

Instructions for Completing the Permit Application Form

1. **Application / Permit No.:** This blank is to be completed by DPW&T personnel only.
2. **Date:** The date that the application is submitted. This blank is to be completed by DPW&T personnel only.

SECTION I – TYPE OF PERMIT REQUEST

3. **Type of Permit Request:** Check the box adjacent to the type of permit, permit extension, or permit renewal that is being requested in the permit application. (Check one box only)
4. **Permit Number to be Extended:** If applying for an extension of a utility installation and upgrade permit, identify the permit number to be extended.
5. **Permit Number to be Renewed:** If applying for the renewal of an utility infrastructure maintenance permit, identify the permit number to be renewed.
6. **Remarks / Reason for need of extension:** Explain why an extension is required. Identify any special circumstances related to the permit.

SECTION II – UTILITY COMPANY INFORMATION

7. **Name:** The complete name of the utility company.
8. **Telephone No.:** The telephone number of the utility company. Should be the telephone number of the “home office” or the “regional office” which will oversee the permit work.
9. **Type of Company:** Identify the type of company that is applying for the permit.
10. **Fax No.:** The fax number of the utility company. Should be the fax number of the “home office” or the “regional office” which will oversee the permit work.
- 11.-15. **Address:** The complete address of the utility company. Should be the address of the “home office” or the “regional office” which will oversee the permit work.

SECTION III – LOCATION & DESCRIPTION OF FACILITIES UNDER PERMIT

A. Location of Work

16. **Subdivision Name:** The name of the subdivision in which the permit work will be performed.
17. **Also known as:** If applicable. List other names for the subdivision in which the permit work will be performed.
18. **Street Name:** The name of the street(s) on which the permit work will be performed.
19. **From:** Location of the start of work. Shall be identified as a distance and direction from a cross street.
20. **To:** Location of end of work. Shall be identified as a distance and direction from a cross street.

Example of 18-20: Street Name: 19th Street From: 200 ft South of L Street To: 150 ft North of K Street.

21. **Inspection Area / District:** Shall be identified from area maps supplied by DPW&T.

B. Description of Proposed Utility Work

22. **Description of Proposed Utility Work:** Identify the type of work that will be performed under the permit (Check all that apply). For utility infrastructure maintenance permit applications check “Routine Maintenance & Repair of Existing Utilities” only.
23. **(Specify):** Identify any other type of installations. Example: Towers (identify size).
24. **Description of proposed work:** Provide a complete description of the proposed facility including all future uses.
25. **Anticipated Start Date:** Identify the date that work will begin.
26. **Duration of Work:** Identify the number of calendar days that will be required to complete the work.

C. Project Specific Contact Information

27. **Name:** Name of the on-site contact that will be in charge of the permit work.
28. **Telephone No.:** Telephone number of the on-site contact that will be in charge of the permit work.
29. **Title:** Title of the on-site contact that will be in charge of the permit work.
30. **Fax No.:** Fax number of the on-site contact that will be in charge of the permit work.

SECTION IV – CERTIFICATION

31. **Print Name:** Print the name of the authorized company official who will sign the certification.
32. **Signature:** Signature of the authorized company official.
33. **Date:** Date of signature.

SECTION V – QUESTIONS

For Special Permit Applicants – All questions must be answered.

**APPLICATION FOR UTILITY CONSTRUCTION WITHIN THE PUBLIC RIGHT-OF-WAY
PRINCE GEORGE'S COUNTY MARYLAND
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION**

Application / Permit No.: _____ Date: _____

SECTION I - TYPE OF PERMIT REQUEST (Check One Only)

- | | |
|---|---|
| <input type="checkbox"/> Utility Installation and Upgrade Permit (See Note 4) | <input type="checkbox"/> Utility Infrastructure Maintenance Permit |
| <input type="checkbox"/> Utility Installation and Upgrade Permit Extension
Permit Number to be Extended: _____ | <input type="checkbox"/> Renewal of Utility Infrastructure Maintenance Permit
Permit Number to be Renewed: _____ |

Remarks / Reason for need of extension: _____

SECTION II - UTILITY COMPANY INFORMATION

Name: _____
Telephone No.: _____
Fax No.: _____
Address: _____
City: _____ State: _____

Check One:	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Joint Venture / Partnership
<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietor

