

# **Residential Permits**

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## FOREWORD

The objective of this publication is to provide information on the State Highway Administration's (SHA) access regulations. Our goal is to provide the maximum protection to the motoring public through the orderly control of traffic movement to and from the state highway system. Permits are required for all entrances to assure that entrances to state highways are made in a safe manner. This publication was prepared to explain the guidelines to be followed in obtaining entrance permits.

Anyone accessing a state highway from a private property is required to obtain an entrance permit from the SHA. The SHA must approve the location, design geometrics, drainage requirements, and paving cross section of all entrances on a state highway. The entrance design guidelines discussed in this publication are based on SHA approved standards, specifications and engineering manuals. Traffic control specifications for shoulder work and lane closures are based on federal guidelines.

Application for a permit should be made to the local SHA Maintenance Office. Applications may be made to the Resident Maintenance Engineer, or a designated representative. Resident Maintenance Engineers (RME) are responsible for any construction, maintenance or other activity within their assigned counties. The RME is charged with ensuring the safety of the traveling public, in part, by allowing only the safest possible access points onto state highways. The RME provides inspection for all residential entrance permits, agricultural, and stabilized construction entrances. Submit the residential entrance package to the following addresses:

SHA ADMINISTRATION	TELEPHONE
<b>DISTRICT 1</b>	
DORCHESTER COUNTY-CAMBRIDGE SHOP 2924 Old Route 50, Cambridge, MD 21613-0261	410-228-4977 410-228-4977
SOMERSET COUNTY- PRINCESS ANNE SHOP 10980 Market Lane, Princess Anne, MD 21853	410-651-1333 410-651-1333
WICOMICO COUNTY-SALISBURY SHOP 660 West Road, Salisbury, MD 21802-2679	410-677-4054 410-677-4055
WORCESTOR COUNTY-SNOW HILL SHOP 5603 Market St. PO Box 268, Snow Hill, MD 21863-0268	410-632-0511 410-632-0511
<b>DISTRICT 2</b>	
CAROLINE COUNTY- DENTON SHOP 508 Caroline St., Denton, MD 21629	410-479-0770 410-479-0770
CECIL COUNTY- ELKTON SHOP 2024 E. Old Philadelphia Road, Elkton, MD 21922-0486	410-398-1565 410-398-1565
KENT COUNTY- CHESTERTOWN SHOP 615 Morgnec Road, Chestertown, MD 21620-0299	410-778-0818 410-778-0818
QUEEN ANNE'S COUNTY- CENTREVILLE SHOP 111 Safety Drive, Centreville, MD 21617	410-758-0700 410-758-0700
TALBOT COUNTY- EASTON SHOP	410-822-3525

8265 Ocean Gateway, Easton, MD 21601-0745		410-822-3525
<b>DISTRICT 3</b>		
MONTGOMERY COUNTY- FAIRLAND SHOP		301-572-5166
12020 Plum Orchard Drive, Silver Spring, MD 20904		301-776-7619
MONTGOMERY COUNTY-GAITHERSBURG SHOP		301-948-2477
502 Quince Orchard RD, Gaithersburg, MD 20878		301-948-2477
PRINCE GEORGE'S COUNTY-LAUREL SHOP		301-776-7619
400 Second St., Laurel, MD 20707		301-572-5166
PRINCE GEORGE'S COUNTY-MARLBORO SHOP		301-952-0555
6500 S. E. Crain Highway, Upper Marlboro, MD 20772		301-952-0555
<b>DISTRICT 4</b>		
BALTIMORE COUNTY-GOLDEN RING SHOP		410-574-4511
8375 Pulaski Highway, Baltimore, MD 21237		410-574-4511
BALTIMORE COUNTY- HEREFORD SHOP		410-329-6752
306 Mount Carmel RD, Parkton, MD 21120		410-329-6752
BALTIMORE COUNTY- OWINGS MILLS SHOP		410-363-1315
10690 Red Run Blvd, Owings Mills, MD 21117		410-363-1315
HARFORD COUNTY- CHURCHVILLE SHOP		410-838-7788
3050 Churchville RD, Churchville, MD 21028		410-838-7788
<b>DISTRICT 5</b>		
ANNE ARUNDEL COUNTY- ANNAPOLIS SHOP		410-841-1009
138 Defense Highway, Annapolis, MD 21401		410-841-1009
ANNE ARUNDEL COUNTY- GLEN BURNIE SHOP		410-766-3770
910 Stewart Avenue, Glen Burnie, MD 21061		410-766-3770
CALVERT COUNTY- PRINCE FREDERICK SHOP		410-535-1748
100 Hallowing Point RD, PO Box 805, Prince Frederick MD 20678		410-535-1748
<b>DISTRICT 5 (Continued)</b>		
CHARLES COUNTY- LA PLATA SHOP		301-934-8031
5725 Washington Ave., La Plata, MD 20646		301-934-8031
ST. MARY'S COUNTY- LEONARDTOWN SHOP		301-475-8035
26720 Point Lookout RD, Leonardtown, MD 20650		301-475-8035
<b>DISTRICT 6</b>		
ALLEGANY COUNTY- LA VALE SHOP		301-729-8436
1221 W. Braddock RD, La Vale, MD 21502		301-729-8434

GARRETT COUNTY- KEYSER'S RIDGE SHOP		301-895-3234
3876 National Pike, Accident, MD 21520		301-895-3234
WASHINGTON COUNTY- HAGERSTOWN SHOP		301-791-4790
18320 Colonel Henry K. Douglas DR, Hagerstown, MD 21740		301-791-4790
<b>DISTRICT 7</b>		
CARROLL COUNTY- WESTMINSTER SHOP		410-848-6565
150 Wyndtrst Drive, Westminster, MD 21157		410-848-6565
FREDERICK COUNTY-FREDERICK SHOP		301-624-8251
5111 Buckeystown Pike, Frederick, MD 21704		301-624-8252
HOWARD COUNTY-DAYTON SHOP		410-531-5533
4401 MD Route 32, Dayton, MD 21036		410-531-5533

## REGULATIONS

### A. **Application**

Permit applications shall be submitted in duplicate on forms provided by the Administration. The application can be found on page 15 of this booklet.

