



## DRIVEWAY/APRON PERMIT APPLICATION

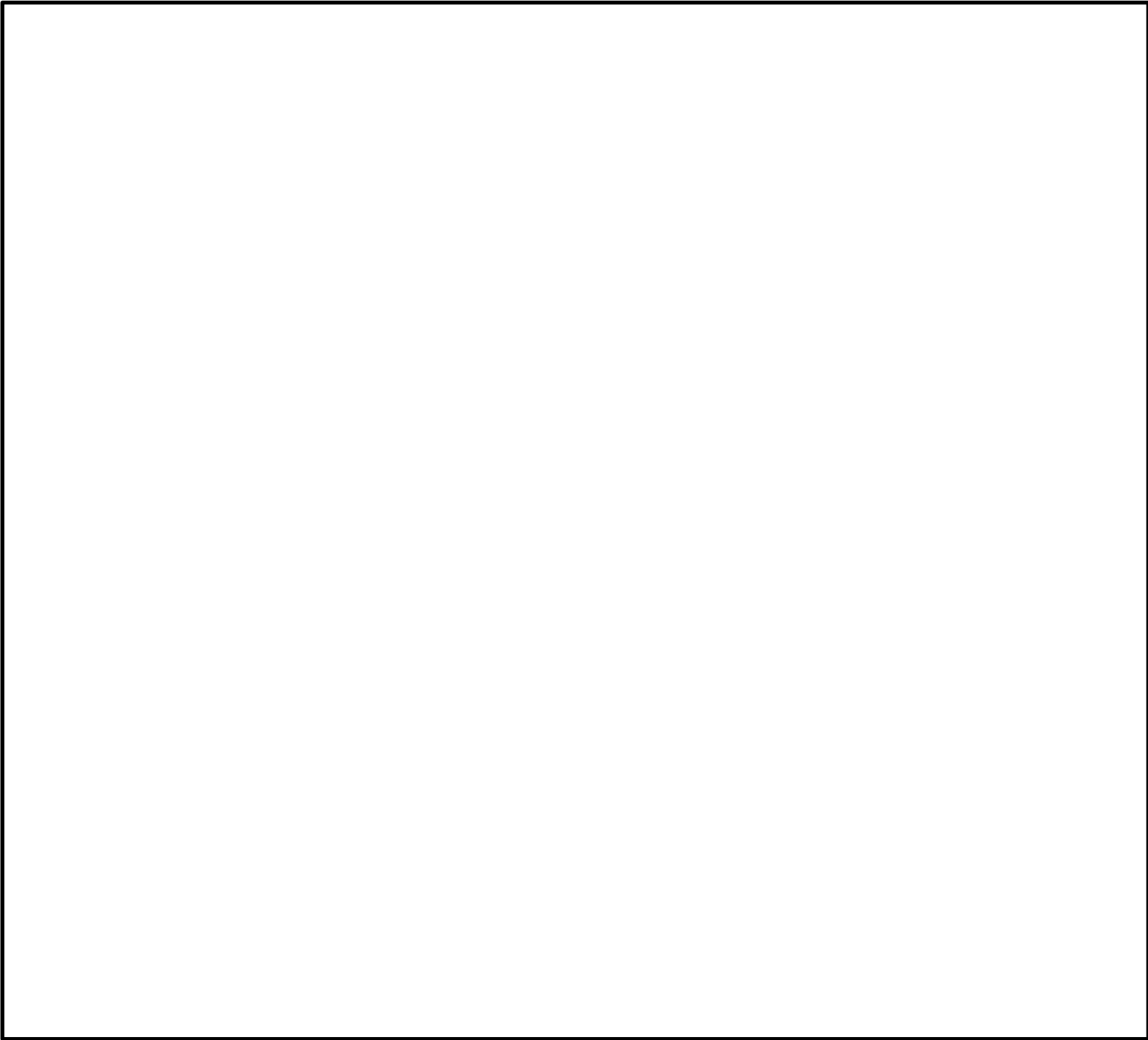
Location of Project: _____	
Owner Information: Name: _____ Address: _____ City: _____ State: _____ Zip: _____	Owner Contact: Daytime Phone: _____ Other Phone: _____ Email: _____
Contractor Information: Name: _____ Address: _____ City: _____ State: _____ Zip: _____	Contractor Contact: Daytime Phone: _____ Other Phone: _____ Email: _____
<p>Please Note: Prince George’s County Department of Permits, Inspections and Enforcement is the primary authority and has inspection responsibility for all projects in the Town of Cheverly when a county permit is required. Owners/contractors must obtain a Prince George’s County Building Permit or confirm that a county permit is not required before submitting this application.</p> <p><b>When issued, a copy of all County Permits and/or Variances are required to be submitted along with this application.</b></p>	
<input type="checkbox"/> I have attached a copy of the Approved County Permit #: _____ Issue Date: _____	
<input type="checkbox"/> I have confirmed that No County Permit is required. Applicant’s Initials: _____ Date: _____	
Is the permit for new construction? <input type="checkbox"/> NO <input type="checkbox"/> YES Are there any trees in the path of the driveway? <input type="checkbox"/> NO <input type="checkbox"/> YES Is the permit for a replacement driveway? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES: Same size as removed? <input type="checkbox"/> NO <input type="checkbox"/> YES	
Please provide a footprint diagram of the lot and all existing and/or proposed structures and pavements. Include a description and the square footage chart on the space provided on the reverse side of the form. A sample form is available on the general information sheet.	
_____ <i>Signature of Applicant</i>	_____ <i>Date</i>
<b>FOR OFFICE USE ONLY</b>	
Application Received on: _____ Application Reviewed by: _____ Date: _____ Technical review required? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Public Works site visit   Date: _____ Inspector: _____ Initial Site Approval? <input type="checkbox"/> YES <input type="checkbox"/> NO Why? _____	
Follow-up site visit   Date: _____ Inspector: _____ Initial Site Approval? <input type="checkbox"/> YES <input type="checkbox"/> NO Why? _____	
Pour and form inspection and approval   Date: _____ Inspector: _____	

