



FREDERICK COUNTY, MARYLAND
DIVISION OF PLANNING AND PERMITTING

Department of Permits and Inspections
30 North Market Street • Frederick, MD 21701
Phone (301) 600-3474 • Fax (301) 600-2309

APPLICATION INFORMATION
DRIVEWAY ENTRANCE APRON PERMIT APPLICATION

Submission Requirements

Residential, Non Residential, Farm and Common Entrances

1. A completed Driveway Entrance Apron Permit Application.
2. Financial Security Requirements
- 2-A. **A Financial Security IS NOT required IF:** The approval of a Building Permit or Project Review depends on the construction of an acceptable Driveway Entrance Apron.
- The associated Building Permit may not receive a Use and Occupancy until the Driveway Entrance Apron is installed and passes inspection. **Building Construction cost must exceed \$3,675.00*
 - The pending project approval and/or plat recordation may not occur until the Driveway Entrance Apron is installed and passes inspection.
 - The proposed entrance apron is already secured as part of a current Public Improvement Agreement and permit.
- 2-B. **A Financial Security IS required IF:** There is no Building Permit or Project Review approval that can be made subject to the acceptable Driveway Entrance Apron construction.
3. One copy of a plan: *(See Minimum Plan Requirements on Page #2)*
- 3-A. **Residential and Farm Entrance Aprons** *(New Homes, Garages, Circle, Barns, Field etc.)*.
- New Primary or Secondary Entrances and Upgraded *(Widened)* Existing Entrances: One copy of a Final Recorded Plat *(if available)*. If a record plat is not available a drawing that conforms to the minimum plan requirements on Page 2, may be used.
 - Common *(Shared)* Driveway - New Entrance: Proposed common driveway plan that is currently pending approval **Must reference the Project ID Number*).
- 3-B. **Non-Residential Entrance Apron.**
- New Primary or Secondary Entrances where shown on an approved Public Improvement Plan. A single sheet from the approved plan that shows the proposed entrance location(s) **Must reference the Project ID Number* .
 - New Entrance NOT shown on an approved Public Improvement Plan. A revised Site Plan and/or Improvement Plan may be required. Contact Development Review Engineering for determination.

DRIVEWAY ENTRANCE APRON PERMIT APPLICATION (Continued)

Minimum Plan Requirements:

- Property Owner name(s)
- Acreage of the property
- Proposed Entrance Apron clearly identified
- Shape and size of property, including all property lines (and property line dimensions if possible)
- The visual site distance, left and right, of the proposed entrance (as viewed 7' back from the edge of the road in a seated position)
- The location and distance of surrounding entrance aprons within 100 yards of the proposed entrance.
- Street Address of property
- North direction arrow
- Existing Entrance Apron(s) clearly identified
- 4. A printout from the Maryland Department of Assessments and Taxation Real Property Data of the subject property, available at the following website: www.dat.state.md.us
- 5. Fees are due at the time of application. (*Fees are non-refundable*)
 - Driveway Entrance Apron Fee (*Residential & Non-Residential*)
 - Filing Fee (*Each*) ----- \$27.00
 - Review/Inspection Fee (*Each*) ----- \$77.00
 - Total Due ----- **\$104.00**
 - Security (*If Required*) shall be in the form of CASH or Check which will be deposited in the County Treasury in an escrow account.
 - Residential ----- \$3,675.00
 - Non-Residential ----- \$7,350.00

***NOTE:**

- Upon receiving a *PASSING* inspection of the constructed entrance apron, a refund of the escrowed funds will be mailed to the applicant in about 30-days.
- The application will expire 6 months from the date of application unless the driveway permit has been issued or an extension has been requested, justified, paid for, and approved.
- The fee to extend a permit application or a driveway permit is the minimum permit fee of \$49.00. Each request to extend shall be made in writing with justification and received in advance of expiration date.
- This Entrance Apron permit does not authorize any earth disturbance over 5,000 square feet or cut/fill over 100 cubic yards. A separate grading permit is required if either of these limits are expected to be exceeded. Working without a Grading Permit can result in civil penalties.

DRIVEWAY ENTRANCE APRON PERMIT APPLICATION *(Continued)*

PROCEDURES

STEP ONE - APPLY FOR THE DRIVEWAY ENTRANCE APRON PERMIT

Where to apply: Applications are accepted at the Department of Permits and Inspections at 30 North Market Street.

Business Hours: Applications are accepted Monday through Friday (excluding County Holidays) between 8:00 AM and 3:30 PM.*
**To assure adequate time to complete your application, please apply prior to 3:00 PM.*

STEP TWO – OBTAIN REVIEW APPROVALS

The Entrance Apron application will be reviewed by Permits & Inspections Engineering staff. If additional information is required from you, you will receive a HOLD notice in the mail.

