



**Town of Princess Anne**  
**30489 Broad Street**  
**Princess Anne, Maryland 21853**  
**410-651-1818**

Commissioners  
 Lionel Frederick, President  
 Garland Hayward, Vice President  
 Joseph D. Gardner  
 Orlando J. Taylor  
 Marshall Corbin

**Permit Fee: \$75.00**

Permit NO. \_\_\_\_\_

**General Information**

<b>Applicant/Owner:</b> (Name/Firm)	<b>Address:</b>	<b>Phone Number:</b>
		<b>Email:</b>
<b>Contractor:</b> (Name/Firm)	<b>Address:</b>	<b>Phone Number:</b>
		<b>Email:</b>
<b>State of Maryland License:</b>		<b>State of Maryland Business License:</b>

**Project Information**

<b>Site Address/Location of Work:</b>	<b>Project Start Date:</b>	<b>Project End Date:</b>	<b>Construction Costs:</b>

<p><b>Scope of Work within Public Right-of-Way</b>          (Provide brief summary check all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sewer/Storm Lateral Install/Replacement</li> <li><input type="checkbox"/> Sewer/Storm Main Install/Connection</li> <li><input type="checkbox"/> Utility Service Connections</li> <li><input type="checkbox"/> Utility Provider Trenching/Boring</li> <li><input type="checkbox"/> Utility Provider Temporary Access</li> <li><input type="checkbox"/> Landscaping/ Irrigation</li> <li><input type="checkbox"/> Other (describe)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sidewalk/Curb/Gutter Install/ Replacement</li> <li><input type="checkbox"/> Driveway Install/Replacement</li> <li><input type="checkbox"/> Pavement Restoration</li> <li><input type="checkbox"/> Traffic Signage/Striping</li> <li><input type="checkbox"/> Traffic Signal Install/Upgrade/Relocation</li> <li><input type="checkbox"/> Road or Sidewalk Closure</li> </ul>
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Is this project related to or required by a Planning Project or Building Permit?    Yes    No    Unsure

If so, provide their numbers:

I hereby acknowledge that I have read the permit and attached standard conditions, that the information given by me is correct, that I am the owner or the authorized agent of the owner to act and consent on their behalf, and that I agree to comply with the attached standard conditions, imposed special conditions, all applicable provisions of state laws, city ordinances, and the rules of any governmental agency involve

Applicant Signature

Applicant Title

Date

## **ENCROACHMENT PERMIT AND REGULATIONS**

1. **Acceptance of Provisions:** Applicant agrees that the doing of any work under this permit shall constitute an acceptance by the applicant of provisions herein.
2. **Liability for Damages:** Applicant will indemnify, hold harmless and assume defense of, in any actions of law or in equity, the Town of Princess Anne, its officers, employees, agents, officials and volunteers from all claims, losses, damages, including property damages, personal injury, including death, and liability of every kind, nature and description arising out of your work or in any way connected with the performance of this permit by the Applicant or any contractor, or subcontractor. This indemnification shall extend to claim losses, damage, injury and liability for injuries occurring after completion of the permitted operations, as well as during the work's progress.
3. **Liability Insurance:** Applicant shall obtain at its sole cost and keep in full force and effect during the term of this permit, and for one year thereafter, commercial general liability insurance in a form and amount acceptable to the Town Manager, naming the Town of Princess Anne, its officials, officers, directors, employees, agents, and volunteers as additional insured. The general liability insurance must be primary with respect to the additional insured; any other insurance available to the additional insured shall be excess and noncontributing.
4. **Permits from Other Agencies:** Applicant must obtain consent from any other public or private agencies or individuals required to complete such work. Such consent may be required to be obtained prior to requesting a permit from the Town of Princess Anne. If this provision is not complied with, this permit shall be void.
5. **Notice Prior to Starting Work:** Prior to commencing work authorized by this permit, applicant shall provide one (1) day notice to Town of Princess Anne Public Works Dept. for initial inspection. When work has been interrupted for more than two (2) working days, an additional 24-hour notification is required before restarting.
6. **Notification of Property Owners:** If required by the Town Manager or designee, the Applicant shall notify abutting property owners prior to starting any work pursuant to this permit.
7. **Hours of Work:** Work shall only be conducted between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. Work hours may be further restricted in conformance with approved traffic control plans and Town holidays. Lane closure hours are typically 9:00am through 3:00pm. Work outside these hours may be authorized with an After-Hours Permit based on Town staff availability.
8. **Display of Permit:** This permit shall be kept at the site of work. Upon request, the permit must be shown to any representative of the Public Works Dept. or law enforcement officer.
9. **Traffic Control:** At the Towns request, site specific traffic control plans shall be submitted for Town approval. All warning safety devices and use of flaggers shall conform to the current Maryland Department of Transportation (MDOT).
10. **Inspection Prior to Placement:** Applicant shall request inspection of all conduit installations, connections, and any repairs made to existing underground utilities prior to backfilling. All concrete forms shall be inspected prior to placement of concrete. Compaction tests are at the discretion of the Town Inspector.

11. **Construction and Repair:** Applicant shall properly construct, maintain and repair any encroachment authorized herein, and shall exercise responsible care in inspecting and immediately repairing any damage to the public right-of-way and underlying utilities which occurs as a result of existence of said encroachment or as the result of any work done pursuant to this permit. Failure to use proper backfill materials, proper compaction, or inspection prior to placement will result in increased inspection fees and liability for re-work. All buried pipes or conduits shall be installed with a minimum of twenty four (24) inches of cover unless approved by the Public Works Department.
12. **Steel Plate Bridging Excavations:** All plates shall be skid resistant. Plates shall be ramped to the elevation of the contiguous pavement. All steel plate placements shall be approved by the Public Works.
13. **Failure to Restore Street Surface:** Whenever the Applicant disturbs the surface of any public property for any purpose, Applicant shall restore that property to the condition that existed prior to that disturbance in accordance with Town Standard Plans. When any opening, cut, or other modification is made by Applicant in any Town street or other public right-of-way, Applicant must promptly refill the opening, restore the pavement in accordance with Town Standard Plans, and remove all U.S.A. markings. If the Applicant fails to perform that work in a timely manner or in accordance with Town specifications, the Town may refill, repave, or remove U.S.A. markings. The cost to Town for performing that work, whether by contract or by Town forces, including the costs of inspection and supervision, shall be deducted from any Performance Deposit and the balance paid by the Applicant within 30 days of receipt of an invoice for that work.
14. **Stormwater Pollution Prevention Program:** The Applicant shall implement and maintain measures to keep sediment, washwaters, equipment maintenance products, and other construction related material/debris from entering the storm drainage system. Dumping or discharge into the Towns storm drainage system is prohibited. Measures to protect the storm drainage system shall be in place prior to start of work.
15. **Storage of Material:** Stockpiling of material is not allowed in the street or sidewalk area unless specifically approved by the Town.
16. **Clean Up Right-of-Way:** Upon completion of work, all brush, timber, scraps, and other material/debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Public Works Director or designee.
17. **Maintenance and Repair:** Applicant shall promptly make any and all repairs to public right-of-way if required by the Public Works Director or designee. The Applicant is responsible for the materials and workmanship of this encroachment for a period of one (1) year after acceptance by the Town.

Acknowledged: \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date