- B. A copy of your recorded property plat with the entrance location labeled. If a recorded property plat is not available, then a copy of your deed must be provided to prove ownership.

### C. **Plans**

If the proposed entrance is to be built substantially similar to typical entrance designs available from the Administration (example shown in Section 3), plans will not be required. Plans are required if the entrance design does not conform to the enclosed Typical. Submit two copies of the plan drawn to an appropriate scale (recommended scale is 1 inch = 20 feet). The distance in feet from the proposed entrance to the closest public street must be added to the plan. A sight distance evaluation must accompany the plans.

### D. **Performance Surety**

(1) To assure complete and satisfactory compliance with the terms and specifications of the entrance permit, the Permittee will be required to submit a performance bond, letter of credit or certified check equal to 150% of the estimated cost for the construction of each entrance.

(2) A cost estimate for the construction of the entrance must be submitted at the time of application submittal.

(3) When a surety is submitted, the Administration will be designated as the Obligee, and the Permittee as Principal. See page 17 for a performance bond example.

(4) If a certified check is submitted, the check shall be made payable to the State Highway Administration.

(5) The Permittee shall inform the State Highway Administration's Permit Inspector when work within the state's right of way is completed. Upon formal approval, the performance bond, letter of credit, or posted funds will be returned to the Permittee.

### E. **Utility Adjustment**

The permittee shall be responsible for contacting Miss Utility to determine the possibility of utility facilities being affected. Utility designations and test pits are required on existing utilities to determine their exact location and if there is a conflict. The Permittee shall relocate or have relocated all utilities, which are in conflict with the proposed entrance. This includes existing utilities located in the shoulder area that are in conflict with the proposed entrance. If it is necessary to modify, or relocate utility facilities within the state right of way, the permittee shall be responsible to coordinate with the utility owner in obtaining a Public Utility Permit from the administration. SHA is not responsible for any utility coordination and/or relocation costs. The Permittee is 100% responsible.

### F. **Construction**

Upon receiving a completed application package, the Resident Maintenance Engineer's representative will investigate the proposed driveway location to determine its acceptability based on sight distance, overall safety, as well as drainage and other factors. After determining the best location for the driveway, the RME's representative will issue an entrance permit to the

landowner for construction of the entrance at that location. The Permittee is responsible for all modifications related to the driveway construction. The permittee shall obtain, from the appropriate party or agency, all other permits or approvals necessary to conform to the requirements of the permit (Tree Trimming, Erosion and Sediment, Wetlands, etc.) Forty-eight (48) hours prior to beginning work, the Permittee must notify SHA of the intent to begin construction. This notification is necessary to allow for inspection scheduling. When construction is completed to the satisfaction of the RME, or designated representative, the permit will be released and the performance surety will be returned to the Permittee. Forms and sample performance sureties are in the back of this manual.

When properly applied, these entrance guidelines will provide safer roadways for all motorists. This is true for the traveling public as well as landowners using the entrance.

## STANDARDS AND SPECIFICATIONS

- A. All work and materials shall conform to Administration construction specifications, standards, and addenda current at the time of the permit grant.
- B. All work is subject to periodic inspection and final approval by the Administration.
- C. Selection of the driveway entrance (including stabilized construction entrances) which may be granted shall be based on sight distance, usage, interior and exterior traffic patterns, location of other existing or proposed entrances, and current design policies of the Administration. Existing features at or near the site need to be considered.
- D. The minimum width of a stabilized construction entrance is 20 feet and the depth is 50 feet starting at the edge of pavement. Filter cloth must be installed under the stone. The Entrance Permit will be released once the entrance is removed, and the area graded, seeded, and mulched.
- E. The minimum width for a single family residential entrance is 10 feet. The minimum width for a use in common residential entrance is 20 feet.
- F. The minimum width of a farm entrance for agricultural use is 20 feet and the depth is 50 feet starting at the edge of pavement. Filter cloth must be placed under the stone. The Permit will be released once the entrance is installed.
- G. Circular drives (ingress and egress point connected by a common driveway) require a minimum frontage of 100 feet. However, the Administration reserves the right to withhold approval if a reasonable alternative to the circular driveway exists.
- H. Existing sidewalks curb and gutter disturbed by construction shall be replaced to current standards as specified by authorized SHA personnel. All sidewalks and sidewalk ramps shall meet current ADA (Americans with Disabilities Act) Standards. ADA inspection is mandatory following installation, as SHA requires 100% compliance with current ADA regulations.
- I. Positive drainage shall be maintained at all times. Pipe shall be sized to accommodate proposed runoff and ditch flow. Minimum pipe size is 15" x 21" elliptical or the hydraulic equivalent 18" round pipe. An end section or end walls shall be installed at the ends of the pipe. All pipes shall be State approved or certified. Drainage pipes shall be located as far as practicable from the edge of the traveled way to reduce traffic hazards. Where pipe headwalls or other physical obstructions are placed within 30 feet from edge of the travel lane, they shall be protected by guardrails or other appropriate barrier systems.
- J. Depressed curb type entrances are to be used along closed section (curbed) roadways. The open section driveway apron shall be used on roadways without curbing.
- K. **Paving**
  - a. Paving in areas with existing sidewalks and concrete curb and gutter shall consist of 6 inches Portland cement concrete on a suitable sub-base or as directed by the permit.
  - b. Paving in areas without sidewalk and concrete curb and gutter shall consist of 4½ inches bituminous concrete (3-inch base, 1½ inch surface) on 6 inches crusher run stone or 6



inches selected backfill. Variance to suit the conditions and locale may be made by a permit signed by the Resident Maintenance Engineer or a designated representative.

- L. If the roadway is on an embankment, and the roadway is not provided with existing standard traffic barrier along the roadway embankment, the driveway or embankment side slope shall be as flat as possible to reduce the hazard to traffic. The minimum desirable embankment side slope shall be 4:1 within 30 feet of the edge of the traveled lane or to the right-of-way line, whichever is less.