Application Approved On: \_\_\_\_\_

Permit \_\_\_\_\_

# DRIVEWAY/APRON PERMIT APPLICATION

Please provide a diagram of the lot, indicate existing or proposed structure or pavement in the space below or  attach copy of site plan.

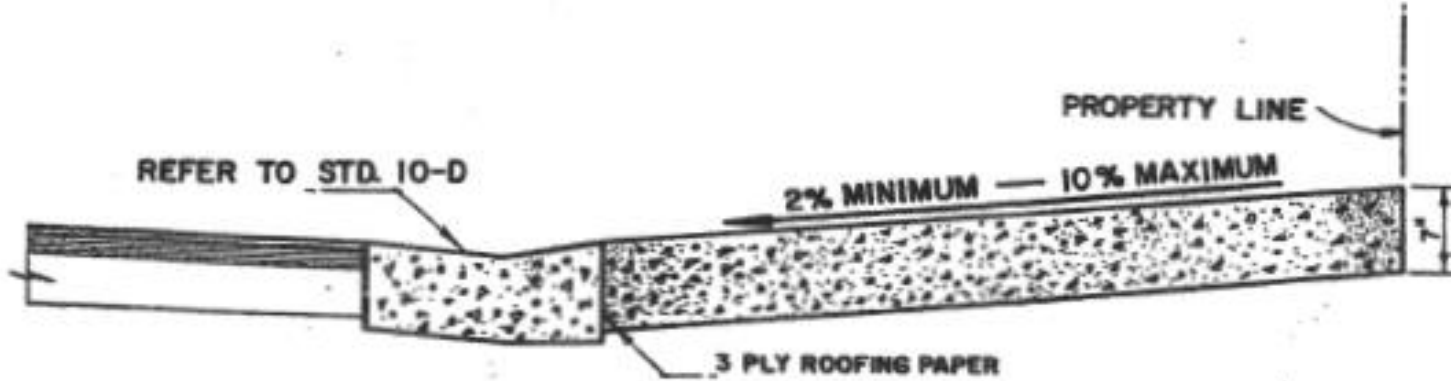
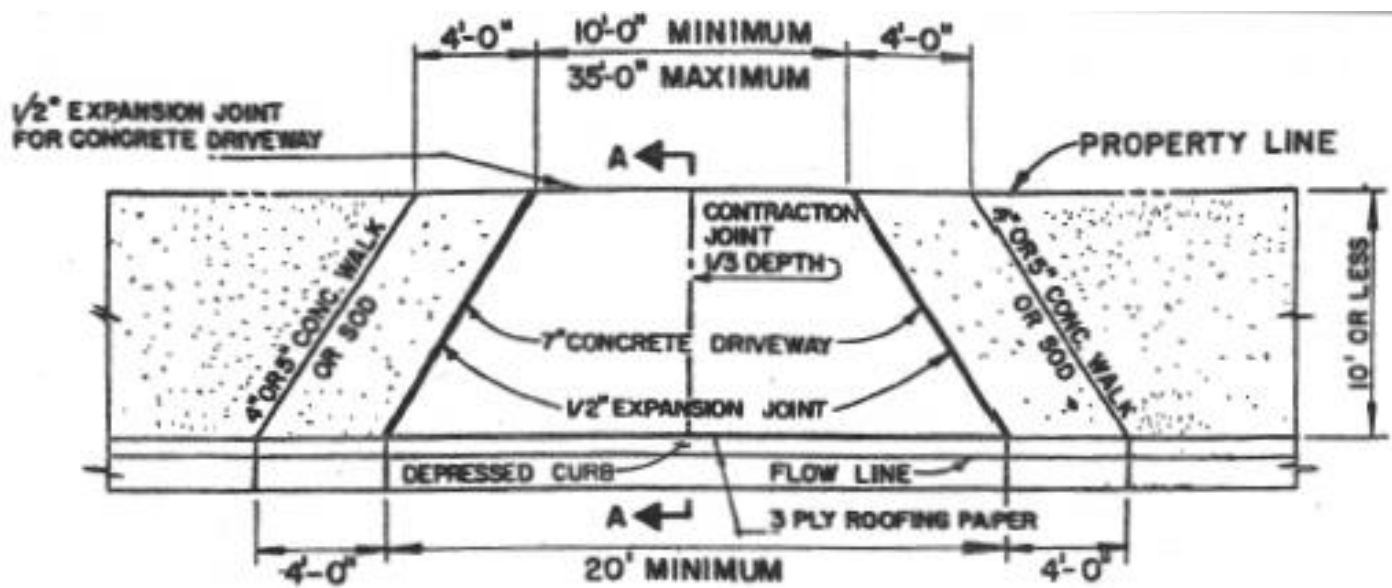


