



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

APPLICATION FOR RIGHT-OF-WAY UTILITY WORK

Please complete all below fields and submit to Town Hall or by email: Info@UpperMarlboroMD.gov

Utility Company/Contractor Contact Information:

Utility Company Name:	Utility Company Contact:
Utility Company Phone:	Utility Company Email Address:
*Contractor/ Project Contact Name:	*Contractor/ Project Contact Phone:
*Contractor/ Project Contact Email Address:	

Project Information:

Estimated Start Date:	Anticipated End Date:
Project Location:	Project Work Hours:
Will a Town Roadway Need to be Cut?	Square Feet of Roadway to be Cut:

Narrative:

In this area please briefly describe the: 1) Project description 2) Location of Utility Work 3) Traffic Control Plans:

**If Applicable/Optional*

Please read information on second page and sign →

Nancy C. Clagett
Commissioner/ Treasurer

Linda Pennoyer
Commissioner

James Storey
President

PHONE: 301-627-6905 • FAX: 301-627-2080

E-MAIL: info@uppermarlboromd.gov • WEBSITE: uppermarlboromd.gov

MAILING ADDRESS: P.O. Box 280 • Upper Marlboro, Maryland 20773

Per Town Ordinance 2017-04 Street Construction and Utility Cuts:

For a full version of this Ordinance visit the Town website UpperMarlboroMD.gov or contact Town Hall 301-627-6905

Ordinance 2017-04 Overview:

- A permit is required by this Ordinance can be obtained from Town Hall, the regulatory fees for which shall be established herein or amended by the Town Board of Commissioners
- Work Hours: No work shall be performed after 6:00 p.m. or before 7:00 a.m. without prior written approval. No work shall be permitted on Sunday or are legal Town holidays.
- Washington Suburban Sanitary Commission (WSSC), as a state agency, is exempt.
- Failure to abide by this Ordinance may result in a fine of not more than one thousand dollars (\$1,000) or imprisonment of not more than six (6) months, or both.

Town Permit Fees:

Special Utility Permit Fee – This permit typically covers completely new utility pipeline or facility construction and includes an administrative and inspection fee, a moratorium fee, if applicable, and any required engineering fee as follows:

- (I) Administrative and Inspection Fee – A \$250.00 flat or lump sum fee, plus \$2.00 per linear feet of installed utility within the paved area, \$.50 per linear feet for underground work outside the improved roadway, or plus \$.20 per liner feet for aerial utility facility installations;
- (II) Moratorium or Impact Fee - \$10.00 per linear foot of roadway cut paid for disturbance of streets less than five years old since paving; and
- (III) Engineering Fees – a variable lump sum as described in Section 10.

Maintenance Utility Permit Fee – This permit typically covers routine maintenance or repairs of existing facilities, which may be paid upon permit issuance or on a quarterly or other periodic basis in the form of an escrow account maintained by the Treasurer, and includes an application and processing fee, an administration and inspection fee, and any engineering fees as follows:

- (I) Application and Processing Fee - \$250.00;
 - (II) Administrative and Inspection Fee - \$125 for small cuts (i.e., < 100 sq. Ft.), \$300 for large cuts including other fees as further described in Section 3.3.2 of the County Specifications Manual; and
 - (III) Engineering Fees – A variable lump sum as described in Section 10.
- (3.) Extension fee – The Special Utility Permit shall be issued for a standard duration of 90 calendar days. A \$100.00 fee shall be paid to extend the duration of a Special Utility Permit.

NEXT STEPS:

After this application is properly filled out and submitted to the Town Hall, the application will be reviewed by the Board of Town Commissioners. If the Board approves the application, the Town will provide a Utility Work Permit with an expiration date set/approved by the Board.

By signing below, I certify that all provided information is correct and I understand the above guidelines for Roll-Off Container Permits according to Town Ordinance 2017-01.

Utility/ Contractor Representative: _____ Date: _____

APPROVAL OF BOARD OF TOWN COMMISSIONERS:		
	Approved: YES / NO	Date:
Fee Amount to be Charged:	Completion Date:	