**M. Mailboxes**

- a. Mailboxes erected within the SHA's right-of-way shall be placed on a break-away support post.
  - b. The maximum size wooden post shall be 4" x 4". The maximum size pipe type support will be 2" in diameter. Any other type of support, ornamental or otherwise, will not have a structural strength greater than either of the two items listed above.
  - c. The property owner will be notified by certified mail and directed to remove any mailbox support of a size greater than that listed above. If not removed by the property owner in the specified time, it will be removed by the SHA forces and all costs to SHA will be billed to the property owner.
- N. The SHA is not responsible for maintenance and/or damage to the entrance, mailbox(s), pipe under the entrance, and/or area behind the road side flow line. These responsibilities lie with the Permittee and/or property owner.
  - O. The proposed entrance that ties into existing pavement could be a travel/through lane, acceleration or deceleration lane, or shoulder area. Should the existing pavement experience alligator cracking and/or other types of pavement failure, it will need to be replaced as directed by the Resident Maintenance Engineer. Existing pavement/shoulder area shall not be used for the proposed entrance dimensions.
  - P. These regulations apply to residential entrances serving one to five homes, temporary construction entrances and/or agricultural entrances. Any change in use, or resubdivision of the land for more than five homes, requires the owner/developer to obtain an access permit from Access Management Division at SHA Headquarters in Baltimore (see address below).

State Highway Administration  
Engineering Access Permits Division  
707 N. Calvert Street  
Baltimore, MD 21203  
410-545-5603  
800-876-4742 Toll free in MD only

## 17.0 STANDARDS AND SPECIFICATIONS FOR STABILIZED CONSTRUCTION ENTRANCE

### Definition

A stabilized layer of aggregate that is underlain with Geotextile Class C<sup>25</sup>. Stabilized entrances are located at any point where traffic enters or leaves a construction site.

### Purpose

Stabilized construction entrances reduce tracking of sediment onto streets or public right-of-ways and provide a stable area for entrance or exit from the construction site.

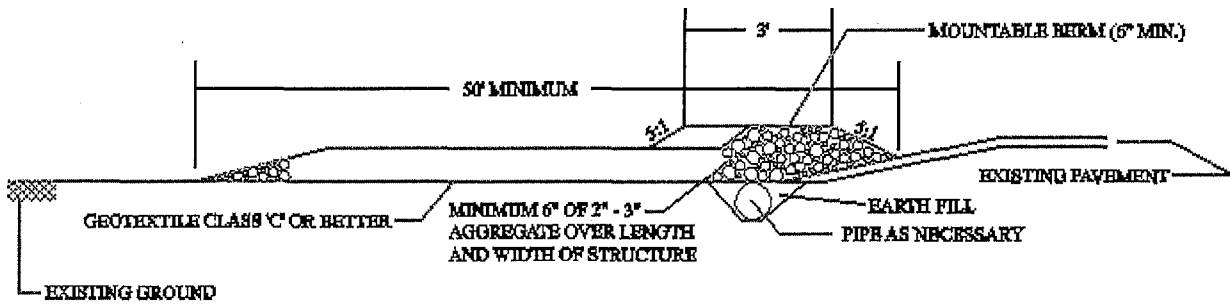
### Conditions Where Practice Applies

1. Stabilized construction entrances shall be located at points of construction ingress and egress.
2. For residential construction, the stabilized construction entrance should be located at the proposed driveway/entrance apron location.
3. Stabilized construction entrances should not be used on existing pavement.