Unit: _____
Zip Code: _____

SECTION III - LOCATION & DESCRIPTION OF FACILITIES UNDER PERMIT

A. LOCATION OF WORK

Subdivision Name: _____ Also known as: _____
Street Name: _____ From: _____ To: _____
Inspection Area / District: _____

B. DESCRIPTION OF PROPOSED UTILITY WORK

- | | |
|---|---|
| <input type="checkbox"/> Routine Maintenance & Repair of Existing Utilities | <input type="checkbox"/> Construction/Relocation of Underground Utilities |
| <input type="checkbox"/> Construction/Relocation of Aerial Utilities | <input checked="" type="checkbox"/> Other (Specify) _____ |

Description of proposed work (including types and sizes of pipes and conduit):

Anticipated Start Date: _____ Duration of Work: _____

C. PROJECT SPECIFIC CONTACT INFORMATION

Name: _____ Telephone No.: _____
Title: _____ Fax No.: _____

SECTION IV - CERTIFICATION

It is hereby agreed and understood that in consideration of the approval of this application, the proposed construction shall be performed and completed in accordance with the Prince George's County Policy and Specification for Utility Installation and Maintenance, the Prince George's County General Specifications and Standards for Highway and Street Construction, Subtitle 23 of the Prince George's County Code, the State of Maryland Standard Specifications for Construction and Materials, the approved permit application and plans, and all other applicable County, State, and Federal laws, rules, regulations and ordinances, and subject to the inspection and control of the Department of Public Works and Transportation; and that all plans and other documents submitted by the applicant for approval by the Department of Public Works and Transportation in connection with this application are hereby made a material part of this application.

I hereby certify that I have authorization to make this application and that the information is complete and correct. I understand that false statements or misrepresentations could result in, among other things, revocation of the application or permit.

Print Name Signature Date

Notes:

1. Make all checks payable to Prince George's County.
2. It is the applicant's responsibility to obtain any additional permits, approvals or licenses from other agencies which may be required.
3. For Utility Installation and Upgrade Permits, the applicant must complete Section V.

SECTION V - QUESTIONS

To be completed by applicants for Utility Installation and Upgrade Permits only:

1. Will aerial wires or cables be installed within the public rights-of-way under this permit? (Yes /No)_____ If yes, complete the following:
 - a) Total length of aerial utility installations (To be measured longitudinally along the centerline of the utility. Multiple wires or cables on the same poles that provide the same type of utility service shall be measured as one installation.): _____ LF
 - b) Total number of new poles to be installed within the public rights-of-way: _____ each
 - c) Total number of existing poles to be relocated within the public rights-of-way: _____ each
 - d) Total number of new guys to be installed within the public rights-of-way: _____ each

2. Will underground utilities be installed within the public rights-of-way under this permit? (Yes/No)_____ If yes, complete the following:
 - a) In the following table list the length and cross-sectional area of all underground utilities to be installed within the public rights-of-way under this permit. (Length shall be measured longitudinally along the utility. Multiple conduits or cables within the same trench that provide the same type of utility service shall be measured as one utility installation. See Appendix D of the Policy and Specification for Utility Installation and Maintenance Permits for instructions for determining cross-sectional area.)

Location			Cross-sectional Area (SF)	Length (LF)
Street	From	To		
Total Length of Underground Utilities:				

- b) What is the total length of utilities that will be installed under the roadway or paved shoulders under this permit? _____ LF
 - c) Will excavation of roadway pavement or paved shoulders be required to install underground utilities under this permit? (Yes/No)_____ If yes, what is the length of the cut? (Measured longitudinally along the centerline of the utility) _____ LF
3. Will sidewalk closure(s) be required to perform this work? (Yes/No)_____ If yes, a plan for rerouting pedestrian traffic must be included with the application.
4. Will excavation of sidewalk(s) be required to install utilities under this permit? (Yes/No)_____ If yes, what type of sidewalk will be excavated? (Bituminous concrete, hydraulic cement concrete, brick paver, etc.) _____
5. Will any work be performed on a scenic/historic road as part of this permit? (Yes/No)_____

**APPLICATION FOR UTILITY CONSTRUCTION WITHIN THE PUBLIC RIGHT-OF-WAY
PRINCE GEORGE'S COUNTY GOVERNMENT
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION**

Application / Permit No.: _____ ① _____ Date: _____ ② _____

SECTION I - TYPE OF PERMIT REQUEST (Check One Only)