Please complete the following: (Square footage is determined by multiplying length by width)

<u>Description</u>	<u>Square Footage</u>	<u>Description</u>	<u>Square Footage</u>
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

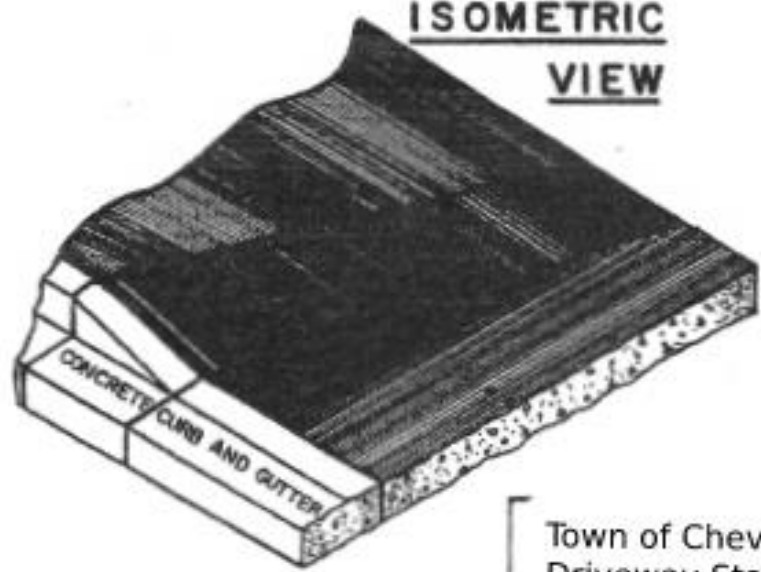
PLEASE NOTE:

YOU MUST CALL PUBLIC WORKS PRIOR TO POURING CONCRETE TO HAVE FORMS INSPECTED – 301-772-2666



**SECTION A—A**

**ISOMETRIC VIEW**



**GENERAL NOTES**

1. REFER TO MARYLAND STATE HIGHWAY ADMINISTRATION SPECIFICATIONS FOR MATERIALS AND METHODS OF CONSTRUCTION.
2. DRIVEWAYS TO BE MAINTAINED BY PROPERTY OWNERS.
3. ALL DRIVEWAYS DEPRESSED 2" AT PROPERTY LINE WHEN USING 8" CURB.
4. PROVIDE WEAKENED PLANE JOINTS AT MAXIMUM INTERVALS OF 15'.

Town of Cheverly Maryland Department of Public Works Driveway Standards where the Property Line is 10 feet or Less from the Face of the Curb

The Town's Code states that the erection, construction, alteration, or repair of any building or structure or the excavation therefor (except as provided below), or of any wall or fence, or of any artificial pond, pool or lake; or install or replace gutters, leaders and downspouts, drainage lines, private sidewalks, driveways, awnings or canopies, outdoor electronic broadcasting and receiving equipment, satellite dishes, carports, slabs, outside handrails, outside storage sheds, concrete or asphalt or brick (or combinations thereof) patios or paved areas of more than one hundred fifty (150) square feet, or undertake any other construction, alteration, repair, DEMOLITION, installation or replacement work requiring a Prince George's County building permit\* unless such person shall first make application to and obtain a permit for such work from the town. (\*The Town of Cheverly requires a town building permit for all fences or barriers regardless of height, even if the county does not issue one.)

Please email your approved Prince George's County Permit, County Application and Site Plan to **[codecompliance@cheverly-md.gov](mailto:codecompliance@cheverly-md.gov)** for review. Code Compliance will verify the information and then forward it to the Town Clerk. The Town Clerk will inform you of the permit fee payable to the Town of Cheverly via check or money order. Once payment is received you will receive your Town of Cheverly Permit electronically. You will need to display the permit in a prominent location so it can be easily viewed. To expedite the process, you may drop off your payment at Town Hall in the box labeled PERMITS. Code Compliance will check the box Mondays, Tuesdays, Thursdays, and Fridays between the hours of 8:00 am and 12:00 pm. Please contact Code Compliance to confirm they have received your permit fee; work can only begin after you have received your permit from the town.

Please feel free to contact Code Compliance at (240) 770-7647 or Town Hall at (301) 773-8360 with any questions.