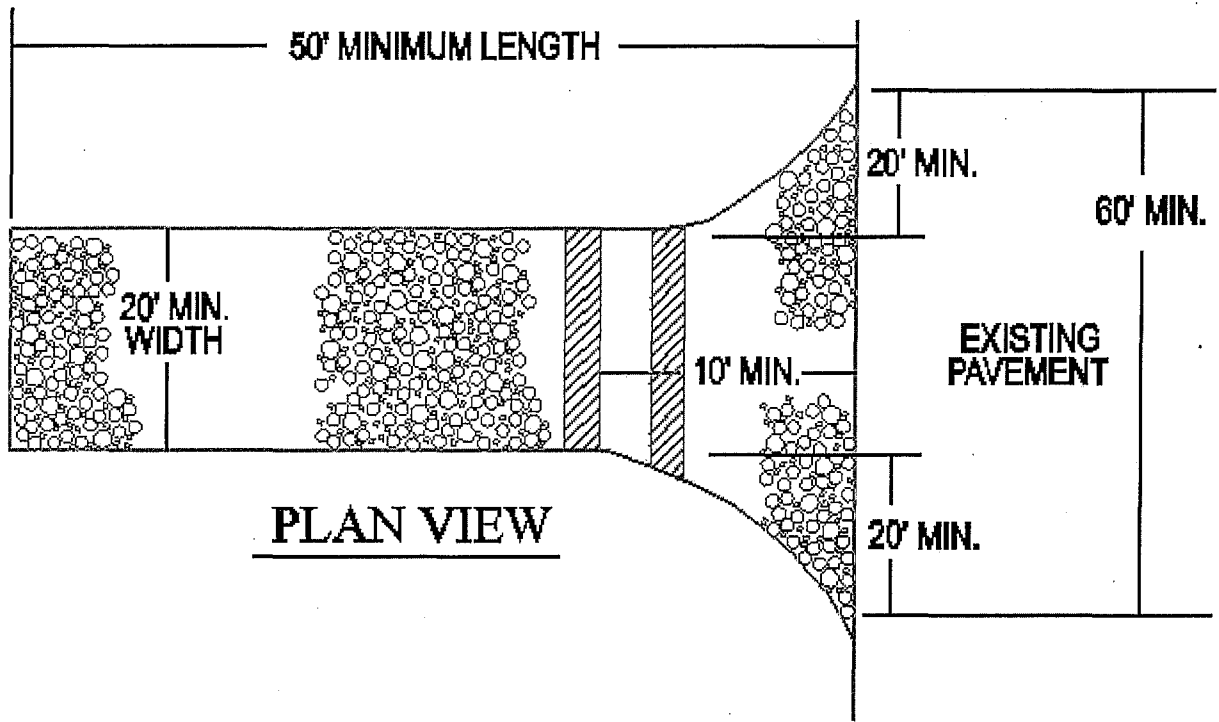
### Design Criteria

1. Length – minimum of 50 feet from the existing edge of pavement which could be a shoulder or travel lane.
2. Width – 20 feet minimum with 20 feet radii which are flared at the existing road to provide a turning radius.
3. Geotextile fabric (filter cloth) shall be placed over the existing ground prior to placing stone.
4. Stone – crushed aggregate (2" to 3") or reclaimed/recycled concrete equivalent shall be placed at least 6" deep over the length and width of the entrance.
5. Surface Water – all surface water flowing to or diverted toward construction entrances shall be piped under the entrance to maintain positive drainage. Pipe installed through the construction entrance shall be protected with a mountable berm with 5:1 slopes and a minimum of 6" stone over the pipe. End sections must be placed on both ends of the pipe. Pipe has to be sized according to the drainage. When the SCE is located at a high spot and has no drainage to convey, a pipe will not be necessary. Pipe should be sized according to the amount of runoff to be conveyed. A 6" minimum will be required.
6. Location – a stabilized entrance shall be located at every point where construction traffic enters or leaves a construction site. Vehicles leaving the site must travel over the entire length of the stabilized construction entrance. All mud and debris tracked and/or spilled on the state roadway shall be removed immediately to eliminate potential hazards and comply with sediment control requirements.
7. Stabilized/Temporary construction entrances are to be removed, graded, seeded and mulched or removed and replaced with the proposed driveway/entrance apron.

