



Washington Grove Town Office
300 Grove Avenue, P.O. Box 216
Washington Grove, MD 20880
301-926-2256
<http://www.washingtongrovermd.org/>
washgrove@comcast.net

Application for Public Ways and Property Permit

TYPE OF WORK: (describe) (attach copy of plans)

LOCATION OF WORK:

Name of Street, Avenue, Road, Lane, Alley or other right of way and Limit of Work:

Block(s): _____ Lot(s): _____ Nearest Address: _____

Work Dates: Start: _____ End: _____

WILL THE PROPOSED WORK DISTURB A PUBLIC HISTORIC FEATURE? (includes all public ways and ROWs, Lake, Springs, Parks and component features, The Circle, water/stormwater features, streetlights and signs, Town Hall, Maintenance Building, and associated views and viewsheds).

YES _____ (attach description/location) NO _____

WILL THE PROPOSED WORK OCCUR WITHIN THE DRIP LINE OF ANY TOWN TREE OR SHRUB? The dripline of a tree is the area directly located under the outer circumference of the tree branches. If "yes", forward to Forestry and Beautification Committee for review.

YES _____ (attach description/location) NO _____

APPLICANT INFORMATION:

Name of Applicant: _____ Telephone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Fee: _____ Date Paid: _____

Application is being made for a permit to undertake work in a public way or on Town property within the corporate limits of the Town of Washington Grove, according to the detailed descriptions and location. Applicant acknowledges receipt of a copy of Article III, Section 14 of the Code of Ordinances of the Town of Washington Grove, and agrees that the proposed work will be performed in accordance with the preceding conditions and said Section 14, which will be made a part of this permit when issued.

APPLICANT ACKNOWLEDGES THE AREA MUST BE RESTORED TO ITS ORIGINAL CONDITION ONCE WORK IS COMPLETED

Applicant's Signature

Print Name

Date

Approval

Print Name

Date

Information for Applicants for a Public Ways and Property Permit

1. Applicants may request an Application for Public Ways and Property Permit, applicable ordinances and information from the Town Office of the Town of Washington Grove, Maryland, by letter, email, telephone, or in person.
2. The completed application should be delivered to the Town Clerk in person or by mail addressed to the attention of the Town Clerk. Applicant must include the following items in order for the application to be accepted for consideration by the Washington Grove Planning Commission:
 - a) Completed application form.
 - b) Copy of a boundary survey, house location diagram, plat, or other diagram showing distances from proposed work to property lines and/or corner markers, and showing locations of all trees, plants, and other historic features.
 - c) Copy of work plans and elevations drawn to scale as noted on the plan legend, to include the footprint of proposed work, staging areas, and equipment access ways. Work plans shall include protection and remediation measures for potential disturbance of trees, shrubs, and other historic features.
 - d) Fee payable to the Town of Washington Grove (cash or check).
 - e) Public Improvement Agreement with bond (when applicable).
3. A PW&P permit application must be received in Town Office on or before the second Wednesday of the month prior to the PC meeting at which the permit will be reviewed (this will be in the following month). This timing ensures the HPC will be able to complete their review before the PC meeting. In the case of a utility emergency, a waiver may be obtained from the Mayor of the Town of Washington Grove. Once the emergency has passed, if further work is required, it will follow the procedures described herein.
4. The applicant must post a “Notice To Neighbors” sign within 7 days of receiving it from the Town Clerk. The PC will not act on an application unless the “Notice To Neighbors” sign was posted in a timely manner (at least 7 days before the PC meeting) as confirmed by the PC.
5. After the Town Office receives the application, the Planning Commission and the Historic Preservation Commission or their assigned representatives will determine if the application and supplementary materials are sufficient for their review. If not, the applicant will be informed and the entire application returned to the applicant. If Town trees/shrubs will be impacted the application should be forwarded to the Chair of the F&B Committee for review at least a week before the next Planning Commission meeting.
6. After receiving the application for a permit, the Planning and Historic Preservation Commissions will review the entire package at their respective scheduled monthly meetings. Assuming all the desired information has been provided. The HPC will provide its Review with a copy to the Applicant, and a decision will be rendered by the PC. Once the permit is approved, the application & submitted plans will be stamped and returned to the applicant.
7. The issuance of a Public Ways and Property Permit by the Town of Washington Grove does not preclude the need to obtain a Montgomery County permit. The Montgomery County Department of Permitting Services can be contacted at 311 or 240-777-0311 for additional information.
8. If the Town denies the permit, the application will be so stamped and returned to the applicant including the grounds for denial.

9. The operation of the Town government is dependent on volunteers and every effort is made to review applications promptly. Questions regarding status of applications should be directed to the Planning Commission Chairman. Please call the Town Office for contact information.
10. This permit is valid for 90 days unless otherwise noted.
11. This permit is **NOT** transferable.

ARTICLE III. TRAFFIC, VEHICLES, TRANSPORTATION, PUBLIC WAYS AND TOWN PROPERTY

Section 14. Construction in Public Ways and on Town Property

For purposes of this Section:

1. "person" includes individual, firm, association, partnership, corporation, utility, governmental body, or combination thereof.
 2. "public way" includes any street, avenue, road, highway, lane, alley or other right of way under the jurisdiction of the Town, including curbs, gutters, sidewalks or storm drainage facilities.
- (a) It shall be unlawful for any person to perform any excavating or other work either in the public ways or on town property not in the public ways without first obtaining a permit from the Town through its Planning Commission at a fee established by Article XVI, Section 10, Public Ways and Property Permit Fee. Prior to its consideration of a permit application, the Planning Commission may require the applicant to provide such information as is necessary for the review. In the case of a utility emergency, a waiver may be obtained from the Mayor.
- (b) A bond based on the nature and extent of the proposed work may be required.
- (c) In addition to any other enforcement available by law, the Mayor may issue a Stop Work Order against any person violating this section. No person shall continue to work in violation of the provisions of a Stop Work Order still in effect and operation. Failure to comply with a Stop Work Order is a violation of this Article.
- (d) This section does not apply to ordinary maintenance and repair to existing residential driveways and parking areas.
- (e) The Planning Commission will review the location, character, and extent of the proposed work for consistency with the Washington Grove Master Plan, and/or with other evaluation criteria contained in the Town Charter, enacted Town ordinances, or adopted Town resolutions.
- (f) The submission to the Planning Commission shall be considered approved if the Planning Commission fails to act on the submission within 60 days after the date it was submitted; except that the Planning Commission, by resolution, may extend this time limit by 30 days.

ARTICLE XVI. SCHEDULE OF FEES

Section 11. Public Ways and Property Permit Fees

(a) Application Fee –

1. For proposed work in a public way or on Town property that is adjoining real property owned by the applicant, the public ways and property permit application fee is \$10.00.
2. For all other proposed work in a public way or on Town property, the public ways and property permit application fee is \$100.00.

(b) Agreement Fee – The public ways and property agreement fee is \$500.00 for a single agreement that includes up to five communications facilities, with an additional \$100.00 for each communication facility beyond five.

(c) Use Fee – The public ways and property use fee is \$270.00 per communication facility recurring on an annual basis.

ARTICLE XVIII. SMALL WIRELESS TELECOMMUNICATIONS FACILITIES

(Complete Article XVIII is available on <http://www.washingtongrovermd.org/>)

Permit or PW&P Permit – A written authorization (in electronic or hard copy format) to install, at a specified location(s) on the PW&P, a communications facility, tower or a pole to support a communications facility, and issued in conformance with this Article and also with the Town’s Article III, Section 14, Construction in Public Ways and on Town Property.