

APPLICATION FOR MARYLAND STATE HIGHWAY ADMINISTRATION ACCESS PERMIT

TO: STATE HIGHWAY ADMINISTRATION
ENGINEERING ACCESS PERMITS DIVISION
P.O. BOX 717/MAIL STOP C-302
BALTIMORE, MD 21203-0717

APPLICATION IS HEREBY MADE TO CONSTRUCT _____ COMMERCIAL ENTRANCE(S)
(Number)

AND/OR _____ PUBLIC STREET(S) OR (OTHER) _____
(Number)

TO STATE HIGHWAY ROUTE _____ , _____
(Number) (Name of Road)

FROM _____
(Name and/or Description of Business or Development)

WHICH IS LOCATED ON THE _____ SIDE OF THE STATE ROAD APPROXIMATELY
(Compass Direction)

_____ FEET _____ OF _____
(Distance) (Compass Direction) (Name of Nearest Public Road)

IN _____ COUNTY DATE _____

COMPLETION OF THIS APPLICATION CONSTITUTES A BINDING AGREEMENT BETWEEN THE APPLICANT AND/OR OWNER AND THE MARYLAND STATE HIGHWAY ADMINISTRATION. THIS APPLICATION WILL BECOME A PERMANENT PART OF THE ACCESS PERMIT, AND APPLICANT AND/OR OWNER AGREES TO THE TERMS AS OUTLINED IN THE PERMIT. BEFORE SIGNING THIS APPLICATION PLEASE READ THE REVERSE SIDE THOROUGHLY.

I/We the undersigned agree to accept full financial responsibility for relocation and/or adjustment of any utilities by the proposed entrance construction accomplished under the State Highway Administration permit.

(Property Owners Name) (PRINT OR TYPE) * (Applicants Name)

(Property Owners Signature) (Applicants Signature)

(Street Address) (Street Address)

(City & State) (City & State)

(Zip Code) (Phone Number) (Zip Code) (Phone Number)

*** THE NAME ON THE SURETY MUST BE THE SAME AS EITHER THE APPLICANT OR THE PROPERTY OWNER.**

REQUIRED SUBMITTALS FOR COMMERCIAL ENTRANCE AND/OR PUBLIC STREET PERMIT

- APPLICATION:** Fill in all pertinent blanks and sign the form in the spaces provided.
- FEE:** A check or money order payable to the **State Highway Administration** in the amount of fifty dollars (**\$50.00**) for each point of access must be submitted.
- PLANS:** Ten (**10**) copies of the development plan must be submitted. Plans must be drawn to a suitable scale and include existing and proposed detail sufficient to use as entrance construction plans. Additionally, ten (**10**) copies of a profile grade must be submitted with all applications for public road permits.
- TRAFFIC SIGNALS:** If traffic signal work is required, a separate check or money order payable to the **State Highway Administration** in the amount of one thousand five hundred dollars (**\$1,500.00**) for each traffic signal review must be submitted to this office along with a copy of the design request.
- SURETY:** A surety in the form of a bond, letter of credit, or certified check must be submitted. Whenever a Performance Bond is submitted, the complete address of the bonding company or the Insurance Agent must be included on the bond submitted.
***PLEASE NOTE: THE NAME ON THE SURETY MUST BE THE SAME AS EITHER THE APPLICANT OR THE PROPERTY OWNER.** The surety must be in an amount of at least **150%** of estimated entrance construction and all signal costs; in even thousand dollar increments.
PLEASE NOTE: IF YOU CHOOSE A CERTIFIED OR CASHIER'S CHECK, A FEDERAL IDENTIFICATION OR SOCIAL SECURITY NUMBER MUST BE NOTED ON THE CHECK. FUNDS THAT ARE POSTED BY CERTIFIED OR CASHIER'S CHECK WILL TAKE AT LEAST SIX TO EIGHT WEEKS FROM THE TIME OF RELEASE, FOR YOUR FUNDS TO BE RETURNED TO YOU.
- INSPECTION:** At the discretion of the District Engineer, an SHA Inspector may be assigned to the construction. It is agreed and understood by the acceptance of a permit that the permittee shall reimburse the SHA for the full cost of this inspection. The bill for this service must be paid within thirty (30) days after receipt of our invoice.
- UTILITIES:** The Permittee is responsible for the necessary relocation of all utilities (under permit issued by the appropriate agencies) prior to construction of pavement stipulated under the permit. The SHA is not responsible for any utility adjustments or relocations.

Revised 7/04