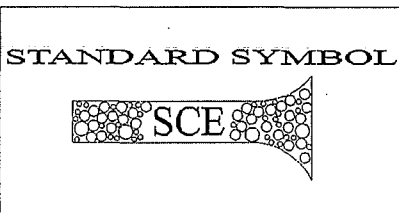
**STABILIZED CONSTRUCTION ENTRANCE FOR TEMPORARY  
AND/OR AGRICULTURAL USE**

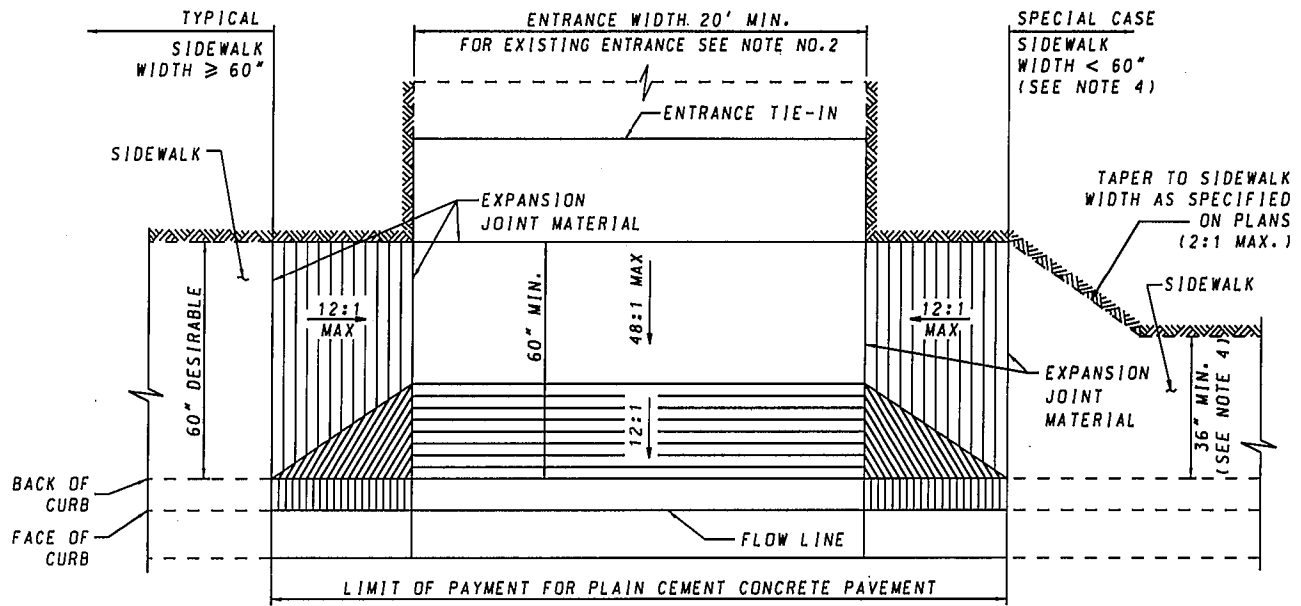


**PROFILE**

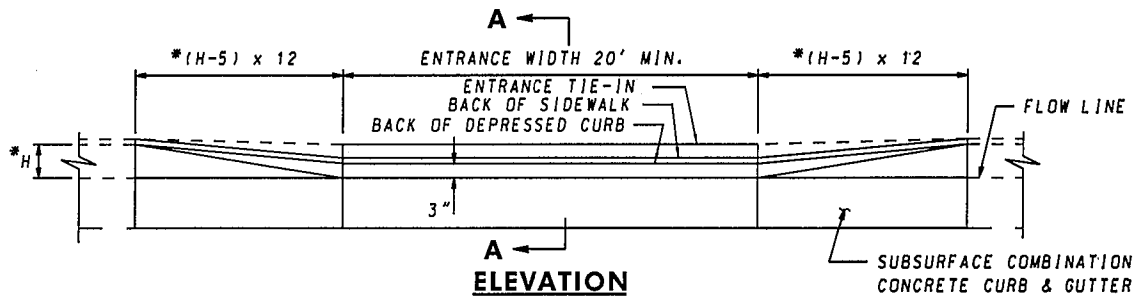


**PLAN VIEW**



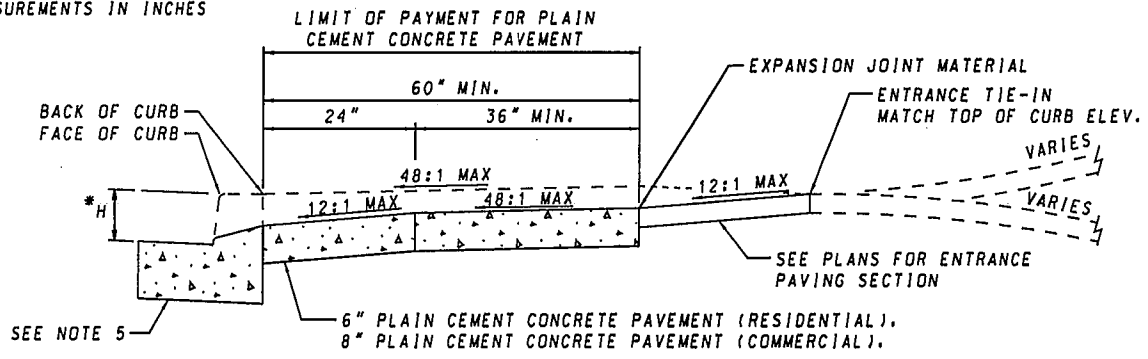


**PLAN**



**ELEVATION**

\* - H = HEIGHT OF CURB  
ALL MEASUREMENTS IN INCHES



**SECTION A-A**

**NOTES**

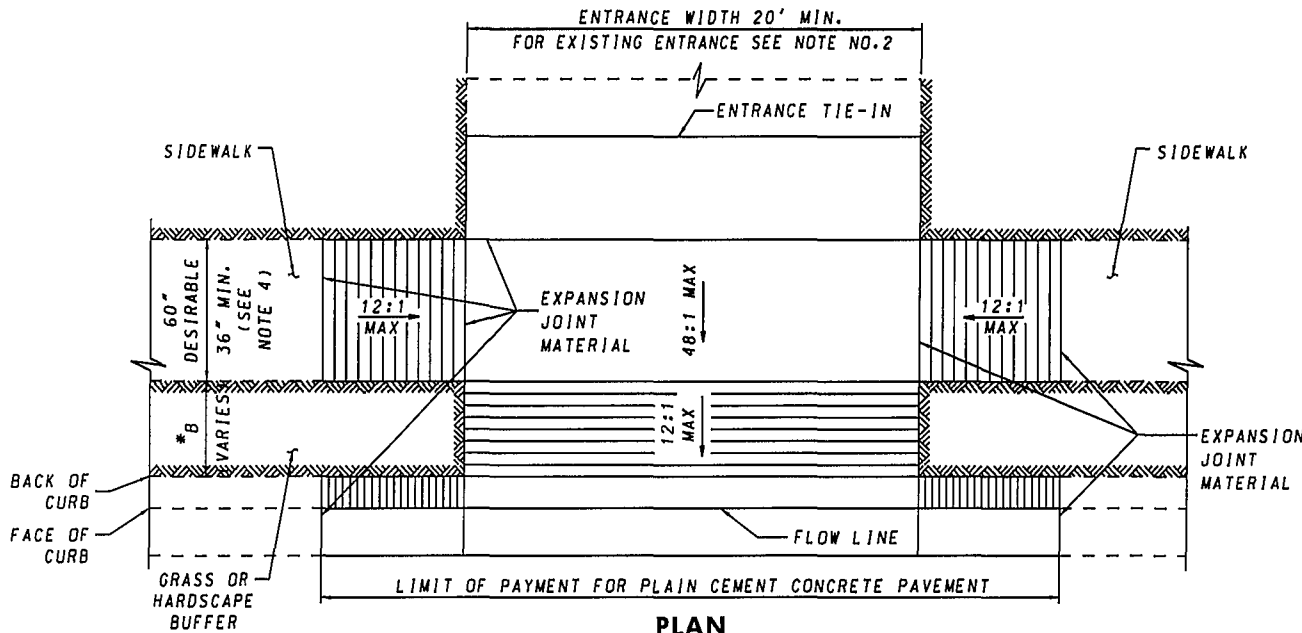
1. FOR USE IN AREAS WHERE THERE IS SIDEWALK ADJACENT TO THE BACK OF CURB OR WHERE IT IS EXPECTED THAT SIDEWALK WILL BE ADDED IN THE FUTURE.
2. WHEN AN EXISTING ENTRANCE IS LESS THAN 20' IN WIDTH A UNIFORM TAPER SHALL BE CONSTRUCTED TO TIE INTO THE EXISTING ENTRANCE AS DIRECTED BY THE ENGINEER.
3. EXPANSION JOINT MATERIAL TO BE INSTALLED IN ACCORDANCE WITH STD. MD-655.01.
4. WHERE 60" SIDEWALK CAN NOT BE PROVIDED, 36" MIN. MAY BE USED AS LONG AS PASSING ZONES ARE PROVIDED IN ACCORDANCE WITH STD. MD-655.02.
5. TYPE A AND B CURB AND THE CURB FOR TYPE A, B, AND D COMBINATION CURB AND GUTTER SHALL BE DEPRESSED AS SHOWN ON STD. 620.02-01 TYPE C. PAYMENT FOR DEPRESSING THE CURB SHALL BE AS SPECIFIED ON STD. 620.03 NOTE C.

SPECIFICATION	CATEGORY CODE ITEMS
APPROVED	DIRECTOR - OFFICE OF HIGHWAY DEVELOPMENT
	APPROVAL • SHA REVISIONS
	APPROVAL • FEDERAL HIGHWAY ADMINISTRATION
	APPROVAL 2-10-04
	REVISION 4-17-07
	REVISION

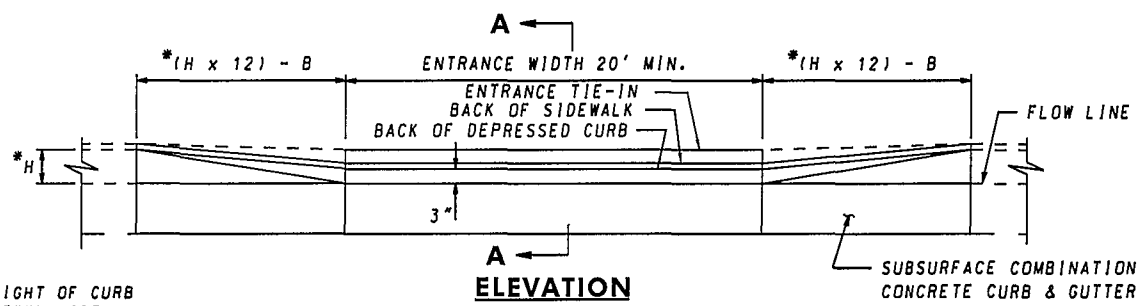
**Maryland Department of Transportation**  
**STATE HIGHWAY ADMINISTRATION**  
 STANDARDS FOR HIGHWAYS AND INCIDENTAL STRUCTURES  
**STANDARD ENTRANCE CONSTRUCTION**  
**RESIDENTIAL & COMMERCIAL**  
**METHOD NO.1**