**If a security is required you will be notified of a PASSING review and asked to deliver it at this time.*

***If you prefer, you may provide the security with the application, but please be advised, if the application fails review, it could take up to 30-days for the security to be refunded.*

ISSUANCE: The approved Driveway Entrance Apron Permit will be mailed to the applicant usually within 24 hrs of approval.

STEP THREE – OBTAIN INSPECTION APPROVALS

- INSPECTIONS:
- There is a non-mandatory pre-installation inspection, if desired.
 - There is a mandatory Final Inspection following the completion of the Driveway Entrance Apron. If PASSED, any approvals subject to the successful construction will be satisfied.¹ If applicable, any associated security will be released.

¹ Driveway Entrance Aprons that were **not** subject to a monetary security will receive a CERTIFICATE OF COMPLETION as notice of approval and the closing of the permit.

CONTACT INFORMATION

Inspections and General Information ----- (301) 600-3474

Permits & Inspections Engineering Staff ----- (301) 600-1560

DIVISION OF PLANNING AND PERMITTING
 DEPARTMENT OF PERMITS AND INSPECTIONS
 30 NORTH MARKET STREET
 FREDERICK, MARYLAND 21701



A/P#
Date Taken:
Taken By:

GENERAL INFORMATION (301) 600-3474

DRIVEWAY ENTRANCE APRON PERMIT APPLICATION

CONTACT INFORMATION

PROPERTY OWNER

Name(s):		
Current street address for above person(s):		
City:	State:	Zip:
Telephone No:		
Mobile Telephone No:		
E-mail Address:		

APPLICANT/CONTRACTOR

Name(s): (ONLY Complete if Applicant is different from Owner)		
Current street address for above person or company:		
City:	State:	Zip:
Contact Person for Contractor:		
Contact Telephone No:		
E-mail Address:		

PROPERTY INFORMATION

Current Property Owner(s):		
Street Address of Jobsite:		
City:	State:	Zip:
Description of Property Location if no Assigned Address:		
8-Digit Property Tax ID #		
¹ Entrance Aprons may be secured by HOLDING the U&O on a Building Permit where const. costs exceed \$3,675.00:	Building Permit No.	
² Common Entrance Apron Permits require the related Project No:	Project No.	

ENTRANCE APRON DETAILS

Area (length x width) of earth disturbed to install the apron and driveway:	Disturbed Area (Sq. Ft.)
Enter [Y] Yes or [N] No in Each Applicable Box	
Primary Residential Entrance Apron? ¹	
Primary Non-Residential Entrance Apron? ¹	
Secondary (additional) Entrance Apron? ¹	
Common (shared) Entrance Apron? ²	
Entrance is onto a dirt or gravel public road? ³	
³ Entrances onto a dirt or gravel public road do not require a paved/concrete apron nor the associated security.	

CERTIFICATION AND SIGNATURE OF RESPONSIBLE PERSON

I, the undersigned, do hereby declare that the information contained herein and on any accompanying documentation is true, correct and complete to the best of my knowledge, and that I have the authority to make this application. I further certify that duly authorized representatives of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials and plan conformance. I understand that providing false information or failing to comply with any of the terms and conditions set forth in this or accompanying documents may result in a Stop Work Order, Civil Penalty or Criminal Charges, depending on the severity, at the County's discretion.

