



Town of Riverdale Park, Maryland

Office of Development Services

5008 Queensbury Road, Riverdale Park, MD 20737

Phone: (301) 927-6381 Email: [permits@riverdaleparkmd.gov](mailto:permits@riverdaleparkmd.gov)

**Utility Permit Application**

**Utility Company / Applicant Information**

Name: \_\_\_\_\_

Street Address (Physical Address, No PO Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Telephone Numbers: (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Please select preferred method of contact:  Mailing Address  Phone  E-mail  Other \_\_\_\_\_

**Project Information**

Project Location (Address Range and Intersecting Street(s)): \_\_\_\_\_

Project Description: \_\_\_\_\_

Estimated Project Start and End Date: \_\_\_\_\_ Estimated Project Cost: \_\_\_\_\_

**Contractor Information**

Contractor Name: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Street Address (Physical Address, No PO Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Telephone Numbers: (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Please select preferred method of contact:  Mailing Address  Phone  E-mail  Other \_\_\_\_\_

**Required Documents** (*Check all that apply*):

- Completed Application and fees
- Set of plans for the proposed work
- Supporting documents from County, State, or another agency

**Permit Fees** (*Must accompany application*):

- Review Fee – **\$75.00**
- Town Engineering Fee – **3% of project cost**

*I affirm under the penalty of perjury that the information contained in this application is true and correct to the best of my knowledge, information and belief. I hereby agree to meet the Town's conditions and requirements to conduct the specified work to obtain and maintain permit.*

**Applicant's Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

(Please review back page)

**For Applicants**

Please note the following conditions:

- No work shall be performed (except for an emergency) before this application is approved and permit is granted;
- The permittee agrees to fulfill all terms of the permit and comply with the Town Code along with County and State regulations;
- The permittee agrees to indemnify the Town from all damages that may arise in the prosecution of the work for which such permit shall be given;
- All streets and roadways shall and must be restored to the same or better conditions existing before the beginning of such work, at the cost and expense of the holder of any such permit.

**Town Use Only**

Permit Approved: \_\_\_\_\_

Permit Denied: \_\_\_\_\_

Permit Review Checklist:

- 1. Application Completed?
- 2. Fees Paid?
- 3. Plans Submitted?
- 4. Project Meets Town's Requirements?

Permit Comments:

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Additional Permit Conditions:

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Permit Issuance Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_

**Thank you for your investment and for growing with us!**