**STANDARD NO.**

**MD 630.01**

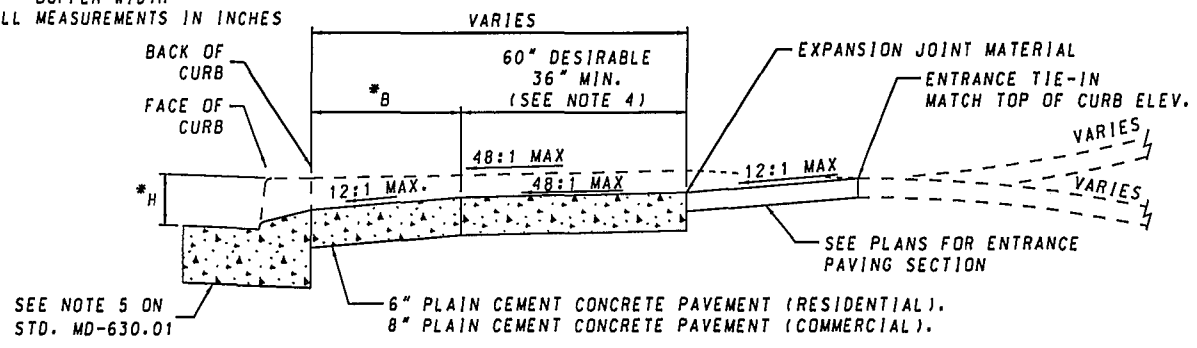


**PLAN**



**ELEVATION**


\* - H = HEIGHT OF CURB  
 B = BUFFER WIDTH  
 ALL MEASUREMENTS IN INCHES



**SECTION A-A**

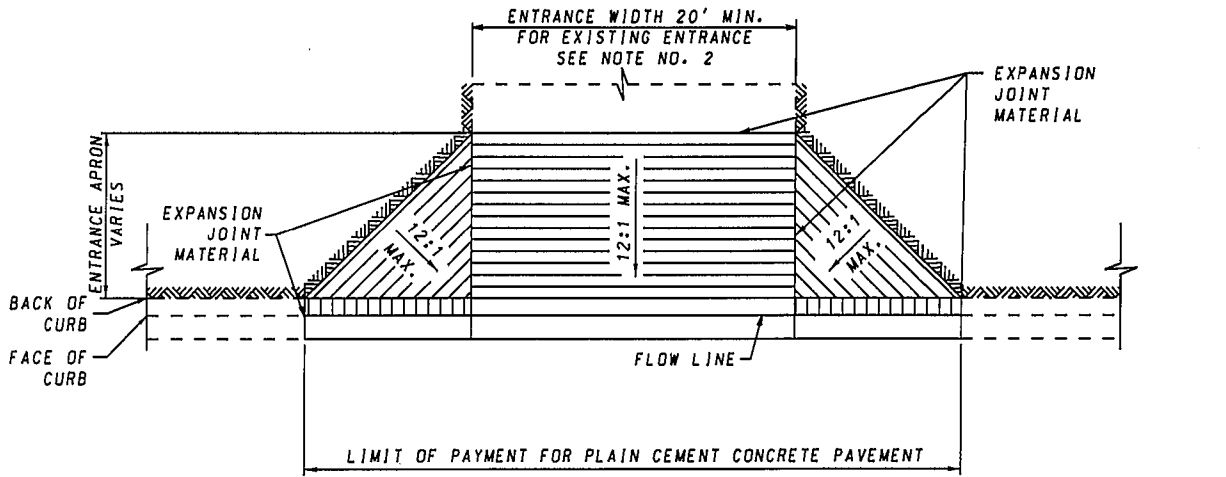
**NOTES**

1. FOR USE IN AREAS WHERE THERE IS SIDEWALK SEPARATED FROM THE BACK OF CURB BY 24" OR MORE, OR WHERE IT IS EXPECTED THAT SIDEWALK WILL BE ADDED IN THE FUTURE.
2. WHEN AN EXISTING ENTRANCE IS LESS THAN 20' IN WIDTH A UNIFORM TAPER SHALL BE CONSTRUCTED TO TIE INTO THE EXISTING ENTRANCE AS DIRECTED BY THE ENGINEER.
3. EXPANSION JOINT MATERIAL TO BE INSTALLED IN ACCORDANCE WITH STD. MD-655.01.
4. WHERE 60" SIDEWALK CAN NOT BE PROVIDED, 36" MIN. MAY BE USED AS LONG AS PASSING ZONES ARE PROVIDED IN ACCORDANCE WITH STD. MD-655.02.

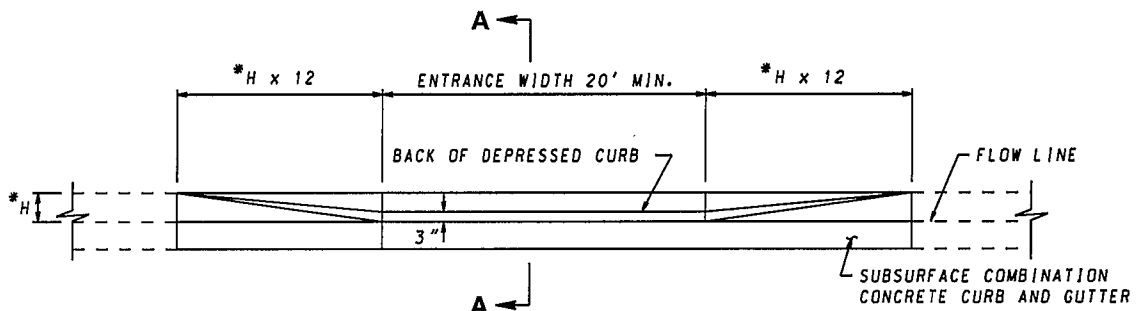
SPECIFICATION	CATEGORY CODE ITEMS
APPROVED	DIRECTOR - OFFICE OF HIGHWAY DEVELOPMENT
	APPROVAL • SHA REVISIONS
	APPROVAL 2-10-04
	REVISED 4-17-07
	REVISED
	REVISED

