



THE COMMISSIONERS OF ST. MICHAELS

SETTLED 1670-1680
INCORPORATED 1804

300 MILL STREET
P.O. Box 206
ST. MICHAELS, MD 21663

TELEPHONE: 410.745.9535
FACSIMILE: 410.745.3463

**TOWN OF ST. MICHAELS
REQUEST TO PERFORM WORK IN ST. MICHAELS –
ROAD RIGHT OF WAY PERMIT**

☐ SUBCONTRACTOR ☐ RESIDENTIAL ☐ PROJECT

DATE _____ PERMIT NO. _____

1. LOCATION/ADDRESS OF WORK TO BE DONE _____

2. PROPERTY OWNER _____

ADDRESS _____

PHONE _____

EMAIL _____

3. COMPANY/INDIVIDUAL PERFORMING WORK _____

ADDRESS _____

PHONE _____

EMAIL _____

4. DATE PROPOSED WORK IS TO BEGIN IN RIGHT OF WAY _____

5. PROPOSED WORK TO BE DONE _____

☐ Driveway ☐ Utility Work ☐ Other

6. MISS UTILITY LOCATE # _____ DATE _____

7. MHIC AND/OR BUSINESS LICENSE OF SUBCONTRACTOR (if applicable) # _____ EXP DATE _____

8. INSURANCE COMPANY NAME: _____ PHONE NO. _____

9. DIRECT SUPERVISOR PHONE CELL _____ OFFICE _____

10. PERMIT # _____ AND/OR P.O. # _____ FROM GENERAL CONTRACTORS TO SUBCONTRACTOR

11. LIST ANY ATTACHED DOCUMENTS WITH THIS REQUEST

12. SUBMIT TRAFFIC PLAN IF NECESSARY ☐ YES ☐ NO

13. SUBMIT EMERGENCY PLAN IF REQUIRED ☐ YES ☐ NO

ALL WORK SHALL BE PERFORMED TO THE SATISFACTION OF ST. MICHAELS PUBLIC WORKS, AND IN ACCORDANCE WITH APPLICABLE LAWS, REGULATIONS, SPECIFICATIONS AND REQUIREMENTS. PERMITTEE IS RESPONSIBLE FOR ANY DAMAGE TO TOWN ROADS AND THE ROAD IS TO BE RETURNED TO ITS ORIGINAL CONDITION. PERMITTEE IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND/OR APPROVALS. PERMITTEE SHALL NOTIFY ST. MICHAELS PUBLIC WORKS WHEN WORK IS TO BEGIN, WHEN WORK IS TO BE INSPECTED, AND WHEN THE WORK IS COMPLETE. PERMITTEE SHALL PROVIDE ST. MICHAELS PUBLIC WORKS DEPARTMENT WITH A WORKING PHONE NUMBER OF A CONTACT PERSON WHO SHALL REMAIN AVAILABLE FOR COMMUNICATION UNTIL THE WORK HAS BEEN INSPECTED, APPROVED AND ACCEPTED. ALL WORK MUST BE DONE DURING REGULAR WORKING HOURS UNLESS OTHERWISE APPROVED BY ST. MICHAELS PUBLIC WORKS. ALL WORK MUST BE INSPECTED, AND APPLICANT/CONTRACTOR WILL BE RESPONSIBLE FOR ALL REPAIRS CAUSED BY DEFECTIVE WORK WHETHER BEFORE OR AFTER ACCEPTANCE BY THE TOWN. TRAFFIC CIRCULATION MUST BE MAINTAINED AT ALL TIMES.

PERMIT AND INSPECTION FEE: \$250 PERMIT FEE INCLUDES FIRST INSPECTION PER PERMIT



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Town of St. Michaels Use ONLY

Application Approved: _____ Date: _____

Commencement Date: _____

Completion Date: _____

Comments: _____

Inspection Date: _____ Inspected By: _____

Inspection Approved: _____ Disapproved: _____

Comments: _____

NOTES/DRAWINGS:

RESURFACING OVER ENTRANCE CULVERT: I have been advised by St. Michaels Public Works that the culvert at the entrance of the property described in this permit potentially needs to be repaired/replaced, and it is not being done at this time. My signature indicates that I accept responsibility to any future expenses to my driveway.

SECOND ENTRANCE: Should the installation of a second entrance on a property interfere with regulations by another governmental agency (i.e. Talbot County Environmental Health, Planning & Zoning, Permits & Inspections, etc.), the removal of the entrance will be at the owner's expense.

Print Name _____ Date _____

Homeowner (or representative) Signature _____ Date _____

**UPON COMPLETION OF WORK, CONTACT ST. MICHAELS TOWN OFFICE
FOR INSPECTION 410-745-9535**