Rockville, MD 20850-4166
 Phone: 311 in Montgomery County or (240)-777-0311
<http://www.montgomerycountymd.gov/permittingservices/>



Work in Public Right of Way Permit Application

Use Permit # _____

Building Permit # _____

A. Applicant Information

Name _____
Property Owner or Contractor Name

If Contractor: MHIC# _____ or MARYLAND BUILDERS LICENSE # _____

Mailing Address _____
City State Zip Code

Cell Telephone _____ Work Telephone _____ Email _____

B. Location of Work

Address _____
City State Zip Code

Lot(s): _____ Block(s): _____ Parcel(s): _____ Plat Number: _____

Subdivision Name: _____

C. Type of Work (Check Only One)

- | | | |
|--|---|--|
| <input type="checkbox"/> Grading | <input type="checkbox"/> Storm Drain | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Grading and Storm Drain | <input type="checkbox"/> Storm Drain and Paving | <input type="checkbox"/> Grading, Storm Drain & Paving |

D. Other Type of Work (Check All That Apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Commercial Entrance | <input type="checkbox"/> Residential Driveway | <input type="checkbox"/> Restoration/Repair of ROW |
| <input type="checkbox"/> Utility Connections | <input type="checkbox"/> Mobile Crane | <input type="checkbox"/> Outdoor Café Seating |
| <input type="checkbox"/> Covered Walkway | <input type="checkbox"/> Dumpster | <input type="checkbox"/> Portable Storage Container |
| <input type="checkbox"/> Temporary Construction Entrance | | |
| <input type="checkbox"/> Construction Work that Impedes Vehicular or Pedestrian Traffic | | |
| <input type="checkbox"/> Other _____ (describe) | | |

E. Additional Information

1. Do you have a Maryland National Capital Park and Planning Commission (MNCPPC) approved Preliminary Plan or Certified Site Plan? Yes No

If yes, the plan(s) is required to be submitted with this application.

2. Do you have tree(s) within the county ROW to be removed/impacted/replanted? Yes No

If yes, submit a copy of Maryland State Department of Natural Resources (DNR) Permit. In addition, tree protection plan is required to be attached to this permit application prior to approval.

3. Do you have building permit connected to this permit application? Yes No

If yes, list Building Permit Number(s) _____

F. Required Submittals

- Two (2) copies of the plans showing the Right-of-Way
- or
- Three (3) copies of the plans showing the Right-of-Way if street trees are involved
- Declaration of Covenants for maintenance and liability
- Recorded Plat (Deed for Dedication for easements; e.g. stormdrain, egress/ingress, public utility, public improvement, etc.)
- Filing Fee

G. Conditions of the Permit

1. The permittee agrees to save harmless the County from all liability arising from the construction associated with this permit.
2. On site, the copy of permit(s), plans and specifications shall be available at all times for inspection by duly authorized officials of Montgomery County.
3. Unless otherwise noted, this permit automatically expires 18 months from the date of its issuance unless extended in writing by the Director of the Department of Permitting Services. An extension is granted after a request is made in writing and the appropriate fees are paid prior to the expiration date of the permit.
4. All work performed under this permit shall comply with written requirements or directions which may be issued by the Director of the Department of Permitting Services relating to the particular project. If the conditions of this permit are being violated, this permit is subject to revocation by the Director of the Department of Permitting Services.
5. Driveway apron(s) constructed under this permit are for the purpose of providing access to lots adjacent to the right of way. Maintenance of driveway aprons will be the responsibility of the property owner.
6. No permit shall be issued for construction unless the right of way has been acquired by the County or has been dedicated to public use and such acquisition or dedication has been recorded among the land records of Montgomery County.

7. If the Director of the Department of Permitting Services finds that the original plans, standards and specifications under which this permit is issued are inadequate or inappropriate for the particular project, he may require different or additional plans, standards and specifications and they shall thereafter, or modification thereof, become a part and condition of this permit.
8. A permit from the State of Maryland Department of Natural Resources (DNR), 301-854-6060 is required for the removal, and/or planting of any trees on improved public rights of way in addition to the tree plan approval from DPS.
9. Notify "Miss Utility" at 811 or 1-800-257-7777 prior to any excavation in the public right-of way. The relocation and/or adjustment of any public or private utility shall be the responsibility of the permittee prior to any construction authorized by this permit.
10. Coordinate the relocation and issues with any traffic control signs, parking meters or signalization devices with the MC DOT Division of Traffic and Parking Services, 311 or 240-777-0311.
11. Construction materials and equipment must not be stored or parked on the public right of way, unless otherwise noted as a condition of this permit. Proper precautions must be taken to keep existing roadways free of mud, debris and other obstructions.
12. Prior to the release of this permit, complete repair (restoration of right of way) shall be made of any and all damages done to the existing improvements in the public right of way caused by construction operations on this site. All disturbed areas shall be fine graded and sodded.
13. The final inspection shall be performed upon the permittee's request to close the permit.
14. If work entails a sidewalk closure in excess of one day, the applicant must post DPS approved sidewalk closure signage in accordance with County Council Bill 3-15.

Applicant agrees that the proposed construction will be performed in accordance with the conditions, which will be made a part of this permit when issued.

Applicant's Signature	Print Name	Date
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FOR FIELD STAFF USE ONLY

- New house driveway
- Additional driveway
- Existing driveway replacement/repair at the same location
- Remove existing driveway and install new driveway at different location
- Utility House Connection(s)
- Restoration for construction activity in property
- Street tree removal/protection/replanting

MC DOT Std. No.: _____ Pipe Size: _____ No. of Driveway(s): _____

Sight Distance: Checked Engineer's Certificate required

Additional Work Required: _____

Other: _____

Bond Amount: \$ _____ Permit Fee: \$ _____ Inspector: _____ Date: _____