**Maryland Department of Transportation**  
**STATE HIGHWAY ADMINISTRATION**  
 STANDARDS FOR HIGHWAYS AND INCIDENTAL STRUCTURES  
**STANDARD ENTRANCE CONSTRUCTION**  
**RESIDENTIAL & COMMERCIAL**  
**METHOD NO.2**

**STANDARD NO. MD 630.02**

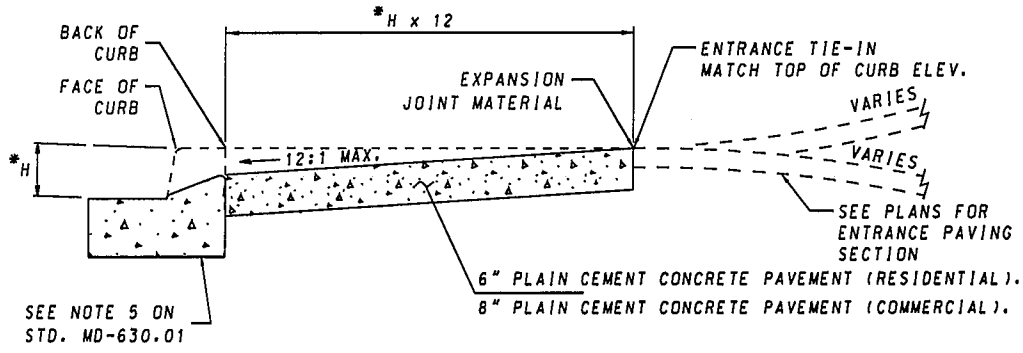


**PLAN**



**ELEVATION**


\* - H = HEIGHT OF CURB  
ALL MEASUREMENTS IN INCHES



**SECTION A-A**

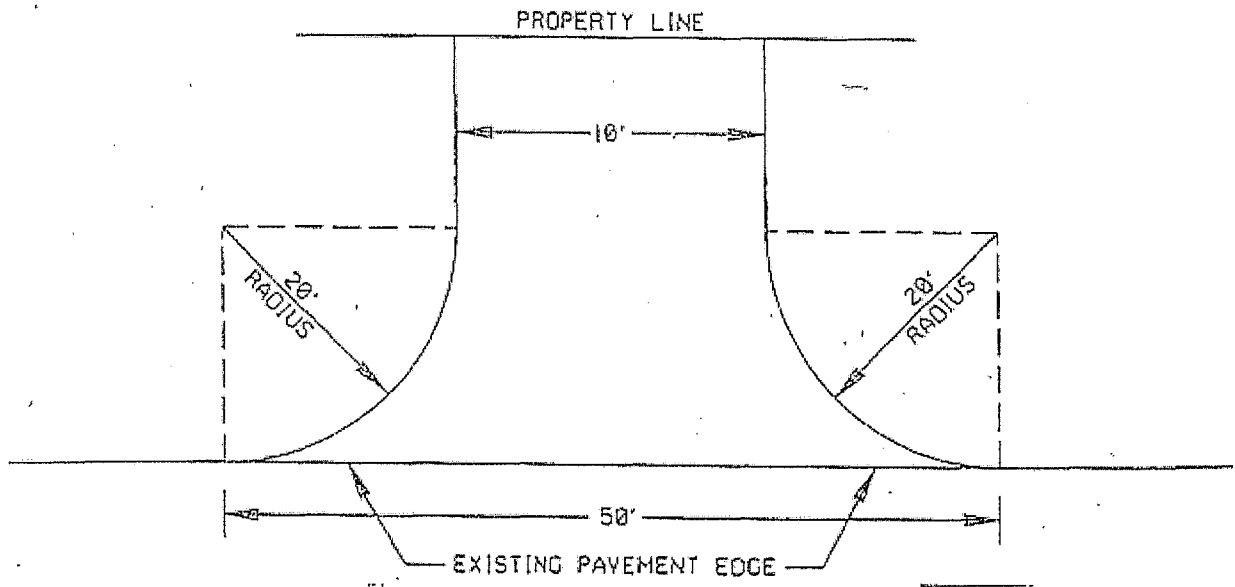
**NOTES**

1. FOR USE ONLY WHERE ENTRANCE DOES NOT CROSS SIDEWALK.
2. WHEN AN EXISTING ENTRANCE IS LESS THAN 20' IN WIDTH A UNIFORM TAPER SHALL BE CONSTRUCTED TO TIE INTO THE EXISTING ENTRANCE AS DIRECTED BY THE ENGINEER
3. EXPANSION JOINT MATERIAL SHALL BE INSTALLED IN ACCORDANCE WITH STD. MD-655.01.

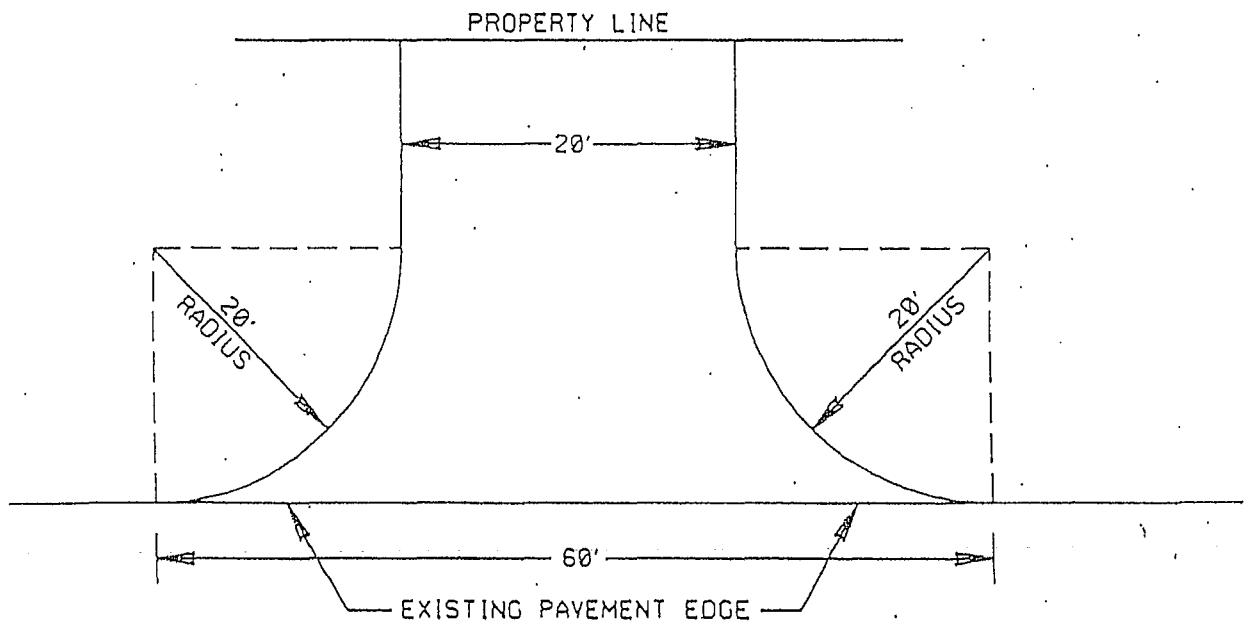
SPECIFICATION	CATEGORY CODE ITEMS
APPROVED	DIRECTOR - OFFICE OF HIGHWAY DEVELOPMENT
	APPROVAL • SHA REVISIONS
	APPROVAL 2-10-04
	REVISED 4-17-07
	REVISED
	REVISED

