

Town of Elkton

Guidelines for Completion of Permit Application

Excavation and Other Work

1. The applicant (principal person or business entity) for the above referenced permit shall complete the entire form, inclusive of attachments, in order for the Town of Elkton to fully evaluate the application for a permit. The applicant shall pay the non-refundable application fee. The Town may bill the applicant for the fee if all necessary information and authorization is provided with the application. All information included in the application shall be legible and be formatted in the English language. The applicant, its authorized representative and on-site representative will be indicated in the application, along with all address, telephone, facsimile, cell/mobile telephone number(s). The applicant or its authorized representative shall sign the application.
2. The location of work shall be described in detail, inclusive of map (ADC or other appropriate document), drawings, specifications and other information precisely indicating the location and scale of all work affecting the Town's rights-of-way and other property.
3. The date/time when work is expected to begin and when work is expected to be completed shall be included in the application. A permit shall not be issued for any time greater than thirty (30) days if the date of completion is not entered or known.
4. Description of work shall include both a *general or summary* description of the work and a detailed description of work tasks, and be responsive to who and how the work is to be performed, inclusive of the full name, address and authorized on-site representative of any subcontractor(s) utilized by the applicant. Work description shall include technical description of all materials remaining in the Town's right-of-way or other property following completion of the work, e.g., coaxial cable, fiber optic cable, metal or plastic pipe, conduit, concrete vault, etc.. The exact location of remaining materials (vertical & horizontal) with respect to permanent surface structure(s) or GPS coordinates, type of material and dimensions, special signs and warning notices posted, and other appropriate information shall be included in the description of work. *If the applicant decides to change the scope, nature, location, materials or other substantive part of the work described in the application, the applicant must first notify the Town of Elkton and submit a written request for any change.*
5. Attachments to the application shall include engineering and/or other detailed and accurate drawings and specifications supporting description and location of work. Drawings shall indicate the Town's streets, sidewalk, curb & gutter, water & sewer lines, manholes and valve pits, stormwater inlets and pipes, traffic control devices, and other impacted property, equipment and appurtenances.
6. The applicant must comply with all provisions of the permit. Failure to comply with the provisions of the permit shall result in a revocation of the permit and such other action deemed appropriate and necessary by the Town of Elkton.
7. The applicant shall provide a copy of its comprehensive general liability and workers' compensation insurance along with the application.
8. The issuance of a permit by the Town does not relieve the applicant from obtaining a permit(s) from other regulatory agencies of Cecil County, the State of Maryland, or the United States of America, as applicable. This shall include sediment and erosion control plans approved by the Cecil Soil Conservation District, as applicable.
9. The permit application shall be reviewed by the Town and the permit issued, or notice that the permit will not be issued or additional information is being requested, shall be furnished to the applicant within thirty (30) days of application. A copy of a permit shall be provided to the Town Department of Public Works, the Elkton Police Department, the Building Official, and/or such other departments deemed necessary by the Town Administrator. A copy of permit must be retained by the applicant or its authorized representative in the field and be presented upon request to a Town representative.
10. The applicant shall, in addition to compliance with the provisions of a permit issued under this application, comply with the Town of Elkton's standards and specifications, as required by the Department of Public Works.
11. Questions relating to the application for a permit under the Code of the Town of Elkton, Chapter 12.12, should be referred to the Town Administrator, Elkton Municipal Building, 100 Railroad Avenue, P. O. Box 157, Elkton, MD 21922-0157 Tele: (410) 398-0970 Fax: (410) 392-6633 E-mail: elkadsec@iximd.com
12. The Town shall require the applicant to post a bond or Letter of Credit for work under this permit. The amount shall be determined by the Town.