



City of Glenarden
"A City on the Move"
 James R. Cousins Building
 8600 Glenarden Parkway
 Glenarden, Maryland 20706

STREETS & SIDEWALKS

Application for Streets and Sidewalks

INTAKE
 Received by: _____
 Date: _____

Date of Application

| SITE INFORMATION | | | | |
|--------------------------|-------------------|--------------|----------|-------------------|
| Site Location (Address): | Land Tax Account: | Subdivision: | Tax Map: | Payment Received: |
| City/State/Zip: | Lot: | Block: | Parcel: | Received By: |
| | | | | Date Received: |

Type of Permit: (Please check one)

Utility Cut
 Maintenance of Sidewalk and/or Driveway

UTILITY CUT PERMITS:

Type of Utility: (Please check one)

Electric
 Gas
 Water
 Telephone/Fiber Optic
 Cable Communication
 Other Explain: _____

Application Package Requirements

- Completed application checklist
- Signed Checklist
- Filing fee payment
- Required plans and cost estimate (see application checklist)

Type of Utility Cut: _____

Length of time utility cut will be open: _____

Describe Maintenance of Traffic methods and materials: _____

SIDEWALK AND DRIVEWAY MAINTENANCE PERMITS:

Type of Maintenance Work: (Please check all that apply)

Sidewalk
 Driveway apron
 Sod

Application Package Requirements

- Completed application checklist
- Signed Checklist
- Filing fee payment
- Required plans and cost estimate (see application checklist)

As property owner, I am applying to the City of Glenarden to have the repairs to the sidewalk, driveway apron and sod be completed by the City of Glenarden Department of Public Works.

As property owner, I will repair and maintain the sidewalk, driveway, and sod per City of Glenarden and Prince George's County requirements.

| PROPERTY OWNER INFORMATION | |
|----------------------------|-----------------|
| Name: | |
| Address: | City/State/Zip: |
| Telephone Number: | |

Authorization:

I hereby certify that I am the property owner, that the application is correct, and that the sign erection will advertise the legal use located on the same property as the sign and constructed in accordance to the Building and Electrical Code, as appropriate.

Signature _____ Print Name _____ Date _____

| FOR OFFICE USE ONLY | |
|---------------------------------|----------------|
| Permit Review Committee Review: | Date Approved: |
| | Date Rejected: |
| City Council Review: | Permit Number: |
| | By: |
| Code Enforcement Review: | Filing Fee: |
| | Permit Fee: |



City of Glenarden

"A City on the Move"

James R. Cousins Building
8600 Glenarden Parkway
Glenarden, Maryland 20706

STREETS & SIDEWALKS

Application for Streets and Sidewalks / UTILITY CUTS

Contractor/Company Name: _____
Owner's Name: _____
Address: _____
Property Address: _____
Phone: _____ Fax: _____ Email: _____

CHECKLIST

A. Submit five copies of a site plan showing the locations of proposed utility cuts in the right-of-way.

- _____ 1. Site plan showing proposed utility locations and proposed utility cuts in the right of way to provide service to the subject property
- _____ 2. Sealed Plan, by a qualified professional, legal boundaries with bearing and distance drawn to a scale of 1" = 10', 1" = 20', 1" = 30', 1" = 50' or 1" = 100', include a graphic scale
- _____ 3. Adjacent landowners/zoning
- _____ 4. Proposed utility locations and proposed utility cuts in the right of way to all property lines
- _____ 5. Limits of disturbance
- _____ 6. Type of utility, name and contact information of company doing work and person/company responsible for restoring the road base to its former condition, MD license number
- _____ 7. Existing and proposed contours
- _____ 8. Total acreage of the subject property
- _____ 9. Plan legend, graphic scale and north arrow
- _____ 10. Length of time utility cut will be open
- _____ 11. Description of maintenance of traffic including methods and materials

APPLICATION & PERMIT FEE

Refer to Fee Schedule

Check or money order should be made payable to: City of Glenarden. Application fee due at time of application submission. Permit Fees due to prior to issuance of permit.



City of Glenarden
"A City on the Move"
 James R. Cousins Building
 8600 Glenarden Parkway
 Glenarden, Maryland 20706

STREETS & SIDEWALKS

Application for Streets and Sidewalks / SIDEWALK AND DRIVEWAY MAINTENANCE

Contractor/Company Name: _____
 Owner's Name: _____
 Address: _____
 Property Address: _____
 Phone: _____ Fax: _____ Email: _____

Any person who enters or crosses over the public right-of-way for the purpose of engaging in construction on adjacent or adjoining property shall be responsible for the repair of any damage to a sidewalk, driveway apron, sod, street, curb or gutter within the right of way adjacent to the construction site, and the work shall be done in accordance with county standards.

CHECKLIST

A. Letter of request from property owner to the Department of Public Works to survey the repairs needed and estimate the actual cost to the City of Glenarden to perform the work.

- _____ 1. Letter of request addressed to Department of Public Works
- _____ 2. Address:
 City of Glenarden, Department of Public Works
 Attn: Streets and Sidewalk Maintenance
 8600 Glenarden Parkway
 Glenarden, MD 20706

B. Agreement from the property owner requesting that the City of Glenarden, Department of Public Works repair the damage in the public right-of-way

- _____ 1. Letter of request addressed to Department of Public Works
- _____ 2. Address:
 City of Glenarden, Department of Public Works
 Attn: Streets and Sidewalk Maintenance
 8600 Glenarden Parkway
 Glenarden, MD 20706
- _____ 3. Deposit for 50% of the estimated cost

OR Letter to the Department of Public Works notifying the City of Glenarden that he/she will be responsible for all repairs to the sidewalk, driveway apron and sod.

- _____ 1. Letter of request addressed to Department of Public Works
- _____ 2. Address:
 City of Glenarden, Department of Public Works
 Attn: Streets and Sidewalk Maintenance
 8600 Glenarden Parkway
 Glenarden, MD 20706
- _____ 3. Bond for work as follows:
 Damages to curb, and sidewalk only: See Fee Schedule
 Damages to single driveway, curb, apron, sidewalk: See Fee Schedule
 Damages to double driveway, curb, apron, sidewalk: See Fee Schedule
- _____ 4. Upon completion of repairs, responsible party shall notify Department of Public Works in writing and request and inspection for release of bonds.

APPLICATION & PERMIT FEE

Refer to Fee Schedule

Check or money order should be made payable to: City of Glenarden. Application fee due at time of application submission. Permit Fees due to prior to issuance of permit.