



**UTILITY PERMIT APPLICATION**  
**information contact Town Administrator**  
**Phone 410-642-6066, x2005**  
**Fax 410-642-2677**  
**Email: [gpatchell@perryvillemd.org](mailto:gpatchell@perryvillemd.org)**

A Utility Permit certifies the Town of Perryville has approved or is made aware of all utility work being performed within the corporate limits of the Town of Perryville.

Complete the Utility Form Application – available at Town Hall or Town website [www.perryvillemd.org](http://www.perryvillemd.org), select Forms & Documents, under Planning & Zoning or Department of Public Works:

- Applicant – Must complete the Utility Permit Application in its entirety.
- Signature of owner or applicant/ authorized agent is required.
- Return the Application during regular business hours
- No Utility work can occur until the application is approved by the Town of Perryville
- If Road/Lane Closure is requested, please complete the Road/Lane Closure form which is attached to the Utility Permit application.
- No road/land closure can occur until the application is approved by the Town of Perryville
- A certificate of Liability, listing the Town of Perryville as Additional Insured is required for all road/lane closures.

After review and approval of the application you will be notified when the application is ready for pickup. Town Hall is open Mon & Tues 8:00 to 5:30, Wed & Thurs 8:00 to 4:30, and Friday 8:00 to 2:30 p.m.



## TOWN OF PERRYVILLE

P.O. Box 773, 515 Broad Street, Perryville, MD 21903

(410) 642-6066

### APPLICATION FOR UTILITY PERMIT AND REVIEW CHECKLIST

Project Name: \_\_\_\_\_ Project ID Number: \_\_\_\_\_

Utility Company Name: \_\_\_\_\_

Utility Company Address: \_\_\_\_\_

\_\_\_\_\_

Utility Company Contact Name: \_\_\_\_\_

Utility Company Contact Phone Number: \_\_\_\_\_

Utility Company Contact Email: \_\_\_\_\_

Project Location (provide range of addresses including intersecting streets):

\_\_\_\_\_

Description of Work (DO NOT abbreviate terms): \_\_\_\_\_

\_\_\_\_\_

Purpose of Request:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> After the Fact/Emergency Repair   | <input type="checkbox"/> New Utility Construction | <input type="checkbox"/> Utility Relocation          |
| <input type="checkbox"/> Utility Maintenance / Abandonment | <input type="checkbox"/> Other (Specify)          |  |
| <input type="checkbox"/> Small Wireless Facility (SWF)     | <input type="checkbox"/> Colocation (SWF)         | <input type="checkbox"/> New Pole or Structure (SWF) |

Aerial: \_\_\_\_\_ LF Pole Install / Replace: \_\_\_\_\_ EA

Buried under asphalt/concrete/grass strip/sidewalk: \_\_\_\_\_ LF

Designer / Engineer Company Name: \_\_\_\_\_

Designer / Engineer Company Address: \_\_\_\_\_

\_\_\_\_\_

Designer / Engineer Contact Name: \_\_\_\_\_

Designer / Engineer Contact Phone Number: \_\_\_\_\_

Designer / Engineer Contact Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date : \_\_\_\_\_

This checklist has been developed to provide specific instructions to utility companies. All items are expected to be addressed in the first submittal, unless indicated otherwise. Failure to do so will result in less than a full first review. Utility companies shall review the entire checklist, prior to first submittal and check the box in the left-hand column to indicate compliance.

## **APPLICATION SECTION**

- Completed Utility Permit Application and Review Checklist.
- One sets of plans.

## **GENERAL**

- Scale 1" = 50' or greater, North arrow.
- Numbered sheets and date prepared.
- Legend for all symbols used.
- Vicinity map with site identified (2000' scale) on first sheet.
- Name, address, phone number and email & company name of designer/engineering firm or individual who prepared plans.
- Title block: Plan description, addresses or range of properties affected.
- Miss Utility Note.
- All street names shown.
- Label non-Town streets as Private, County, or State.

## **EXISTING FEATURES**

- Edge of pavement (curb) shown.
- Utility poles with pole numbers shown.
- Existing guy wires and anchors shown.
- Existing Town Utilities (water, sewer & storm drain) for any excavation. \*
- Existing gas lines shown. \*
- Existing sidewalks shown. \*
- Existing street trees shown.
- Public Utility Easement (PUE) and Right of Way (ROW) shown including plat number or liber folio & deed reference.

## **TEMPORARY TRAFFIC CONTROL PLAN**

- TTCP shall be in accordance with MUTCD.
- TTCP may utilize existing Maryland SHA and / or Cecil County standard details.
- TTCP should accurately represent the project.
- Traffic Control Plan should maintain traffic at all times. Traffic Control Plan should address pedestrian movements. Road closures are not permitted.
- Proposed time frame (range) for lane closures is shown. Lane closures are permitted Monday through Friday, between 7:00 a.m. and 5:00 p.m. on all secondary residential streets and 9:00 a.m. to 3:30 p.m. on all other streets.

\* Not required for aerial only project where there is no land disturbance (note that installation/replacement of poles or guy wires is considered land disturbance).

