



**Village of Martin's Additions**  
**7013 B Brookville Road**  
**Chevy Chase, MD 20815**  
**301-656-4112 (Phone)**  
**301-656-0030 (Fax)**

<b>Permit Number:</b>	_____
<b>Date of Application:</b>	_____
<b>Date of Village Review:</b>	_____

**PERMIT APPLICATION: for**

- Deck/Shed   
  Demolition   
  Driveway   
  Dumpster/POD   
  Alterations  
 New Construction   
  ROW Permit/Curb Cut   
  Wall/Fence

<b>Applicant Name:</b>		
<b>Address:</b>	<b>Lot Number</b>	
	<b>Block</b>	
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone / Cell Phone / E-Mail</b> _____		

<b>Property Owner Information:(if other than applicant):</b>		
<b>Name:</b>		
<b>Address:</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone / Cell Phone / E-Mail</b> _____		

<b>Contractor Information:</b>	
<b>Name:</b>	<b>MHIC # :</b>
<b>Address:</b>	
<b>City</b>	<b>State</b> <b>Zip</b>
<b>Phone / Cell Phone / E-Mail</b> _____	

- List of Required Filing Documents**
- A recent house location survey or Site Plan showing all existing and proposed structures.
  - Location of private and public trees on the site plan.
  - Construction site plans and specifications, including elevation data.
  - Drainage Plan, including sump pumps
  - Copy of plans that show location of dumpster, portable sanitation facility, delivery zone and HVAC
  - Copy of stamped approved Montgomery County drawings (if required).
  - Copy of Montgomery County Building Permit
  - Stormwater Drainage Plan
  - Completed Building Permit Application and Payment of Fees listed below.
  - Performance Bond (where applicable) and notarized bond form



# VILLAGE OF MARTIN'S ADDITIONS

## REQUIREMENTS FOR FILING BUILDING PERMITS

### PROTECTION OF TREES IN THE PUBLIC RIGHT-OF-WAY

As cited in Section 9-108, VMA Code

Prior to construction commencing, a building permit holder must install 4 ft. high welded, wire fencing around all trees in the Village right-of-way that may be affected by the construction. Any tree with a drip line that may come within 3 feet of construction equipment must have this protection erected. Stakes for fencing must be 6 feet high and spaced no more than 8 feet apart (or closer) to prevent fence from sagging. Distance of fence from tree should protect drip line as much as possible. Village trees on the opposing right-of-way may be in need of the same protection. It is the applicant's responsibility to have the barriers removed once final clearance is given at the completion of the project by the Village Building Inspector.

### BUILDING PERMIT FEES\*

Resolution 7-02-08 Adopted 2/15/07

Resoluton 7-09-1 Adopted 7-16-09 Effective 8-8-09 (Variance Fee and Front Yard Non-Vegetative Surface Fee)

<b>NEW RESIDENTIAL CONSTRUCTION PERMIT.....</b>	<b>\$4,000</b>
<b>EXTERIOR ALTERATION and MODIFICATION PERMIT:</b>	
<b>Commercial &amp; Residential Buildings (Including Garage)</b>	
· Sq. footage increase of less than 500 square feet.....	\$ 250
· Sq. footage increase equal to or greater than 500 square feet.....	\$ 500
<b>BUILDING CODE VARIANCE FILING FEE.....</b>	<b>\$1,500</b>
<b>DEMOLITION PERMIT</b>	
Footprint of 250 sq.ft. or less.....	\$ 250
Footprint greater than 250 sq.ft.....	\$ 500
<b>CURB CUT/DRIVEWAY APRON/ R-O-W CONSTRUCTION PERMIT.....</b>	<b>\$ 75</b>
<b>WALL/FENCE PERMIT.....</b>	<b>\$ 75</b>
<b>DECK/SHED PERMIT.....</b>	<b>\$ 75</b>
<b>DUMPSTER/POD PERMIT.....</b>	<b>\$ 75</b>
<b>NON-VEGATATIVE SURFACE (e.g. new driveways,sidewalks, etc.)PERMIT.....</b>	<b>\$ 75</b>

\* Separate Checks made out to "Village of Martin's Additions" are required for Fees and Bonds.

### PERFORMANCE BONDS \*

Resolution 7-02-09 Adopted 2/15/07

Performance bonds or other security are required for the following types of projects in the amount specified

<b>NEW RESIDENTIAL CONSTRUCTION.....</b>	<b>\$2,500</b>
<b>EXTERIOR ALTERATIONS, MODIFICATIONS.....</b>	<b>\$2,500</b>
<b>Commercial &amp; Residential Buildings (Including Garage)</b>	
<b>DEMOLITION.....</b>	<b>\$2,500</b>
<b>RIGHT-OF-WAY CONSTRUCTION.....</b>	<b>\$2,500</b>
<b>DUMPSTER**.....</b>	<b>\$2,500</b>

\* A separate check must be written to the "Village of Martin's Additions" for the Performance Bond. This check will be returned in whole if no damage is done to the public right-of-way during construction. \*\* A bond is not required for a dumpster if a bond has already been posted for one or more construction categories.

### **Cash Performance Bond Notarization**

When performance bonds are required they must be accompanied by a notarized statement holding harmless the Village of Martin's Additions from any expense to complete the required repairs. A Notary Public is available in the Village Office.

**APPLICATION FEES: Place a Check Mark Next to all that Apply**

\_\_\_ \$4,000 for new residential construction      \_\_\_ \$1,500 Variance application fee

■ **Exterior Alterations or Modifications:**

\_\_\_ \$ 250 for square footage increase of less than 500 square feet

\_\_\_ \$ 500 for square footage increase equal to or greater than greater 500 square feet

■ **Other Categories:**

\_\_\_ **Demolition Permit:** \_\_\_ \$250 for 250 sq.ft or less. \_\_\_ \$500 for more than 250 sq. ft.