**Maryland Department of Transportation**  
**STATE HIGHWAY ADMINISTRATION**  
 STANDARDS FOR HIGHWAYS AND INCIDENTAL STRUCTURES  
**STANDARD ENTRANCE CONSTRUCTION**  
**RESIDENTIAL & COMMERCIAL**  
**METHOD NO.3**  
**STANDARD NO. MD 630.03**

# TYPICAL SINGLE RESIDENTIAL ENTRANCE



# TYPICAL USE IN COMMON ENTRANCE MORE THAN ONE RESIDENCE



**APPLICATION FOR RESIDENTIAL ENTRANCE PERMIT**

Date \_\_\_\_\_

Application is hereby made for a permit to construct an entrance at the following location:

County \_\_\_\_\_

State Highway Route Number \_\_\_\_\_

State Highway Route Name \_\_\_\_\_

House Number and distance from entrance to the closest public street  
\_\_\_\_\_

\_\_\_\_\_  
Federal ID No. and/or Social Security No.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

This side to be completed only if the applicant is not the owner

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Check here if you want the permit emailed to you

Print Name \_\_\_\_\_

Email Address \_\_\_\_\_

Certified Traffic Manager \_\_\_\_\_

24-Hour phone no. \_\_\_\_\_

**Surety: One of the following made payable to the State of Maryland**

- 1. Cashier's Check
- 2. Certified Check
- 3. Performance Bond (from an issuance company)
- 4. Letter of Credit (from a bank)

**Application Package: Two copies of the following are to be submitted**

- 1. A site plan (to scale) showing the proposed entrance in relation to the State roadway. A sight distance evaluation must accompany the plans.
- 2. A vicinity map
- 3. A copy of the record plat and/or property deed to prove ownership
- 4. A copy of the estimate for the entrance installation
- 5. Surety
- 6. A copy of Certified Traffic Manager card
- 7. Completed W-9 Form

**Please list below the mailing address for the return of your surety if different from the above address.**



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

**SAMPLE PERFORMANCE BOND**

\* **This is only a sample**

BOND NO: \_\_\_\_\_

Know All Men by These Presents:

That John Doe \_\_\_\_\_ as Principal, and the \_\_\_\_\_

\_\_\_\_\_ a corporation of the State of Maryland, with its Local Office,

\_\_\_\_\_ ADDRESS \_\_\_\_\_

\_\_\_\_\_ ZIP CODE \_\_\_\_\_

U.S.A. as Surety, are held and firmly bound unto State of Maryland, as Obligee, in the amount of \$ \_\_\_\_\_, for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

WHEREAS, the Principal has made application to the State Highway Administration of Maryland, for a permit to construct \_\_\_\_\_

Entrances(s) \_\_\_\_\_

WHEREAS, the State Highway Administration of Maryland has granted a permit for such construction, being Permit No. \_\_\_\_\_, dated \_\_\_\_\_ upon certain terms and conditions as set forth in said permit.

NOW, THE CONDITION OF THE FOREGOING OBLIGATION is such that if the above bounden Principal shall in all respects, comply with the terms and obligations there under, and shall well and truly and in a manner satisfactory to the State Highway Administration complete the work permittee and save harmless the SHA and the State of Maryland from any expense incurred through the failure of said Principal to comply with the terms and conditions of same permit, or from any damages growing out of the negligence of the said Principal, or his, theirs, or its agents or employees, then the above obligation to be void and of none effect, otherwise to remain in full force and virtue of law.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_

As Principal:

\_\_\_\_\_ (SEAL)

As to Surety:

**THIS IS A SAMPLE OF THE FORMAT TO BE FOLLOWED  
BY THE BANK IN THE ISSUANCE OF LETTER OF CREDIT**

**THE OFFICIAL LETTER OF CREDIT MUST BE ON BANK LETTER HEAD**

MD Dept. Of Transportation

DATE: \_\_\_\_\_

RE: Irrevocable Letter of Credit

No: \_\_\_\_\_

**(Description and Location where work is to be accomplished)**

Gentlemen:

We hereby authorize you to draw on (NAME AND ADDRESS OF BANK), for the account of **(NAME OF PERMITTEE)**, in a sum not to exceed **(DOLLAR AMOUNT)**, by your sight draft(s) without any documents required.

The draft shall cover the cost of construction and/or completion of construction of all the terms and work stipulated in the SHA permit.

The drafts must be drawn and negotiated on/or before **(DATE)**.

It is a condition of this Letter of Credit that it shall be deemed automatically extended without amendment for one (1) year from the present or any future expiration date unless thirty (30) days prior to such expiration date you are notified by registered letter, that we elect not to consider the Letter of Credit renewed for any such additional period.

Each Draft drawn under the Letter of Credit must state "Drawn under **(BANK NAME AND ADDRESS)**, **(LETTER OF CREDIT NUMBER)**, dated **(DATE)**, from the account of **(PERMITTEE)**.

We hereby agree with bona fide holders of drafts drawn under and in compliance with the terms of this Letter of Credit that such drafts will be duly honored upon presentation.

ATTEST  
(NAME OF WITNESS)

(NAME OF BANK)  
by: (AUTHORIZED OFFICIAL)