



Village of Martin's Additions

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For Office Use Only:

Permit Number: _____

Date of Application: _____

Date of Village Review: _____

**BUILDING PERMIT
APPLICATION:
NEW HOME
CONSTRUCTION**

Property Owner Name: _____

Address:

Lot Number

City

State

Zip

Block

Phone / Cell Phone: _____

E-Mail: _____

Contractor Information:

Name: _____ MHIC # : _____

Address: _____

City

State

Zip

Phone / Cell Phone (include 24 hour emergency contact number):

Description of Construction Plans:



Village of Martin's Additions

BUILDING PERMIT FEES: *[Resolution 1-12-1, Adopted 3-15-2012]*

- New Residential Construction : \$4,000.
-

PERFORMANCE BOND: \$2,500 (Separate Check)

A performance bond accompanied by a notarized statement available from the Village Office is required for new residential construction, including demolition.

Full restoration of the right-of-way and final inspection to close permit is required for full bond return.

Performance Bond Paid By:

Name: _____ Phone: _____

Address: _____

Check #: _____ Date: _____

[Please make checks payable to "Village of Martin's Additions"]



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Protection of Trees in the Public Right-Of-Way

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 within 3 feet of construction equipment must have this protection installed. 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.

Required Filing Documents

- A recent house location survey or Site Plan showing all existing and proposed structures.
- Location of private and public trees, 4 inches or greater at DBH, on the site and 10 feet beyond the property lines, on the Site Plan.
- A copy of the Site Plans and specifications showing existing and proposed structures and improvements, existing and proposed contours and spot elevations, and all existing and proposed setbacks from the property lines.
- Copy of plans that show location of dumpster, portable sanitation facility, HVAC, generators, walls and fences.
- Copy of Montgomery County Department of Permitting Services Building Permit.
- The Established Building Line (EBL) calculations.
- Copy of architectural drawings stamped and approved by Montgomery County's Department of Permitting Services (if required).
- A signed copy of Sediment Control/Stormwater Management Plan approved by Montgomery County Department of Permitting Services.
- A complete set of electronic architectural and Site Plans.
- Completed VMA Building Permit Application and Payment of Fees.
- Performance Bond (where applicable).

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. I acknowledge receipt of and have reviewed the "Permit Conditions for Property Owner/Owner's Agent and Contractors Operating within the Village of Martin's Additions" and hereby agree to ensure compliance with all such conditions.

Applicant's Signature

Print Name

Date

THIS PAGE FOR OFFICE USE ONLY: The following will be considered in reviewing your application:

ADDRESS/DATE:				
EBL	Building Height	Corner Lot?	Lot Size:	Sq. ft
Lot Width	Lot Depth		Total New Footprint	Sq.ft

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] SIDE: [Max 44] Conform.....
- (e) **SETBACKS:**
- (1) **Front:** [Greater of EBL or 25 Ft.] Measurement _____ Conform.....
- (2) **Rear:** [80 Feet from EBL; ≥ 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:
 [≤ 9 ft into front or rear setback] Conform [≤ 3 ft.side setback]: Conform.....
- (iii) AC, heat pumps: [Project ≤ 5 ft into setback, front or rear only]: Conform.....
- (f) **ACCESSORY BUILDINGS:**
- (1) Front Setback [>60 ft from front lot line]; Conform.....
- (2) Rear setback [Min.5 ft]; Conform.....
- (3) Side Setback [Min.5 ft]; Conform.....
- (4) Height: [Max.20 ft]; Conform.....
- (5) Wall Plane Length [Max 25'] Conform.....
- (g) **LOT 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:** [Front yard max 30%] Conform.....
 Check for Corner Lot Compliance? Brookville Road Exemption?
- (i) **CURB CUTS** [Max 1; ≤ 20 ft wide] Brookville Road Exemption? Conform.....
- (j) **DRIVEWAY WIDTH:** New [Max:10 ft] Replacement [Existing Width] Conform.....
- (k) **FRONT LOADING GARAGE:** [One door only ≤ 10 ft. wide]: Conform.....

Building Administrator Signature: _____