Signature of APPLICANT

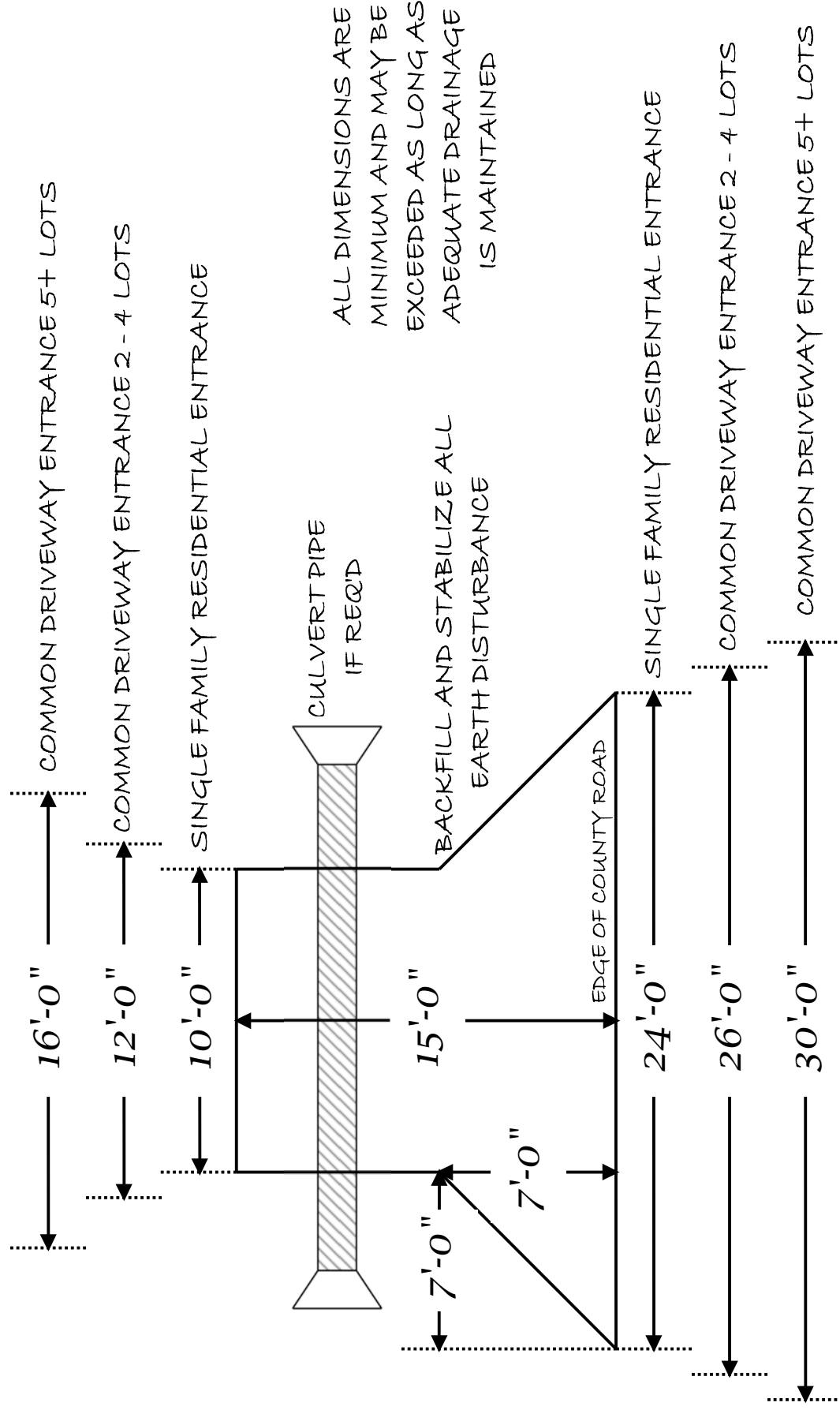
Date

Please Print Name

Nothing herein relieves the applicant from complying with any and all
 Federal, State and Local regulations that may also be necessary in conjunction with this application.

OPEN SECTION (GRASSED DITCH-LINE) DRIVEWAY APRON CONSTRUCTION SPECIFICATIONS

The following drawings and specifications represent optimum conditions of the roadway ditchline. If conditions exist that will not allow you to follow these specifications, you MUST request a WAIVER (included with this package).

