



# Town of Berwyn Heights

5700 Berwyn Road | Berwyn Heights, MD 20740  
Tel. (301) 474-5000 | Fax (301) 474-5002

## Right-of -Way Permit Application

(Note: An approved Prince Georges County permit application including plans and review comments must be provided with this application).

Application Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Permit Fee \_\_\_\_\_ Date Paid: \_\_\_\_\_ Application/Permit # \_\_\_\_\_

Permit Type

(Check one):

- Construction within town right-of-way
- Construction on other public property
- Vegetation management

**Applicant:** \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

**Project site address:** \_\_\_\_\_

Lot # \_\_\_\_\_ Block # \_\_\_\_\_ (if applicable)

Projected start date: \_\_\_\_\_ Value of Construction: \_\_\_\_\_

*(Applicant must file for a permit at least 30 days prior to projected start date).*

Description of proposed work: \_\_\_\_\_

(attach construction plans) \_\_\_\_\_  
\_\_\_\_\_

Contractor name: \_\_\_\_\_

Contractor address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

*Contractor is required to provide 24-hour emergency contact responsible for responding to any issues:*

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Please Note: Any violation of Town of Berwyn Heights Ordinance 118 shall be considered a municipal infraction punishable by a fine of not more than \$1,000.00. Each day a violation occurs is deemed a separate violation and subject to additional citation and fine.**

**Application fees for right-of-way construction/work permits:**

Value of work greater than \$25,000	\$1000.00
Value of work \$5,000 to \$25,000	\$100.00
Value of work up to \$4,999	\$40

**Permit fee for right-of-way construction/work permits:**

Value of construction up to (\$250,000)	10% of value of construction/work
Value \$250,000 or greater	8% of value of construction/work
Driveway apron (residential only)	\$40
Right-of-way permit renewal fee	25% of original fee
Working under "Stop Work Order"	\$1,000/day
Missed construction inspection	\$125/inspection

It is agreed that for, and in consideration of, the issuance of the permit, the proposed construction shall be performed and completed in accordance with the plans and specifications as approved by the Town Manager of the Town of Berwyn Heights, or designee, and such construction is subject to the inspection by the Town of Berwyn Heights. All plans and specifications submitted by the applicant and approved by the Town Manager or designee, in connection with this application are hereby made a part of this application.

\_\_\_\_\_  
Applicant (Print Name )

\_\_\_\_\_  
Applicant (Signature)

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

**FOR DEPARTMENT USE ONLY**

The foregoing application is approved for issuance of a permit upon submission of necessary permit fees and, if applicable, bonds. This application expires six months from the date of the application.

- |  |  |
|--|--|
| <input type="checkbox"/> Approved                          | <input type="checkbox"/> Deposit Due \$_____   |
| <input type="checkbox"/> Approved with comments (attached) | <input type="checkbox"/> Bond Required \$_____ |
| <input type="checkbox"/> Revisions required (see comments) |  |

\_\_\_\_\_  
Town of Berwyn Heights Public Works Dept.

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

\_\_\_\_\_  
Code Compliance Dept.

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

\_\_\_\_\_  
Town Manager

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