



# Town of Easton

Engineering Department

14 South Harrison Street

Easton, Maryland 21601

Telephone 410-820-8822

## Application for Right of Way Access Permit

A Right of Way Access Permit is required for all work completed in the Town of Easton Right of Way and Easements. This application must be accompanied by Two sets of construction documents.

### Part 1: Subject Property

<input style="width: 95%;" type="text"/> Application Date	<div style="border: 1px solid black; padding: 5px;"> <b>Office Use Only</b>          Received Date ____ / ____ / ____          Permit Number _____          Total Permit Fees \$ _____       </div>
Street Address(es) <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	
Location Description (if no address) <input style="width: 95%; height: 40px;" type="text"/>	

### Part 2: Contractor Information

<input style="width: 95%;" type="text"/>	Company / Contact
<input style="width: 95%;" type="text"/>	Address
<input style="width: 95%;" type="text"/>	City, State and Zip Code
<input style="width: 95%;" type="text"/>	E-Mail and Telephone Number
<input style="width: 95%;" type="text"/>	License Numbers

### Part 3: Description of Proposed Work

<input style="width: 98%; height: 20px;" type="text"/>
<input style="width: 98%; height: 20px;" type="text"/>
<input style="width: 98%; height: 20px;" type="text"/>

### Part 4: Project Details

Number of Linear Feet along ROW	<input style="width: 95%;" type="text"/>	Estimated Start Date	<input style="width: 95%;" type="text"/>
Square Feet of Road to be disturbed	<input style="width: 95%;" type="text"/>	Estimated Completion Date	<input style="width: 95%;" type="text"/>
Square feet of Sidewalk/Curb/Gutter to be disturbed	<input style="width: 95%;" type="text"/>	Traffic Control Required	Y / N
<b>Check all that apply</b>			
<input type="checkbox"/> Public Utility	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Sewer	<input type="checkbox"/> Electric
<input type="checkbox"/> Private Utility	<input type="checkbox"/> Water	<input type="checkbox"/> Fiber/Telephone	<input type="checkbox"/> Gas

### Part 5: Certification

The Right of Way Access Permit is to be issued in accordance with the Town of Easton Design Manual for Permits and Installations in the Right of Way was adopted by the Town Engineer in accordance with Ordinance 731.

Upon receipt of the approved Right of Way Access Permit, work may commence. A Right of Way Access Permit will expire if work is not started within 6 months of Approval Date or if work is not completed within one (1) year of Approval Date. A Right of Way Access Permit extension must be requested in writing prior to expiration date(s).

Additional Permits and/ or License Agreements may be required, Please check with The Town Engineer's Office for confirmation.

The applicant hereby certifies and agrees as follows: (1) that he/she is authorized to make this application; (2) that the information is correct and is a full disclosure of the project; (3) that he/she will comply with all regulations of the Town of Easton and State of Maryland which are applicable hereto; (4) that he/she will perform no work on the above property not specifically in this application.

<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
Signature of Applicant	Printed Name of Applicant

**Applicant Information**

<input style="width: 95%;" type="text"/>	Company/ Contact
<input style="width: 95%;" type="text"/>	Address
<input style="width: 95%;" type="text"/>	City, State and Zip Code
<input style="width: 95%;" type="text"/>	E-Mail and Telephone Number

**Part 7: Submission Requirements**

<input type="checkbox"/> Construction Drawings: Two (1) hard Copies, One (1) Digital Copy
<input type="checkbox"/> Fee - see current Town of Easton Schedule of Fees

<b>For All Plan Reviews (As Applicable)</b>
<input type="checkbox"/> SWM Easement and Declaration of Covenants Recorded
<input type="checkbox"/> Public Works Argeement Recorded
<input type="checkbox"/> Utility Easements Recorded
<input type="checkbox"/> Completed Cost Estimate Form
<input type="checkbox"/> SWM and ROW Surety/Bond/ Letter of Credit/ Cash Agreement (to follow approved Cost Estimate)
<input type="checkbox"/> Copy of SHA Access Agreement
<input type="checkbox"/> MDE Non-Tidal Wetland Permit No. _____
<input type="checkbox"/> MDE NPDES Notice of Intent No. _____
<input type="checkbox"/> License Agreement Recorded
<input type="checkbox"/> Any necessary easements from adjacent property owners (if applicable)

**When is a Right of Way Permit Required?**

- For all work in the Town Right of Way, To include but not limited to:
  - Private and Public Utilites
  - Water, Sewer, Gas, and Electric Services, including new serives, replacement services, and repairs
  - Anytime the sidewalk, curb, gutter, or road is to be installed, removed, replaced, or modified in any way
  - Installation of any devices, signs, etc.

**All repairs must comply with the applicable Town Standard Detail and the Town of Easton Design Manual for Permits and Installations in the Right of Way**

For Sidewalk Repairs please contact Town of Easton Public Works at 410.822.0513

**Office Use Only**

Date of Approval _____	License Agreement Required <input type="checkbox"/> Y <input type="checkbox"/> N
Date Fee Received _____	Date Recorded _____