

# TOWN OF ELKTON

Administration Office

Elkton Municipal Building, 100 Railroad Avenue, Elkton, Maryland 21921

Telephone: (410) 398-0970

Facsimile: (410) 392-6633

email: [administration@elkton.org](mailto:administration@elkton.org)

## APPLICATION FOR PERMIT TO BLOCK/OBSTRUCT STREET/SIDEWALK

### Purpose and Intent

This form shall be used by any person requesting to block/obstruct or otherwise inhibit the passage of vehicles and/or pedestrians on a public street and/or sidewalk in the town of Elkton. The Code of the Town of Elkton, Title 12, Chapter 12.08, § 12.08.030, prohibits any person from blocking or obstructing any street or sidewalk, or part thereof, within the town unless a permit has been issued by the Town.

### Instructions to Applicant

Please complete the following requested information and submit to the Town of Elkton, Administration Office, 100 Railroad Avenue, Elkton, Maryland 21921. The applicant may include additional drawings, plans, specifications and other related information to support the application and request for a permit to block/obstruct a street and/or sidewalk. All information must be printed and legible, as well as accurate.

### Applicant Information

Date of Application: \_\_\_\_\_ Attachments Included: Yes\_\_\_\_No\_\_\_\_

Name of Applicant: (Person, Company or Organization): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name & Title of Representative (if company or organization): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Location (where and extent of street and/or sidewalk to be blocked): \_\_\_\_\_

Date/Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Work (describe work necessitating closure): \_\_\_\_\_

Contractor's Name (as applicable): \_\_\_\_\_ Job Site Superintendent: \_\_\_\_\_

Address Information: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Certificate of Insurance Required: Comprehensive General Liability \_\_\_\_ Worker's Compensation \_\_\_\_ Vehicle Liability \_\_\_\_

Safety Plan (how the applicant will ensure the safety of the public): \_\_\_\_\_ Attachment: \_\_\_\_\_

Applicant agrees to comply with all requirements, regulations and other provisions of the permit.

\_\_\_\_\_  
Applicant's Signature (or legally authorized representative)

### FOR OFFICIAL USE ONLY

Application Receipt Date: \_\_\_\_\_ Application Processed by: \_\_\_\_\_

Fee(s) Collected (as applicable): \$ \_\_\_\_\_ Town Administrator: \_\_\_\_\_

## NOTICE AND REQUIREMENTS

The above named permittee has obtained limited and revocable permission from the Town of Elkton, consistent with the provisions of the Code of the Town of Elkton, Title 12, Chapter 12.08 § 12.08.030, to temporarily block, obstruct or otherwise restrict passage of the street and/or sidewalk at the above location for the specified period of time, in accordance with, but not necessarily limited to, the following restrictions:

1. The blockage, obstruction and restriction of pedestrians and/or traffic on public streets/sidewalks shall require the permittee to provide, install and maintain traffic barriers, detour and warning signage, and other devices necessary for public safety and convenience. Questions regarding barriers, detours and warning signs should be referred to the Department of Public Works, 209 Blue Ball Avenue, Elkton, Maryland 21921 Tele: (410) 392-6636 Fax: (410) 392-6634 Business hours: Monday – Friday 7:30 A.M. – 4:00 P.M.
2. The State Highway Administration (“SHA”), District 2, Chestertown, Maryland, requires a permit from SHA for any work activity on roads and/or rights-of-way owned by SHA. This permit does not constitute a permit, permission or consent of SHA to block, obstruct or otherwise restrict passage on SHA owned roads and rights-of-way.
3. “MISS UTILITY” must be contacted at 1-800-257-7777 at least 48 hours in advance of any work underground.
4. The issuance of this permit to temporarily block, obstruct or otherwise restrict the use and/or access to public streets/sidewalks is for that purpose only and does not, directly or indirectly, permit any other regulated activity, or absolve the person from any form of liability associated with the activities of the permittee.
5. The permittee shall notify the Department of Public Works at least two (2) business days prior to blocking and/or obstructing any street/sidewalk under this permit. The permittee shall provide the name, address and contact telephone number for the permittee, or its representative, at the permit location.
6. If street/sidewalk work is performed in conjunction with the street/sidewalk closing and all work is not completed or in progress, all open trench or cuts must be backfilled or covered with traffic bearing steel plates and marked in accordance with the standards of the manual on Uniform Traffic Control Devices and approved reflective warning devices.
7. Construction work performed in conjunction with the street/sidewalk closing: all repairs and restoration to streets, curbs and gutters, sidewalks and/or other public infrastructure must be performed in accordance with the Town of Elkton’s standards and specifications.
8. During the period of the permit, the permittee shall be required to purchase and maintain commercial general liability insurance for death, bodily injury, property damage and workers’ compensation at limits acceptable to the Town of Elkton. A Certificate of Insurance naming the Town as additionally insured, shall be submitted to the Town before the commencement of any work under this permit.
9. The permittee is responsible for compliance with all Town, Cecil County, State and Federal laws and regulations relating to any activity by the permittee under this permit.
10. The Town of Elkton reserves the right to require the permittee to develop and implement a Town approved traffic control plan during the period of this permit.
11. Worksite safety and maintenance shall be the responsibility of the permittee, and in no case will construction material and equipment be allowed to remain in the public right-of-way when material and equipment is not in use, or work is not in progress.

12. The permittee shall not track, spill or otherwise deposit mud, debris, water or other substances on or around, or in any other way damage, the streets and /or sidewalks of the Town of Elkton. In such case, the permittee shall promptly clean and remove such substances from the streets and/or sidewalks of the Town.
13. The permittee shall not use blasting agents within the Town of Elkton in the course of performing work associated with the closing of any street/sidewalk.
14. The permittee shall not damage, remove, displace or otherwise alter any public infrastructure, including water, wastewater and/or stormwater facilities, valves, covers and/or other appurtenances, during the performance of any work associated with the closing of any street and/or sidewalk under this permit.
15. Permanent repairs to concrete sidewalk shall consist of removal of the entire blocks of concrete sidewalk affected and the entire area being replaced with 4000 psi concrete, no less than four (4) inches thick and finished to a true grade and alignment of existing sidewalk, scored and blocked as required by the Department of Public Works. Compliance with standards approved in conjunction with the Americans with Disabilities Act may be required by the Town for work including new or reconstructed curbs or sidewalks.
16. Street repairs and restoration shall be performed in accordance with Town approved standards and specifications.
17. Existing signs, trees, shrubs, grass, walks, steps, lighting facilities and other affected property shall be replaced or restored to their original condition and to the satisfaction of the Town of Elkton. If damaged, they are to be replaced "in kind" and acceptable to the Town of Elkton.
18. Town of Elkton approved standards and specifications, including standards and specifications of the Maryland State Highway Administration acceptable to the Town of Elkton, may be obtained from the Department of Public Works.

<u>19. Town of Elkton Contact Information</u>	<u>Telephone</u>	<u>Facsimile</u>
Administration Office	(410) 398-0970	(410) 392-6633
Building Official, 100 Railroad Avenue	(410) 398-4999	(410) 398-0128
Department of Public Works, 209 Blue Ball Avenue	(410) 392-6636	(410) 392-6634
Elkton Police Department, 100 Railroad Avenue	(410) 398-4200	(410) 392-5294

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