\_\_\_ \$ 75 **Curb Cut/Driveway Apron/ Construction in the Right of Way** (drainage, extension of front walk)

\_\_\_ \$ 75 **Wall/Fence Permit**      \_\_\_ \$ 75 **Deck/Shed Permit**      \_\_\_ \$ -75 **Dumpster/POD Permit**

\_\_\_ \$ 75 **Non-vegetative Surface Permit** (driveways, sidewalks, etc.)

**PERFORMANCE BOND: Place a Check Mark Next to all that Apply**

\_\_\_ \$ 2,500 for new residential construction

\_\_\_ \$ 2,500 exterior alterations, or modifications (Includes Garages and sheds)

\_\_\_ \$ 2,500 demolition      \_\_\_ \$2,500 dumpster \*

\_\_\_ \$ 2,500 **right of way construction** (includes curb cut, driveway apron, drainage/extension of front walk)

\* A bond is not required for a dumpster if a performance bond has already been posted for one or more construction categories.

**Performance bond paid by (Village will return bond to this party)**

Name

Phone

Address

Check Number

Date:

**DESCRIPTION OF CONSTRUCTION PLANS:**

**Use of Structure:** Will any portion of this structure be used for an in-home business? \_\_\_\_\_. If yes, attach a description of the business.      **Estimated Completion Date:** \_\_\_\_\_

**RESPONSIBLE PARTY FOR EMERGENCY CONTACT:** Will the residence be occupied during the construction project? \_\_\_\_\_. If no, please provide the name, address, business and after-hours phone numbers of the project manager of the party responsible for the construction site.

Name

Address

Home Phone

Cell Phone

Other Phone

I understand that as a condition for the issuance of this permit, the proposed construction will comply at all times with the plans as approved by all applicable government agencies. I hereby declare and affirm, under penalty of perjury, that all matters and facts set forth in the permit application are true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*Building Permits may take 14 days to be issued . No permit shall be issued until 7 days after receipt of a County Permit as per Village Code.*

**For Office Use Only:**

EBL: \_\_\_\_\_ Building Height \_\_\_\_\_ Corner Lot? Y/N \_\_\_\_\_ Lot Size: \_\_\_\_\_ Sq. Ft.  
Lot Width \_\_\_\_\_ Lot Depth \_\_\_\_\_ Lot Coverage \_\_\_\_\_ Total New Footprint \_\_\_\_\_ sq.ft  
Front Yard Non-Vegetative Surface \_\_\_\_\_ %

**CHAPTER 7-402:**

(a) **BUILDING HEIGHT:** [Max 33 ft; Mean 28 ft] Max Measurement : \_\_\_\_\_;  
Mean Measurement : \_\_\_\_\_ Conform

(b) **WALL PLANE HEIGHT:**[Max 32] Front: \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ Conform

(c)& (d) **WALL PLANE LENGTH: FRONT:** [Max 40] Conform  **SIDE:** [Max 44] Conform

**(e) SETBACKS:**

(1) **Front Setback:**[Greater of EBL  or 25  Ft. ] Measurement \_\_\_\_\_ Conform

(2) **Rear Setback:** [80 Feet from  E B L ;  $\geq$   20 feet from rear lot line]  
Measurement \_\_\_\_\_ Conform:

(3) **Side-Lot Setback:** : Setback Side 1: \_\_\_\_\_ Setback Side 2: \_\_\_\_\_ Sum: \_\_\_\_\_

(i) **Setback requirement # 1:** [ $>18$ ft or 30% of lot width] Conform

(i) **Setback requirement # 2:** [ $> 8$ ft One side or no less than 40% of sum] Conform

(ii) **Additional Side setback # 1 and 2 :**[44' + 6'; one side  $> 2$ ft] Conform

(4) **Corner Lots:**[2 front yard setbacks]: Conform

**(5) Projections Main Buildings:**

(i) **Bay Windows, oriel entrances, balconies, vestibules:**[  $\leq 10'$  wide] Conform

Same plus cornices, eaves, chimneys: [ project  $\leq 2\frac{1}{2}$  ft into setback] Conform

(ii) **Unenclosed porches, decks, breezeways, steps, stoops, exterior stairways, terraces:**  
[ $\leq 9$  ft into front or rear setback] Conform  [ $\leq 3$ ft. side setback]: Conform

(iii) **AC, heat pumps:** [Project  $\leq 5$  ft into setback, front or rear only]: Conform

(f) **ACCESSORY BUILDINGS:** (1) Front Setback [ $>60$ ft from front lot line]; (2) Rear setback [Min.5 ft];  
(3) Side Setback [Min.5 ft]; (4) Height: [Max.20 ft] (5) Wall Plane Length [Max 25'] Conform

(G) **BUILDING COVERAGE:** Standard  $<6,000$ sq. ft =30%;  $>6,000$  sq. ft= decreasing lot coverage  
Lot Size: \_\_\_\_\_ Footprint: \_\_\_\_\_ Calculated Lot Coverage: Proposed \_\_\_\_\_ % Conform

(h) **NON-VEGETATIVE SURFACE:** [Max 30%] Conform  Corner Lot  Compliance  
Brookville Road Exemption

(i) **CURB CUTS** [Max 1;  $\leq 20$ ft wide]: Conform  Brookville Road Exemption.

(j) **DRIVEWAY WIDTH:** New [Max:10 ft] Conform  Replacement [ Existing Width]: Conform

(k) **FRONT LOADING GARAGE:** [ One,  $\leq 10$ ft. wide]: Conform