



Town of North East Construction and/or Use Authorization Instructions

1. A site plan, plot plan, or plat with lot lines identified.
 - ✓ Label dimensions of the property
 - ✓ Show the location of existing and proposed buildings on the lot
 - ✓ Show on drawing how far the proposed structure(s) are set back from the front, rear and side yards lines
 - ✓ Show location of the water meter
 - ✓ Include suitable notations to identify the proposed project or proposed change of use of all land and buildings on the property.
 - ✓ Show the topographic features of property
2. Complete construction plans for any construction associated with this project or use. If you have any questions what to include, contact Cecil County Permits and Inspection at 410-995-5235 for clarification.
3. If this is a use authorization, identify existing uses and proposed uses, both the inside and outside
4. Current deed of the property where the construction or change of use is to take place.
5. Please note that in some instances in order for the Town to verify the property lines for the purpose of the enforcement of the Zoning Regulations, the applicant may be required to submit a boundary survey or location survey, or may be required to have the lot staked by a competent surveyor.
6. Number of plans to submit: It is the applicant's responsibility to contact Cecil County Permits and Inspection at 410-995-5235 to verify the quantity of construction plans or use plans that their department requires. Applicant shall also inquire from the office of Permits and Inspections whether the plans will require an engineer or architect seal.

The submission package to the Town of North East shall include the quantity required by the County PLUS one additional set (which the Town shall retain). Upon approval from the Town, all of the construction plans and/or use authorization plans shall be endorsed with the Town's approval stamp and shall be given to the applicant to bring to the County along with the Town's Construction/Use Authorization along with an approval letter.

7. Property Owner's Signature on the application: Please note that this office shall require that the signature of the property owner(s) who are outlined on the deed on the Construction Authorization/Change of Use Authorization. If the property owner is not able to come in and sign the application, the Town shall accept an original letter from the owner of the property, with signature(s) from all owners listed on the deed which grants authority for the construction. If the property owner is a corporation and/or agency, the applicant shall submit an original letter with the letterhead of the corporation/agency and the letter shall outline who will have the authority to apply for the construction authorization(s), and the letter shall be signed by all owners of the corporation.
8. Fee: \$35.00 application fee shall be included with submittal. Make check payable to the Town of North East.
9. Approval: After approval is granted from the Town, applicant shall bring the Town approval letter and plans to the Cecil County Department of Permits and Inspection to obtain a County Permit prior to commencement of project or use.

Please note: If it is determined that water and/or sewer allocation is required for this construction project or the proposed change of use, allocation shall be secured prior to the Town's endorsement of approval.



The Town of North East - 106 South Main Street, North East MD 21901
Fax: 410-287-8267 Telephone: 410-287-5801

Sample Plot Plan

In order to facilitate your construction authorization application, please provide all measurements indicated on this sample plot plan.

Checklist of Measurements

- (A) Length of Lot Line
- (B) Width of Lot Line
- (C) Length of House
- (D) Width of House
- (E) Area of Driveway (L x W)
- (F) Area of Walkway(s)
- (G) Area of Porch or Patio
- (H) Area of Accessory Building
- (I) Area of Proposed Addition
- (J) Distance of Proposed Addition to Left Side of Property Line
- (K) Distance of Proposed Addition to Right Side of Property Line
- (L) Distance of Proposed Addition to Rear Property Line
- (M) Area of Swimming Pool
- (N) Stormwater direction on Property (indicate on plan)
- (O) Topography - Slope of Ground (indicate on plan)

