

DATE OF APPLICATION: \_\_\_\_\_ PERMIT #: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

APPLICATION FEE: \_\_\_\_\_ CHECK #: \_\_\_\_\_ CASH AMOUNT : \_\_\_\_\_

TOWN FEE: \_\_\_\_\_ CREDIT: \_\_\_\_\_

\*MDIA FEE: \_\_\_\_\_ SCANNED: \_\_\_\_\_

## TOWN OF GALENA PERMITTED USE APPLICATION

- Permits shall be issued only in the name of the property owner on which the access is to be constructed, reconstructed, or where a change of uses occurs. A Permitted Use list can be found on the Town's website in our Zoning Ordinance 2020.
- The property owner is responsible for calling Miss Utility & all markings must be complete **before** work can start.
- **\*MDIA Inspection Fees & Engineering Review Fee** are in addition to the Town of Galena's Permit Fees.
- No work can begin until you receive a **WORK TO PROCEED** notice from the Zoning Coordinator – **NO EXCEPTIONS.**

**Property Owner(s):** \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

### PROPERTY INFORMATION

**Property Address:** \_\_\_\_\_ **City:** Galena **State:** MD **Zip:** 21635

**Zoned:** [R1] or [R2] or [ C1] **Tax Map: 300** **Parcel:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_

**Choose from the following PERMITTED USE (check all that apply)**

- [ ] Accessory Building (shed) **under** 200 sq. ft. [ ] \*Accessory Building (shed) **over** 200 sq. ft.  
 [ ] \*Replacement Window(s) (**U-Factor > 0.35 required**) [ ] \*Replacement Exterior Doors/Slider

- [ ] Breezeway, Deck, Porch [ ] Carport – Temporary [ ] Carport – Permenant [ ] Gazebo/Pergola

- [ ] Fence (Replacing existing fence does not require a permit) [ ] \*Above or Underground Fuel Tank  
 [ ] \*Pool (Above or below ground) [ ] \*Hot Tub  
 [ ] Roof (**Only if replacing plywood**) [X] \*Solar Rooftop Size: \_\_\_\_\_ Sq. Ft

- [ ] \*Chimney Repair / Repoint [ ] \*Fireplace Repair

[ ] Home Occupation: \_\_\_\_\_ (See Zoning Ordinance)

Total Sq. Ft. of dwelling: \_\_\_\_\_ Less than 25% of floor area of dwelling? \_\_\_\_\_

[ ] Other \_\_\_\_\_

**You must PROVIDE a Sketch of your project:**

**BUILDING/DWELLING:** A sketch of the layout of your home, noting what is being added/repaired/replaced. For example – if replacing windows, highlight the windows are being replaced. This is for MDIA inspections.

**PROPERTY:** A sketch of your property, adding what structure will be placed on your property. Supply the measurements of your setbacks.

**SETBACKS:** These are measurements from the front, right side, left side, and rear of your home to your property line. (Measurements must be on your Site/Sketch Plan).

**Front:** \_\_\_\_\_ **Side:** \_\_\_\_\_ **Side:** \_\_\_\_\_ **Rear:** \_\_\_\_\_

**Zones: R-1 & R-2 - Rear and Side Yard Setbacks:**

Detached garages and accessory buildings may be erected within four (4) feet of the rear lot line and ten (10) feet from the side lot line.

**Fences: Zoning Ordinance 2020 Art. V District Regulations,** Part I Zoning Districts, Sec 12 R-1 Single-Family Residential District, Sec 12.4 Height and Area Requirements, 1a (i) Height Limitations: Rear, front, and side yards. Fences shall be limited in height to four (4) feet for front and side yards. Fences in the rear of the dwelling (excluding any porch projection) shall be limited to a maximum height of six (6) feet. If approved by the Zoning Coordinator, privacy fences may be six (6) feet in height but shall not extend forward of the rear building line more than three (3) feet.

[    ] **Check this box if the property owner will be doing the work without a contractor.**

Fill out the information below if a contractor will be completing the work.

**Contractor's Name:** \_\_\_\_\_

**Contractor's Cell:** \_\_\_\_\_

**Contractor's Email:** \_\_\_\_\_

**Contractor's MHBR Registration Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Note:** **Provide a copy of the contractor's license.**

**NOTE:** Contractor/Agent shall provide a letter from the owner authorizing that they may act on his behalf.

**NAME**

**LICENSE #**

**PHONE #**

**Building:** \_\_\_\_\_

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

**Plumber:** \_\_\_\_\_

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

**Electric:** \_\_\_\_\_

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

**HVAC:** \_\_\_\_\_

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

Square Footage of Living Space: \_\_\_\_\_ Estimated Value of Work: \$ \_\_\_\_\_

Description of Project: \_\_\_\_\_

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I hereby certify and agree that:

- 1) I am authorized to make this application.
- 2) That this information is correct.
- 3) I grant the Town of Galena's officials the right to enter the property to inspect the work permitted and post notices.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Printed Name: \_\_\_\_\_

Applicant/Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Agent's Printed Name: \_\_\_\_\_

*Applicant hereby agrees to comply with all regulations applicable hereto and further agrees that any misstatements or misrepresentation of facts or any other change within the approval of the agencies concerned shall constitute sufficient grounds for denial of the permit.*

\*\*\*\*\*

Office

Approved: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_ (6 months after approval)

Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our Zoning Ordinance 2020, Zoning District Map 2020, and Land Subdivision Ordinance 2020 can be found on the Town's Website at <https://www.townofgalena.com> or contact the Zoning Coordinator for details.

**It is the property owner's responsibility to contact the following companies and request inspections:**

- 1) No work can begin until you receive a **WORK TO PROCEED** notice from the Zoning Coordinator.
- 2) **Utility Markings:** Before you dig, call or go online to Miss Utility of Delmarva at 1-800-441-8355 or [www.MissUtilityDelmarva.com](http://www.MissUtilityDelmarva.com) to open a ticket. This is a Maryland State Law. Miss Utility will inform the Town Hall of the request and mark your water and sewer lines.
- 3) **MDIA Inspections:** All Buildings, Electrical, HVAC & Plumbing Inspections must be done through MDIA. **When applying for a permit**, if an inspection is required (see \* on Permitted Use), the fee must be paid when applying for the permit. The Zoning Coordinator will contact MDIA to review the sketch of your project and will notify the property owner if the project was approved or denied.
  - a. Once the project has been completed, the property owner will be required to contact MDIA 800/242-6342 for final approval. The Town will be notified of the inspections.
- 4) **For MDIA Inspections:** A Placard from the Town of Galena must be placed visibly on the property or inside the window until the project has been inspected by MDIA and completed (if applicable).

**HOT TUBS or POOLS:**

- 1) Tenants - A signed letter from the property owner on approval to install a pool on the property.
- 2) Indicate if the renter is doing the work themselves
- 3) Barrier requirement: a) a fence with a lockable gate that must swing away from the pool OR b) a lockable ladder (per building code).
- 4) Certified electrician for pump and/or bonding rings.
- 5) When the project is complete, you must call MDIA to set up an appointment for electrical inspection and pool inspection.
- 6) If you have any questions/concerns on any requirements building/electrical, please contact MDIA at 410/822-8300 or 800/242-6342

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