



UTILITY CONSTRUCTION PERMIT APPLICATION
Town of North East, MD 21901-0528
PO Box 528 / 106 South Main Street
Phone 410-287-5801 x107

Applic. Recd.

Applic. No.

ADDRESS OF PROPOSED CONSTRUCTION: _____

MAP NO.	PARCEL NO.	LOT NO.	SECTION NO.	ZONING

APPLICANT _____

APPLICANT COMPANY AND ADDRESS _____

APPLICANT PHONE NUMBER _____ FAX NO. _____

PROPERTY OWNER _____ PHONE NO. _____

EMAIL ADDRESS: _____

CONTRACTOR NAME _____ PHONE NO. _____ EMAIL: _____

CONTRACTOR ADDRESS _____

SECTION 2.1. ITEM viii. COMPLETE DESCRIPTION OF WORK:

PROPOSED BEGIN CONSTRUCTION DATE:

SECTION 3.00 OF THE REGULATIONS, ATTACHED. DRAWINGS SHALL BE ATTACHED WITH PERMIT APPLICATION

SIGNATURE OF OWNER OR OWNERS REPRESENTATIVE _____

DATE _____

FOR USE OF OFFICE STAFF ONLY

MINIMUM YARD REQUIREMENTS: Applicant shall construct in accordance with the following:

1. Front yard depth to be no less than _____ feet from front property line.
2. Rear yard depth to be no less than _____ feet from rear property line.
3. Side yard depth to be no less than _____ feet from side property line.
4. Other(s): _____

FLOODPLAIN: Are floodplain regulations applicable to this authorization? _____ YES _____ NO

CHESAPEAKE BAY CRITICAL AREA:

Critical Area Designation _____ Total Disturbed Area _____

Is mitigation required? YES NO If yes, mitigation requirements are outlined on approval letter.

TOWN APPROVAL _____ DATE _____

(SEE ATTACHED LETTER OF CONDITIONS FROM THE TOWN)



TOWN OF NORTH EAST

OFFICE OF PLANNING AND ZONING

106 South Main Street
P. O. Box 528
North East, Maryland
21901-0528



410-287-5801
410-287-8267 Fax



www.northeastmd.org

TO: Applicant
FROM: Betsy Vennell, Director of Planning
RE: Town of North East – Utility Construction Permits

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In accordance with the Code of Ordinances of the Town of North East, Article 8. Road Code Standard Specifications and Details. Attached please find the process for obtaining a Utility Construction permit for work in the Town of North East Public Right of Way. The application fee is \$100.00, please make check payable to the Town of North East. If you have any questions regarding your submittal, please contact the North East Planning Department at 410-287-5801. Submit applications to: Betsy Vennell, Director of Planning; Town of North East, 106 South Main Street, North East, MD 21901

Please note: Per the Code of Ordinance, the following terms shall be revised wherever they appear:

### 1.01 DEFINITIONS

In general, the following terms shall be revised wherever they appear:

1. "Commissioners", "County Commissioners", "The Board of County Commissioners (of Cecil County)", "County Commissioners of Cecil County", shall be construed in the non-generic sense to mean "The Mayor and Commissioners of the Town of North East" or "The Town of North East".
2. "Cecil County Department of Public Works", "Department of Public Works", "Department", and "Director" shall be construed to mean "The Town of North East" or "Consulting Engineer for the Town of North East" and/or "Town Engineer", "Supervisor of Town of North East Maintenance Department or his designee".
3. "Cecil County", "County" or "Cecil County, Maryland" shall be construed in the non-generic sense to mean "Town of North East" or "Town of North East, Maryland".
4. "Engineer" shall be construed to mean "Consulting Engineer for the Town of North East" and/or "Town Engineer".
5. "Cecil County Subdivision Regulations" shall be construed to mean "Town of North East Subdivision Regulations".

# **APPENDIX**

## **A**

# **Rules and Regulations for Utility Construction Permits**

**APPENDIX A**  
**RULES AND REGULATIONS FOR**  
**UTILITY CONSTRUCTION PERMITS**

Pursuant to Part 6 of the Cecil County Road Code and Standard Specifications the following Rules and Regulations are established for the purpose of regulating the construction of utility work performed in the rights-of-way and/or easements owned and/or maintained by the Cecil County Department of Public Works.

1.00      **DEFINITIONS**

- 1.01 Division Chief – Chief of the Cecil County Department of Public Works Roads Division or designee.
- 1.02 Department – The Department of Public Works Roads Division.
- 1.03 Utility – Any utility company, contractor, subcontractor or representative.
- 1.04 Applicant – A Utility which completes a permit application.
- 1.05 Permittee – An applicant which has received an approved permit.
- 1.06 Work Site – The location of construction activities described in the permit.
- 1.07 Contractor – The name of the company actually performing the work. This includes any subcontracting company link in the chain between the Applicant/Utility and the crew actually performing the work.
- 1.08 Contact – The responsible person(s) to whom the Director may contact to discuss work site activities and direct corrective measures as necessary.
- 1.09 M.U.T.C.D – Manual on Uniform Traffic Control Devices (Federal).
- 1.10 Utility Construction Permit – A permit issued in accordance with these Rules and Regulations regulating the construction of utilities within Cecil County and/or maintained rights-of-way and/or easements.

2.00      **PERMIT REQUESTS**

- 2.01 Each applicant shall complete and file with the Cecil County Department of Public Works Roads Division a request for a utility permit which contains the following information:

- i. Applicant (Utility Company) name, address, city, state, zip code
- ii. Applicant contact name, telephone number.
- iii. Utility job number and application date.
- iv. Contractor name, address, city, state, zip code.
- v. Contractor contact name, telephone number.
- vi. Signature of applicant and printed (or typed) name
- vii. Proposed location of work and ADC map grid.
- viii. Complete description of work and begin construction date.

2.02 The "Applicant" portion of the request must be completed in full before review of the request can begin.

2.03 Utility Permits shall not exceed 10,000 linear feet of proposed utility construction. Additional Utility Permits may be filed for utility projects in excess of this limit.

3.00 DRAWINGS TO BE FILED WITH PERMIT REQUEST

3.01 Each applicant shall have attached drawings as follows: (2) copies drawn to an appropriate scale, folded 8 1/2" by 11' in size, showing clearly the following information:

- i. Property lines
- ii. Road right-of-way
- iii. Road names
- iv. Road features (i.e., width, curbing, sidewalks)
- v. Other utility lines and structures
- vi. Street addresses, pole, pedestal and box numbers
- vii. All proposed utility work
- viii. Proposed disturbed areas, staging areas
- ix. Proposed sediment controls
- x. Traffic control plan (as required)

3.02 During review of the request the Division Chief may request that additional information be submitted in order to make determinations on impacts on other utility or road improvements, and for further clarifications as necessary.

3.03 Upon completion of the application, the Department will approve or disapprove the application as submitted. The applicant will be notified of the status of the application, either by receipt of the permit (approved or disapproved) or by request for additional information.

3.04 The approved access permit shall be valid for a period of one year from the date of issuance.