

DATE OF APPLICATION: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

APPLICATION FEE: \_\_\_\_\_

CHECK #: \_\_\_\_\_

CASH AMOUNT: \_\_\_\_\_

## TOWN OF GALENA BUILDING / ZONING APPLICATION

- No work can begin until you receive a WORK TO PROCEED notice from the Zoning Coordinator – **NO EXCEPTIONS.**
- You are responsible for calling Miss Utility & all markings must be complete before work can start.
- MDIA Inspection Fees & Engineering Review Fee are in addition to Town of Galena's Permit Fees

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

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

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

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

**Property Information:** **A Copy of your Deed & Deed Restrictions must be attached.** **Deed Ref#** \_\_\_\_\_

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

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

**Type of Structure:** (check all that apply)

Single Family       Two Family (Not over 2 bedrooms per unit)       No. of Bedrooms  
 Manufacturing Dwelling       Height of Structure

Addition       Basement       Alteration       Repair/Replace  
 Carport       Attached Garage       Basement       Crawl Space

Single Family Dwelling Townhouse     Single Family Dwelling Condo     Number of Bedrooms

Apartment Building     Number of Units

Deck/Porch     Fence     Fireplace     Pool (Above or below ground)     Solar Rooftop

Accessory Building (shed) **under** 200 sq. ft.     Accessory Building (shed) **over** 200 sq. ft.

Windows (U-Factor less than 0.35 **required**)     Doors

Demolition       Renovations       2<sup>nd</sup> Driveway      Is this a Rental?     Yes     No

**Set Backs:** (measurements must be on your Site 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) foot of the rear lot line and ten (10) foot from side lot line.

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

Description: \_\_\_\_\_

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:	_____	_____	_____
HVAC:	_____	_____	_____
Address:	_____	_____	_____

**Permits shall be issued only in the name of the owner of the property on which the access is to be constructed, reconstructed, or where a change of uses occurs.**

**Please attach the follow items with the permit application**

- 1) **Construction Plans:** Submit two (2) sets of Construction Plans & Site Plans drawn scale of 1" = 40 ft. . Fill out the Building/Zoning Application. Fees are based on square footage, MDIA fee, Engineering fee (if applicable), & Maryland Home Builder Registration Act (if applicable). Kent County Stormwater Management, Erosion & Sediment Inspection must be submitted. Permit must be paid when construction/site plans have been submitted. No Refunds will be issued.
  - a) Zoning Coordinator will contact MDIA for reviewal of the plans. Please allow two (2) weeks.
  - b) Planning & Zoning will review application and plans. The applicant and contractor are encouraged to attend the meeting – last Monday of each month at 6:30 pm.
  
- 2) **Site Plan:** Show street names, lot dimensions on these plans shall be based on actual survey or deed restriction description, exact location and size & height of any building or structure be erected or altered of proposed and existing structure(s) location. Set Back – front, sides, & rear and width of existing and/or proposed driveways, distance to adjacent buildings (if any). Label existing use and intended use of each building. Stake out the location of buildings so the location can be determined in relation to water and sewer pipes. ATTACH a photo of the site.

- 3) **Driveway:** a) submit a Site Plan to scale showing the proposed entrance in relation to the Town of Galena's road. A sight distance evaluation must accompany the plans. b) A vicinity map, c) A copy of the record plat and/or property deed to prove ownership d) a copy of the estimate for the entrance installation e) surety

Zoning Ordinance Art VII, Off Street Parking Regulations Sec 4 #4 Entrance & Exits. Location and design of entrances and exits shall be in accord with the requirements of applicable county regulations and standards. Landscaping, curbing, or approved barriers shall be provided along lot boundaries to control entrance and exit of vehicles or pedestrians.

- 4) **Deed Restrictions:** If your property is located in the Dogwood Village area or Laura Ln area, please attach your copy of your Deed Restriction.

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

- 1) Before you dig, call **Miss Utility** for markings. **NO EXCEPTIONS**. This is a Maryland State Law.
- 2) A Placard from the Town of Galena must be placed visibly on the property until the project has been inspected and completed.
- 3) Refer to the check list from the Town of Galena. **Dates and Signatures are required** for each inspection for Final Occupancy Permit.
- 4) **Sediment Control:** Contact the \*Kent County Planning & Zoning for Sediment Control Inspections & Fees (if applicable).
- 5) **Placard:** A Placard must be visually placed on the property before you dig/build.
- 6) **Sprinkler System:** A License Sprinkler Contractor is required.
- 7) **Fire Marshall:** Contact for inspection at 410/822-7609
- 8) **Water & Sewer Connection:** Contact the Town of Galena at 410/648-5151 for coordination and inspection of water/sewer connection. The water meter and pit are the responsibility of the property owner. The Town will inspect plumbers' work.
- 9) **Electrical, HVAC & Plumbing Inspection (MDIA Fees)**
- 10) **Occupancy Permit:** by Town of Galena will be issued after the following has been approved
  - a) Town's inspection of water/sewer connection
  - b) Copy of Final Inspection Report of Sprinkler System
  - c) MDIA Final Building Inspections
  - d) Kent County final inspection for stormwater management, erosion & sediment control
  - e) Property Owner is responsible for 1" smart water meter and water pit

**RENTER for installing a POOL or Resident (2 – 6):**

- 1) A signed letter from the property owner on approval installing a pool on property.
- 2) Indicate if renter is doing the work themselves
- 3) Barrier requirement: a) a fence with lockable gate that must swing out away from pool OR b) a lockable ladder (per building code).
- 4) Certified electrician for pump and/or bonding rings.
- 5) When project is complete, you must call MDIA to setup 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

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 onto the property for the purpose of inspecting the work permitted and posting notices.

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

*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 for the permit.*

\*\*\*\*\*

Office

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

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

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

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

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

**Demolition Only Water/Sewer:** Capped? YES / NO

**W/S Superintendent:** Verified BY: \_\_\_\_\_ **Date:** \_\_\_\_\_

- 1) **MDIA** – Maryland Department Inspection Agency All inspections and approvals must be done by MDIA. If you have any questions/concerns on your construction, please call 1-800-242-6342.
- 2) **Town of Galena's Check List for Inspections**
- 3) **Ordinance 2017-02 – Codifying the Town Building Code Effective date: 10/21/2017**
- 4) **Maryland Home Builder Registration Act**
- 5) **Kent County Planning & Zoning, 400 High Street, Chestertown, MD 21620 \* 410/778-7423**  
Kent County will need a site plan with the following forms:
  - a) Sediment Control application (Kent County Fee)
  - b) Standard sediment control plan (Kent County Fee)
  - c) Standard storm water management plan (Kent County Fee)

To verify land records in Maryland, go to <http://mdlandrec.net>

Revised: 03/22/2019