

**Chevy Chase Village  
 Building Permit Application for Projects in the  
 Public Right-Of-Way**

Permit No: \_\_\_\_\_

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| <b>Property Address:</b>  |
| <b>Resident Name:</b><br>Daytime telephone: _____ Cell phone: _____<br>After-hours telephone: _____<br>E-mail: _____  |
| <b>Project Description:</b>   |
| <b>Primary Contact for Project:</b><br><input type="checkbox"/> Resident <input type="checkbox"/> Architect <input type="checkbox"/> Project Manager <input type="checkbox"/> Contractor*<br>*MHIC/MD Contractor's License No. (required): _____                                    |
| <b>Information for Primary Contact for Project (if different from property owner):</b><br>Name: _____<br>Work telephone: _____ After-hours telephone: _____<br>Cell phone: _____<br>E-mail: _____   |
| <b>Parking Compliance:</b>  |
| Is adequate on-site parking available for the construction crews? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If no, please attach a parking plan which minimizes inconvenience to neighboring residents, and indicate if the property is in a permit parking area. |
| Will road closings be required due to deliveries, equipment or other reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No  |

## Guidelines for Construction in the Public Right-of-Way

The public property located between public sidewalks and abutting private property (or, in the absence of public sidewalks, located between the paved roadways and abutting private property) where such public property is under the immediate care and keeping by an abutting property owner or occupant, shall be considered to be public right-of-way devoted to private use. Any person intending to install private improvements in the public right-of-way must first obtain a Building Permit and a License to Use the Public Right-of-Way from the Village office, subject to the provisions of Chapter 25 of the Village Code. (Residents within the Historic District must also obtain a Historic Area Work Permit; please contact the Historic Preservation Commission directly.)

The following are examples of, but not limited to, improvements requiring a Building Permit and License to Use the Public Right-of-Way:

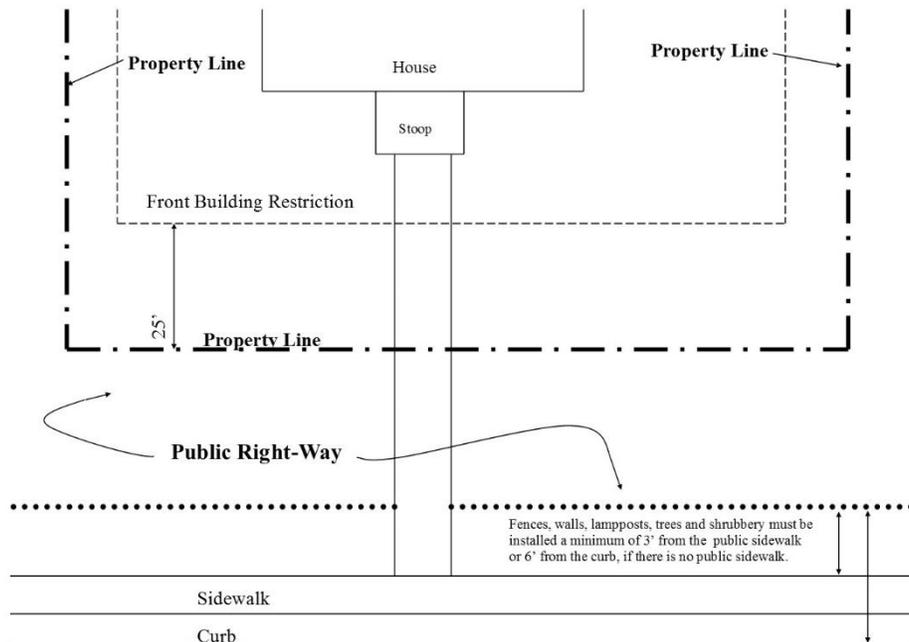
### Overhead or underground wires, cables, hoses, pipes, and similar facilities.

Any person or persons, firm or corporation desiring to string, lay, hang, suspend or in any manner place wires of any kind, cables, hoses, pipes, and similar facilities on, over, or under any street or other public right-of-way

### Structures, play equipment, fences, walls, lampposts, trees, hedges and shrubbery.

Subject to location requirements and height restrictions as outlined in Chapter 25 of the Village Code and diagrammed below.

### Example of the Right-of-Way:



## **Building Permit Filing Requirements:**

**Application will not be reviewed until the appropriate information is supplied and complete**

- This application form, signed by resident.
- Boundary Survey (Plat Diagram).
- Site Plan (see: Village Site Plan Checklist to ensure completeness)
- Building plans and specifications
- Tree Preservation Plan requested of Village arborist (see: Village Tree Inspection Request form). All required tree protections must be fully installed before any work begins.
- Filing Fee (due at time of application). Fees schedule is listed in Chapter 6 of the Village Code.
- Damage deposit or performance bond (due when Building Permit is issued, if applicable). Amount of required deposit or bond will be set by Village Manager.

*Once this permit application is complete, the Village Building Officer and Village Manager will review the application and accompanying documents and, under most circumstances, act on the application within 5 to 10 working days.*

*No signs advertising the architect, contractor, or any other service provider may be posted on the work site.*

**I hereby certify that I have the authority to make the foregoing application, that the application is correct, that I have read and understood all requirements and that the construction will conform to the regulations of the Montgomery County Zoning Code, the Village Code including Urban Forest Code, and any covenants and easements on the subject property.**

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*To be completed by Village staff:*

Is this property within the historic district?      Yes       No       Staff Initials: \_\_\_\_\_

Will the License be Recorded in the Land Records?      Yes       No       Staff Initials: \_\_\_\_\_

Date application filed with Village: \_\_\_\_\_ Date permit issued: \_\_\_\_\_ Expiration date: \_\_\_\_\_

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| <b>For Use By Village Building Officer &amp; Village Manager</b> | <b>Application approved with the following conditions:</b> |
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| <b>For Use By Village Building Officer &amp; Village Manager</b> | <b>Application denied for the following reasons:</b>       |
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| <b>Filing Fees</b><br>(due when application submitted)  | <b>Checks Payable to:</b><br><br><b>Chevy Chase Village</b><br><b>5906 Connecticut Ave.</b><br><b>Chevy Chase, MD 20815</b> |
| Permit Application Fee:<br><input type="checkbox"/> \$50.00 Construction on the R.O.W.<br><input type="checkbox"/> \$30.00 Planting on the R.O.W.<br><input type="checkbox"/> \$350.00 R.O.W. Use Agreement<br><input type="checkbox"/> \$175.00 R.O.W. Use Agreement for in-kind replacement of an existing non-conformity in the same location.<br><input type="checkbox"/> \$175.00 R.O.W. Use Agreement for which recordation in the County Land records is waived. |   |
| Tree Preservation Plan Fee:<br><input type="checkbox"/> \$250.00<br><input type="checkbox"/> Not required for this project.   |   |
| TOTAL Fees:   | Date:<br>Staff Signature:   |

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| <b>Damage Deposit/Performance Bond</b><br>(due when permit is issued)                   | <b>Checks Payable to:</b><br><br><b>Chevy Chase Village</b><br><b>5906 Connecticut Ave.</b><br><b>Chevy Chase, MD 20815</b> |
| <input type="checkbox"/> \$ _____<br><input type="checkbox"/> Waived by Village Manager |   |
| Date:<br>Village Manager Signature:   | Date:<br>Village Manager Signature:   |
| Cost of damage to R-O-W:<br>(calculated at close-out)<br>Amount of refund:              | Date:<br>Village Manager Signature:   |