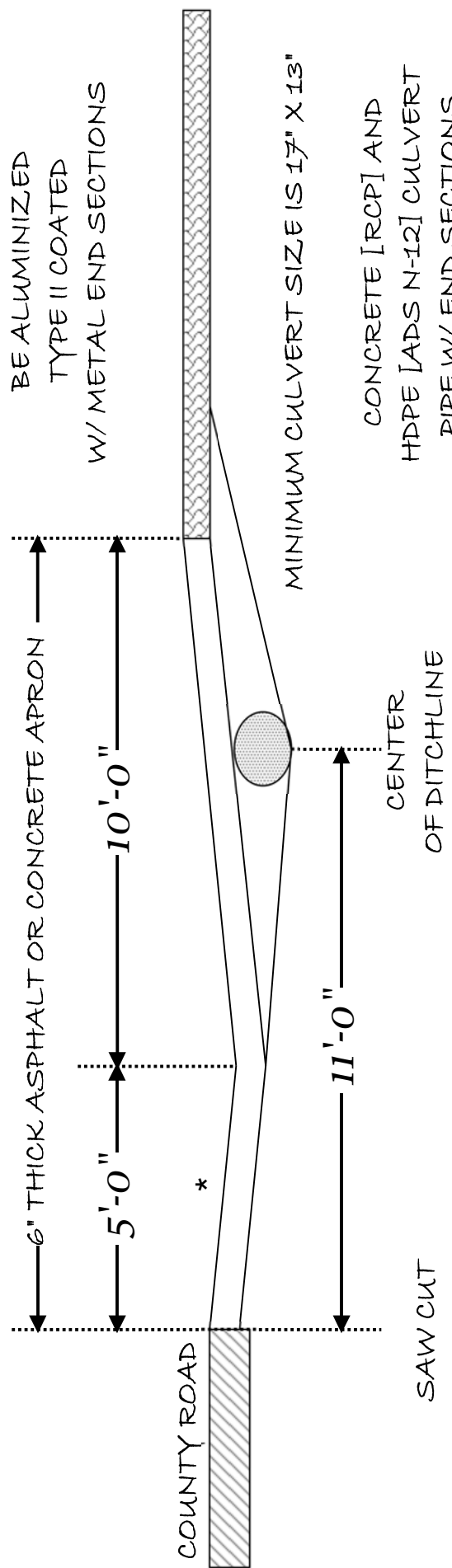


ALL DIMENSIONS ARE
MINIMUM AND MAY BE
EXCEEDED AS LONG AS
ADEQUATE DRAINAGE
IS MAINTAINED

PLAN VIEW

CROSS SECTION USING CULVERT PIPE

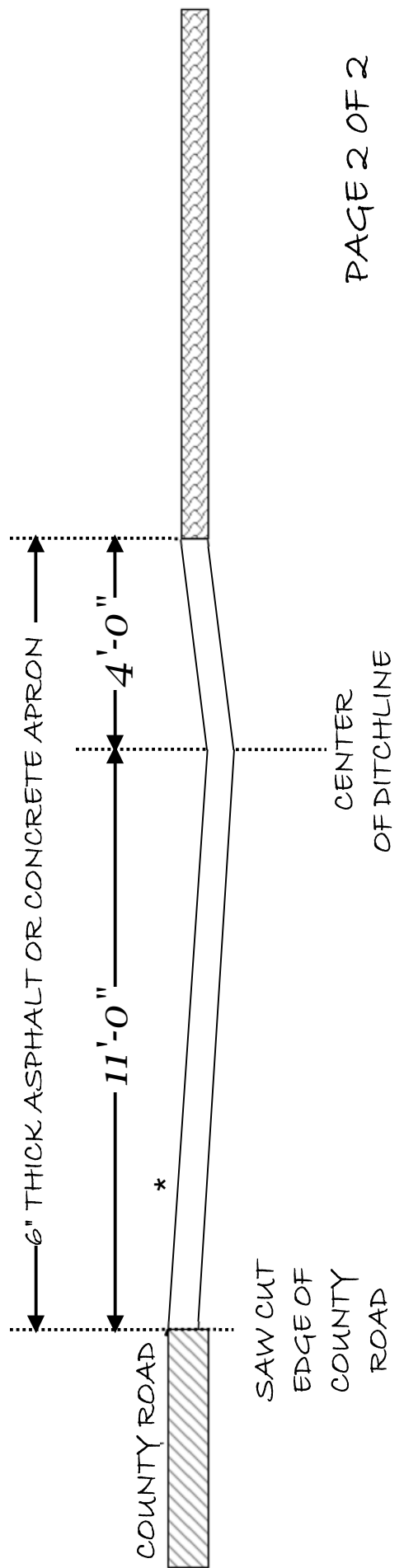
ALL METAL PIPES MUST BE ALUMINIZED TYPE II COATED W/ METAL END SECTIONS



MINIMUM CULVERT SIZE IS 17" X 13"
 CONCRETE [RCPI] AND HDPE [ADS N-12] CULVERT PIPE W/ END SECTIONS MAY ALSO BE USED

SAW CUT EDGE OF COUNTY ROAD * ALL APRON TYPES MUST FALL AWAY FROM THE COUNTY ROAD

CROSS SECTION USING SWALE



SAW CUT EDGE OF COUNTY ROAD



DRIVEWAY ENTRANCE APRON

REQUEST FOR WAIVER FROM STANDARDS

Permit No: _____

Request Date: _____ / _____ / _____

Requestor's Name: _____

Contact Info: _____

Submit Waiver Request To:
Division of Public Works - Utility Coordinator
355 Montevue Lane
Frederick, MD 21702
301-600-1669
UtilityCoordinator@FrederickCountyMD.Gov

Owner

Contractor

Other

Applicant requests a waiver from the standards and specifications for the driveway entrance apron...

Already Installed

-OR-

Proposed at the following location:

Location/Address: _____

Reason for Request: _____

Additional description, drawings or pictures may be submitted with request

OFFICE USE ONLY

Highway Operations Representative: _____

Date Reviewed: _____ / _____ / _____

WAIVER APPROVED: Due to extenuating circumstances, such as; existing road and/or drainage conditions, the aforementioned non-conforming existing or proposed driveway entrance apron is hereby acceptable by Frederick County Highway Operations.

WAIVER DIS-APPROVED: There is no viable reason to waiver from the standard driveway apron entrance profile or specifications.

Comments: _____
