

# Chevy Chase Village Building Permit Application for Driveways and Other Features at Grade

Permit No: \_\_\_\_\_

<b>Property Address:</b>  
<b>Resident Name:</b> Daytime telephone: _____ Cell phone: _____ After-hours telephone: _____ E-mail: _____
<b>Primary Contact for Project:</b>  <input type="checkbox"/> Resident <input type="checkbox"/> Architect <input type="checkbox"/> Project Manager <input type="checkbox"/> Contractor* *MHIC/MD Contractor's License No. ( <i>required</i> ): _____
<b>Primary Contact Information:</b> Name: _____ Daytime telephone: _____ After-hours telephone: _____ E-mail: _____
<b>Check all that apply:</b>  <input type="checkbox"/> Driveway (If a new curb cut is required, note additional fee.) <input type="checkbox"/> Walkway <input type="checkbox"/> Patio, terrace, or deck at grade
<b>Check all appropriate boxes:</b> Feature is: <input type="checkbox"/> new; <input type="checkbox"/> an enlargement of an existing feature; and/or <input type="checkbox"/> being relocated.  <input type="checkbox"/> Feature is a replacement in-kind and in the same location.
<b>Description of project:</b>    
<i>To be completed by Village staff:</i> Is this property within the historic district?      Yes <input type="checkbox"/> No <input type="checkbox"/> Staff Initials: _____ Date application filed with Village: _____ Date permit issued: _____ Expiration date: _____

## **Guidelines for Building, Replacing and Maintaining Driveways**

Village Code states that any person intending to install, replace or alter a driveway, or any material part thereof, must first obtain a Building Permit from the Village office. (Residents within the Historic District must also obtain a Historic Area Work Permit; please contact the Historic Preservation Commission directly.)

Driveways are regulated in three areas: (1) the portion of the driveway located on private property, (2) the portion of the driveway that crosses the public right-of-way, and (3) the driveway apron, which is the portion of the driveway that meets the public street. Please refer to the illustration below for an example of these components.

### ***(1) Driveways on Private Property***

Driveways on private property may be installed using any material the resident chooses (although residents within the Historic District must consult with HPC), provided that the driveway does not exceed fifteen feet (15') in width. Village Code allows residents to install a wider garage apron—the section of a driveway just forward of a garage—for two-car garages. The apron in front of a two-car garage may extend the full width of the two-car garage for a distance up to twenty feet (20') from the face of the garage. The Code applies this accommodation only for two-car garages.

### ***(2) Driveways on the Public Right-of-Way***

All driveways must cross the public right-of-way to access the street, but where private property ends and the public right-of-way begins ends is not always consistent from street to street, and may even vary from block to block (as discussed above). The first step is to determine where the right-of-way begins in front of your property. Your proposed driveway cannot exceed ten feet (10') in width where the driveway crosses the right-of-way. Also, if your driveway (whether new or replacement) crosses or intersects with a public sidewalk, the sidewalk material must be restored/maintained across the driveway so as to create a continuous public sidewalk of consistent material type.