- If Application includes a Temporary Lane Closure, applicant must notify the following organizations:

**Perryville Fire Department 410-642-2647**  
**Cecil County Public School Department of Transportation 410-996-5400**  
**Cecil County Department of Emergency Services 410-996-5350**  
**Perryville Police Department 410-642-3725**

**PROPOSED FEATURES**

- All proposed work and features clearly shown.
- All street closings clearly shown. \*
- All typical and minimum depths provided for underground lines. \*
- All underground pipe locations and diameter shown. \*
- All junction boxes, handholes, manholes, transformer pads and other equipment clearly shown including dimensions. \*
- All guy wires, new or replaced, shown.
- All necessary utility relocations shown.
- Type of excavation clearly shown (boring, open cut, conduit, etc.). \*
- If facility placed in existing conduit, then clearly show on plans.
- No storage of materials in the right-of-way beyond normal work hours.  
\*\*\*\*\*SWF ONLY\*\*\*\*\*
- All installs must comply with the Small Wireless Facility Standards.

**OTHER**

- Provide contact person name, address, email and phone number, who is responsible for field construction. Contact information can be shown on plan provided separately so that it can be included in permit.  
\*\*\*\*\*SWF ONLY\*\*\*\*\*
- Written authorization from structure owner that demonstrates that the Applicant has the authority to install a small wireless facility on the structure.
- Applicant must provide certified analysis showing that the proposed Facility satisfies the Federal Communication Commission (“FCC”)’s Radio-Frequency (RF) exposure guidelines applicable on an individual basis, and on a cumulative basis (considering all frequencies, and emitting sources as may be required by FCC regulations) Radio Frequency (RF) compliance confirmation.
- Documentation certified by a Maryland Professional Engineer that the pole or other structure to which the small wireless equipment is proposed to be attached is structurally adequate to support the small wireless equipment.
- Provide height of surrounding structures (poles, buildings...).

\* Not required for aerial only project where there is no land disturbance (note that installation / replacement of poles or guy wires is considered land disturbance).

**If the Applicant has any questions or concerns after regular business hours, please call:  
PERRYVILLE DEPARTMENT OF PUBLIC WORKS EMERGENCY CALL LINE:  
443-206-4425**

**Please Return Application to during regular business hours:**

**Town of Perryville  
Attention: Town Administrator  
515 Broad Street  
Perryville, MD 21903 Fax# 410-642-6391**

**INITIALS OF TOWN STAFF REQUIRED FOR THE UTILITY PERMIT TO BE APPROVED.**

**STAFF INITIAL REQUIREMENT**

Public Works Dept.:	_____
Administrative Dept.:	_____
Planning & Zoning Dept.:	_____
Town Engineer:	_____
Town Administrator Authorization:	_____



## TOWN OF PERRYVILLE

### TEMPORARY ROAD/LANE CLOSURES PERMIT

**If you are applying for a lane closure due to utility work, the Utility Permit Application is also required.**

Project Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

#### **Applicant Contact Information**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

#### **Contractor Contact Information**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

On-site Emergency Contact Name & Phone: \_\_\_\_\_

#### **Project Information**

Affected Road(s): \_\_\_\_\_

Closure Limits: From: \_\_\_\_\_ To: \_\_\_\_\_

Effective Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

**IMPORTANT: Attach Detour Map and MUTCD Traffic Control Plan  
Minimum 7 days Advance Posting is Required.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to abide by the terms and conditions on the reverse of this permit.

**This permit is valid only for Town of Perryville roads and sidewalks.  
Terms and Conditions for Temporary Lane Closure Permit:**

The applicant shall use the Temporary Traffic Control Devices provided in the latest edition of Maryland Manual on Uniform Traffic Control Devices (MUTCD).

The applicant will assume any and all liabilities that may arise by such closures.

Applicant must comply with attached "Guidelines For Utility Work Within Town Right-Of-Way" as applicable.

The road, sidewalk and other affected town property must be repaired to as-is or better condition.

Applicant must provide a \$1,000,000 General Liability and Workers Compensation (Maryland Statutory minimums) insurance certificate naming 'Town of Perryville' as additional insured.

Applicant is responsible to submit utility marking request to Miss Utility, and follow Miss Utility guidelines for digging.

The Town of Perryville will not be responsible for unknown conditions.

Applicant is required to notify appropriate public agencies (fire, medical, public safety, schools, transit, post office, etc.). Applicant must provide evidence that contact has been made.

Applicant is required to notify potentially affected businesses and residences.

Applicant remains fully responsible, at all times, for safety of the work zone, maintenance and upkeep of the signs, and road closure devices used. Upon reopening of the road, the applicant is responsible for removal of all signs, barricades, etc., and notification to town staff.

**INITIALS OF TOWN STAFF REQUIRED FOR THE UTILITY PERMIT TO BE APPROVED.**

**STAFF INITIALS**

Police Dept: _____
Public Works Dept.: _____
Administrative Dept.: _____
Planning & Zoning Dept.: _____
Town Engineer: _____
Conflicting Events: _____
Town Administrator Authorization: _____

The Applicant applying for a Temporary Road Closure must notify the below people as well:

**Perryville Fire Department 410-642-2647**  
**Cecil County Public School Department of Transportation 410-996-5400**  
**Cecil County Department of Emergency Services 410-996-5350**  
**Perryville Police Department 410-642-3725**

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