- Utility Installation and Upgrade Permit (See Note 4) ③ Utility Infrastructure Maintenance Permit
 Utility Installation and Upgrade Permit Extension ④ Renewal of Utility Infrastructure Maintenance Permit
Permit Number to be Extended: _____ ④ Permit Number to be Renewed: _____ ⑤

Remarks / Reason for need of extension: _____ ⑥ _____

SECTION II - UTILITY COMPANY INFORMATION

Name: _____ ⑦
Telephone No.: _____ ⑧
Fax No.: _____ ⑩
Address: _____ ⑪
City: _____ ⑬ State: _____ ⑭

Check One:
 Corporation ⑨ Joint Venture / Partnership
 Individual Sole Proprietor

Unit: _____ ⑫
Zip Code: _____ ⑬

SECTION III - LOCATION & DESCRIPTION OF FACILITIES UNDER PERMIT

A. LOCATION OF WORK

Subdivision Name: _____ ⑬ Also known as: _____ ⑰
Street Name: _____ ⑱ From: _____ ⑲ To: _____ ⑳
Inspection Area / District: _____ ㉑

B. DESCRIPTION OF PROPOSED UTILITY WORK

- Routine Maintenance & Repair of Existing Utilities ㉒ Construction/Relocation of Underground Utilities
 Construction/Relocation of Aerial Utilities Other (Specify) _____ ㉓

Description of proposed work (including types and sizes of pipes and conduit):
_____ ㉔ _____

Anticipated Start Date: _____ ㉕ Duration of Work: _____ ㉖

C. PROJECT SPECIFIC CONTACT INFORMATION

Name: _____ ㉗ Telephone No.: _____ ㉘
Title: _____ ㉙ Fax No.: _____ ㉚

SECTION IV - CERTIFICATION

It is hereby agreed and understood that in consideration of the approval of this application, the proposed construction shall be performed and completed in accordance with the Prince George's County Policy and Specification for Utility Installation and Maintenance Permits, the Prince George's County General Specifications and Standards for Highway and Street Construction, Subtitle 23 of the Prince George's County Code, the State of Maryland Standard Specifications for Construction and Materials, the approved permit application and plans, and all other applicable County, State, and Federal laws, rules, regulations and ordinances, and subject to the inspection and control of the Department of Public Works and Transportation; and that all plans and other documents submitted by the applicant for approval by the Department of Public Works and Transportation in connection with this application are hereby made a material part of this application.

I hereby certify that I have authorization to make this application and that the information is complete and correct. I understand that false statements or misrepresentations could result in, among other things, revocation of the application or permit.

_____ ㉛ _____ ㉜ _____ ㉝
Print Name Signature Date

Notes:

1. Make all checks payable to Prince George's County.
2. It is the applicant's responsibility to obtain any additional permits, approvals or licenses from other agencies which may be required.
3. For Utility Installation and Upgrade Permits, the applicant must complete Section V.

**Prince Georges County
Department of Public Works and Transportation
Utility Permit - Fee Calculation Sheet**

Utility Installation and Upgrade Permit (Special Permit)

	Quantity		Unit Cost			Fee
Administrative Fee:	1 LS	x	\$300.00		=	\$300.00
Inspection Fee:						
Underground Utilities to be installed in the roadway:	_____ LF	x	\$2.00		=	_____
Underground Utilities to be installed outside the roadway:	_____ LF	x	\$0.50		=	_____
Aboveground Utilities to be installed in R.O.W.	_____ LF	x	\$0.20		=	_____
	Subtotal					_____
	Quantity		Unit Cost			Fee
Impact Fee:						
Length of of pavement within the moratorium period to be excavated:	_____ LF	x	\$10.00	x	=	_____
Total due at time of permit application:						_____

Utility Infrastructure Maintenance Permit

	Quantity		Unit Cost			Subtotal
Administrative Fee:	1 LS	x	\$5,000.00		=	\$5,000.00
Maintenance Fee						
Category I (Underground Utilities) Linear feet of existing utilities.	_____ LF	x	\$0.60		=	_____
Category II (Aboveground Utilities) Linear feet of existing utilities.	_____ LF	x	\$0.12		=	_____
Square feet of surface structures.	_____ SF	x	\$1.00		=	_____
Number of Utility Poles	_____ EA	x	\$5.00		=	_____
Total due at time of application:						_____