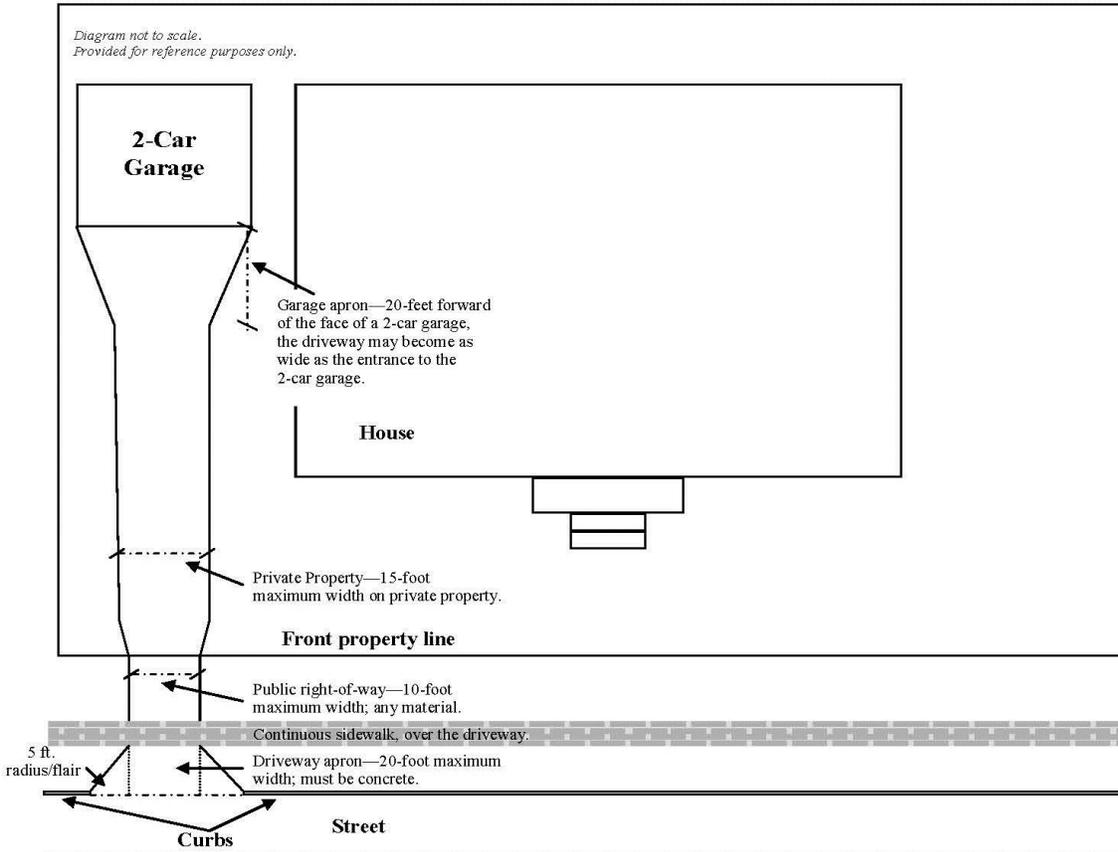
### ***(3) Driveway Aprons***

The driveway apron is the portion of the driveway that meets the public street. In addition to the ten foot (10') maximum width of the driveway where the driveway crosses the public right-of-way, the Village Code allows a five foot (5') radius on either side to establish the driveway apron, thereby allowing a maximum width at the curb of twenty feet (20'). While driveways on private property may be installed in any material or color that residents choose, the Village Code specifies that the driveway apron must be installed in accordance with current Montgomery County standards.

Village Code limits the number of curb cuts permitted per property to one. Accordingly, residents who wish to install a circular driveway will need to request a variance from the Board of Managers.

Unlike other improvements in the public right-of-way, a **License to Use the Public Right-of-Way** is not required to install or replace driveways or driveway aprons. Replacement of a driveway apron is the sole responsibility of the adjoining property owner, not the Village.

**Example:**



## Building Permit Application Filing Requirements

*Application will not be reviewed until the application is complete*

- Copy of stamped approved plans from Montgomery County or Historic Preservation Commission (HPC).
- This application form, signed by resident.
- Boundary Survey
- Site Plan (see: Village Site Plan Checklist to ensure completeness) showing exact location of existing and proposed features.
- Tree Preservation Plan requested of Village arborist (see: Village Tree Inspection Request form). All required tree protections must be fully installed before any work begins.
- Filing Fee (due at time of application). Fee schedule is listed in Chapter 6 of the Village Code.
- Damage deposit or performance bond (due when permit is issued). Amount will be set by Village Manager.

*Once this permit application is complete, the Village Manager will review the application and accompanying documents and, under most circumstances, act on the application within 5 to 10 working days. If the Montgomery County permit is suspended, revoked or lapsed, the Village permit is automatically suspended, revoked or lapsed. No signs advertising any service provider may be posted on the work site.*

**I hereby certify that I have the authority to make the foregoing application, that the application is correct, that I have read and understood all requirements and that the construction will conform to the regulations of the Montgomery County Zoning Code, the Village Code including Urban Forest code, and any covenants and easements on the subject property.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Use By Village Manager</b>	<b>Application approved with the following conditions:</b>
<b>For Use By Village Manager</b>	<b>Application denied for the following reasons:</b>

<p align="center"><b>Filing Fees</b> (due when application submitted)</p>	<p><b>Checks Payable to:</b></p> <p align="right"><b>Chevy Chase Village</b> <b>5906 Connecticut Ave.</b> <b>Chevy Chase, MD 20815</b></p>
<p>Permit Filing Fee:</p> <p><input type="checkbox"/> \$30.00 (if new, enlarged or relocated)</p> <p><input type="checkbox"/> \$15.00 (if a replacement in-kind and in the same location)</p> <p><input type="checkbox"/> \$50.00 for new curb cut.</p> <p><input type="checkbox"/> \$50.00 for construction in the Public Right-of-Way.</p>	
<p>Tree Preservation Plan Fee:</p> <p><input type="checkbox"/> \$250.00</p> <p><input type="checkbox"/> Not required for this project</p>	
<p>TOTAL Fees:</p>	<p>Date:</p> <p>Staff Signature:</p>
<p><b>Damage Deposit/Performance Bond</b></p> <p><input type="checkbox"/> \$ _____</p> <p><input type="checkbox"/> Waived by Village Manager</p>	<p>Date:</p> <p>Village Manager Signature:</p>

<p><i>For Village Staff use:</i></p> <p>Field file for inspections by Code Enforcement Officer has been created: <input type="checkbox"/> Yes (Date: _____)</p>
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