

TOWN OF LAYTONSVILLE
P .O. BOX 5158, LAYTONSVILLE, MD 20882
(301) 869-0042 FAX (301) 869-7222
www.laytonsville.md.us

APPLICATION FOR:

Apron: _____
Driveway: _____
Fence: _____
Sign _____
Swimming Pool: _____
Tree Removal: _____
Fees:
Engineering _____
Administrative _____

_____
Date Filed: _____
Decision: _____
Date: _____
By: _____
Title: _____

- 1. Applicant(s)** _____
Address: _____
Telephone #: _____
- 2. Job Location:** _____ **Total Cost:** _____
- 3 Owner(s):** _____
Address/Phone: _____
- 4. Architect/Engineer:** _____
Address/Phone: _____
- 5. Contractor:** _____
Address/Phone: _____
- 6. Fence Description and sample:** _____

SEE ATTACHED NOTES TO ACCOMPANY APRON, DRIVEWAY, FENCE, SWIMMING POOL AND TREE REMOVAL APPLICATION

Applicants: _____ **Date:** _____

TOWN OF LAYTONSVILLE
NOTES TO ACCOMPANY APRON, DRIVEWAY, FENCE, SWIMMING POOL AND
TREE REMOVAL APPLICATION

DRIVEWAY:

Site Plans indicating location, materials and dimensions of driveway must accompany this application

Engineering fees will be determined at the time of application

Bond to cover restoration of any damage or loss of use to Town property or public rights-of-way in connection with or related to the construction authorized under the permit will be required

Permit is not valid if construction work is not started within six (6) months from date permit is issued. Permit expires if work is not completed in one (1) year from date permit is issued

APRON:

Site Plans indicating location, materials and dimensions of apron must accompany this application

Engineering fees will be determined at time of application

Permit is not valid if construction work is not started within six (6) months from date permit is issued. Permit expires if work is not completed in one (1) year from date permit is issued

Bond in the amount determined by the Town and in a method acceptable to the Town must be provided before the construction permit for apron will be issued

FENCE:

Site Plan or copy of survey must accompany application for fence showing location of proposed fence. Please insert visible posts in ground at all corners of proposed fence.

Bond to cover restoration of any damage or loss of use to Town property or public rights-of-way in connection with or related to the construction authorized under the permit may be required

Permit is not valid if construction work is not started within six (6) months from date permit is issued. Permit expires if work is not completed in one (1) year from date permit is issued

If fence is on or near property line, neighbors' approval is required

SWIMMING POOL:

Site Plans indicating location, materials and dimensions of swimming pool must accompany this application

Bond to cover restoration of any damage or loss of use to Town property or public rights-of-way in connection with or related to the construction authorized under the permit may be required

Permit is not valid if construction work is not started within six (6) months from date permit is issued. Permit expires if work is not completed in one (1) year from date permit is issued

TOWN OF LAYTONSVILLE
NOTES TO ACCOMPANY APRON, DRIVEWAY, FENCE, SWIMMING POOL AND
TREE REMOVAL APPLICATION

TREE REMOVAL:

Before a roadside tree within the right-of-way of a public road is trimmed or cared for in any way including removal, the applicant must first obtain a permit from the Maryland Department of Natural Resources Forest Service *before* the Town reviews the tree removal request application. A permit is also needed to plant a tree within the public road right-of way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

To obtain a permit from MD DNR: www.dnr.state.md.us/download/060905rtp.doc
Mail the completed form to: MD Dept of Natural Resources, 2 S. Bond Street, Bel Air, MD 21014 Attn: Tod Ericson

Trees requested for removal must be identified by ribbons. A site plan showing location of trees to be removed must accompany the application.

Permit is not valid if tree removal is not started within six (6) months from date permit is issued.

Permit expires if work is not completed in one (1) year from date permit is issued

In the event of an emergency that threatens the safety of person or property, please contact the Town Hall (301) 869-0042

SIGN:

Please refer to the Town's Sign Ordinance.

Application must comply with Homeowners' Association guidelines if applicable.