



Harford County Government
Department of Public Works-Highways
 1807 North Fountain Green Road, Bel Air, MD 21015
 Phone: 410-612-1704 Fax: 410-612-1716

Driveway Access Permit Application

Type of application: Residential (Individual home) Non-Residential (Commercial/Industrial) Temporary (Sales Trailer)

SITE DESCRIPTION:

Worksite Address: _____ DAP Permit No: _____
 Entrance location: _____ (If different from address) Building Permit Number: _____
 Subdivision name: _____ Lot number: _____

Site use: New construction Update/change existing access Additional information: _____

APPLICANT INFORMATION:

 Name Phone E-mail Address

 Address (house number & street) City/Town State Zip

OWNER INFORMATION:

 Name Phone E-mail Address

 Address (house number & street) City/Town State Zip

CONTRACTOR OR BUILDER INFORMATION:

 Name/Company Phone E-mail Address

 Address (house number & street) City/Town State Zip

SIGNATURE & ENCLOSURES NEEDED:

This application must be accompanied by a location map, proposed driveway and existing access point dimensions drawn to scale, indicating work to be completed. The applicant must noticeably mark the location in the field with the address labeled. This permit is not valid without front and back printed as determined by the Department of Public Works. The fee for this permit is \$35 and can be paid by check or cash only.

Property Owner acknowledges if access is not completed a cash bond shall be posted and shall be required for any work not performed to obtain the Temporary Certificate of Occupancy approval. All cash bond amounts shall be based on an engineering estimate prepared by the Department of Public Works. This access permit is valid one year from the approval date.

Permit fee paid: \$ _____ Date: _____

 Property Owner/Agent/Applicant Signature—Print name below

**HARFORD COUNTY DEPARTMENT OF PUBLIC WORKS
HIGHWAYS – ACCESS PERMIT REQUIREMENTS**

These Construction Notes shall be followed and are a condition of this Access Permit.

1. This Access Permit grants the permittee the right to construct the described work within the County Right-of-Way only to the extent the construction does NOT interfere with easements or rights held by others. Permittee shall ascertain and comply with any such restrictions or requirements in addition to the requirements of the Permit.
2. All construction shall conform with the Detail provided with this Permit and any additional requirements imposed by the Department of Public Works. Harford County reserves the right to refuse to issue any additional permits to the Permittee, including, but not limited to, Use and Occupancy, and/or to suspend previously issued permits if Permittee fails to comply.
3. Access Permittee shall comply with all applicable provisions of the Harford County Code and Road Code. Responsibility for compliance may not be transferred via any conveyance, or lack of conveyance.
4. Permittee shall return Right-of-Way to the condition existing (compacted and stabilized) prior to construction. Details on construction, lift size, compaction, and materials usage must meet Harford County Code.
5. Work Zone traffic control to be in accordance with the M.U.T.C.D.
6. Access Permittee shall contact “Miss Utility” (1-800-257-7777) prior to any work, as required by law.
7. All work under this Permit shall maintain minimum clearances from all Water/Sewer/Storm Drain/Other Utilities and Structures. Specifically, one (1) foot of vertical clearance and five (5) feet of horizontal clearance is required.
8. Permittee shall notify the Department of Public Works at least 48 hours prior to any construction. A pre-paving inspection is required prior to final paving. Plastic/Poly type pipes are not approved for Accesses. Additional inspections are required as indicated. Failure to obtain required inspections will delay occupancy approval.
9. Additional Special Requirements:

10. General Construction Requirements:

- a. Any Permanent Construction within the County Right-of-Way requires written permission from the Department of Public Works, prior to commencement of construction. Permanent Construction is defined as, but not limited to, any structure which is constructed of stone, block, brick, concrete, masonry, steel, wood, etc. including mailbox housings and/or light post and included plantings with growth potential greater than 3 feet.
- b. All Accesses constructed within Harford County are required to be paved per Harford County Road Code.
- c. All construction must meet the minimum Sight Distance requirements within Harford County Road Code.
- d. All construction must be approved by the Department of Public Works prior to Certificate of Occupancy Approval.

Should any questions arise regarding the requirements of this permit, (i.e., requesting any changes, making required notifications prior to construction) please contact the following office for assistance:

Harford County Department of Public Works
Highways Utility and Access Permitting & Inspections
1807 North Fountain Green Road
Bel Air, MD 21015
Telephone: 410-612-1704