



City of Bowie
 15901 Excalibur Road
 Bowie, MD 20716
 301-809-2339

Application and Review Checklist for
Right of Way Permit
Minor Work in Public Right of Way
New Plans

Use this application when plans for work in right of way work have not been previously been reviewed and approved as a part of a project design review process. For plans previously approved, use the Application labeled "Pre-approved Plans". Work must be limited to less than 5000 sq ft of disturbance.

Applicant Name: _____ Date: _____

Email: _____ Phone: _____

Signature: _____

Project Name: _____

Project Location: _____

Contractor Name: _____

Contractor Project Manager Name: _____

Email: _____ Phone: _____

Application Checklist: (Items to be submitted with application)

____ Plans and completed plan review checklist

____ Application fee \$25

Final Permit Issue Checklist: (Items submitted after review)

____ Permit Fee (as determined in review)

____ Bonds

FOR CITY USE ONLY			
<u>Action</u>		<u>Initial</u>	<u>Date</u>
Permit Specialist			
Issue Permit Number _____		_____	_____
Eng. Sup.			
Plan approval validated/plans stamped "Approved for Construction" (full approval needed for permanent ROW changes)		_____	_____
Cost estimate approved			
Construction Cost: _____		_____	_____
Permit Fee (7.5% less application fee): _____			
Performance Bond (125%): _____ Payment Bond (50%): _____		_____	_____
Dedications and Easements made & recorded per Code Sec 22-24		_____	_____
Electronic copy of approved plan in plan file folder.		_____	_____
Inspector assigned: (Name) _____		_____	_____
Approved for permit		_____	_____

Plan Review Checklist

This Checklist has been developed to provide specific instructions to permit applicants. Not all items will be required for every application. When applicant is unsure of requirements, applicant should contact the City’s Engineering Superintendent at 301-809-2341.

Applicants shall review the entire checklist, prior to first submittal, and initial in the left-hand column (“Initial Submission”) to indicate compliance or state N/A if the items is not applicable.

Legend:
 Check=Complete
 INC=Incomplete/Incorrect
 NA=Not Applicable

Applicant
Initials

City of Bowie Review
 1st 2nd

Plans General

- | | | |
|---|-------|-------|
| <input type="checkbox"/> Two (2) complete sets of plans. | _____ | _____ |
| <input type="checkbox"/> Scale or dimension, North arrow (sheet size 24” x 36” max) | _____ | _____ |
| <input type="checkbox"/> Numbered sheets and date prepared | _____ | _____ |
| <input type="checkbox"/> Legend for all symbols used | _____ | _____ |
| <input type="checkbox"/> Address provided or vicinity map with site identified (2000’ scale) on first sheet | _____ | _____ |
| <input type="checkbox"/> Name, phone number and/or email & company name of engineering firm or individual who prepared plans | _____ | _____ |
| <input type="checkbox"/> Title Block: Plan description, addresses or range of properties affected | _____ | _____ |
| <input type="checkbox"/> All street names shown | _____ | _____ |
| <input type="checkbox"/> Label non City streets as Private, County or State | _____ | _____ |
| <input type="checkbox"/> Utility & Street Light poles with pole numbers shown | _____ | _____ |
| <input type="checkbox"/> Existing City Utilities
(water, sewer, in lets & storm drain, street light cable) for any excavation* | _____ | _____ |
| <input type="checkbox"/> Existing street trees shown | _____ | _____ |
| <input type="checkbox"/> PUE & ROW shown including plat number or liber folio | _____ | _____ |
| <input type="checkbox"/> City approval block for plans that include permanent changes to right of way | _____ | _____ |

Proposed Features

- | | | |
|---|-------|-------|
| <input type="checkbox"/> All proposed work and features clearly shown | _____ | _____ |
| <input type="checkbox"/> All typical and minimum depths provided for underground lines | _____ | _____ |
| <input type="checkbox"/> All underground pipe, or cable locations and pipe diameter shown | _____ | _____ |
| <input type="checkbox"/> City of Bowie Pavement Restoration Details for any pavement damage | _____ | _____ |

Temporary Traffic Control Plan (required if work will occur in the street pavement or will require lane closures)

- _____ TTCP shall be in accordance with MUTCD _____
- _____ TTCP may utilize existing Maryland SHA standard details _____
- _____ TTCP should accurately represent the project _____
- _____ Traffic Control Plan should maintain traffic at all times _____
- _____ Traffic Control Plan should address pedestrian movement _____
- _____ Road closures are not permitted _____
- _____ (except for emergency or special circumstance) _____
- _____ Proposed time frame (range) for lane closures is shown _____

Comments

A request to waive any of these requirements shall be submitted in writing along with the Application. Provide a detailed explanation of the circumstance along with any documentation that supports the waiver request.

It is agreed by the undersigned that the proposed construction described herein above shall be carried out in accordance with the provision of the City of Bowie City Codes, the applicable City and County Design Standards and Standard Specification, and any further conditions specified herein subject to the inspection and approval of the Director of Public Works. All plans submitted by the applicant and approved by the Department of Public Works in connection with this application are hereby made a part of this application.

Date

Applicant Signature

Type or Print Name

Title

PLAN REVIEW - CITY USE ONLY

1. Plan Review

Submission	Date Recvd	Date Returned	Accepted (y/n)
1 st			

2. Plan Approval Signatures (City Plan Approval required for permanent changes to Right of Way)

3. Cost Estimate

List common unit cost items	Units	Unit Cost	Line Cost

4. Fees / Bonds

Permit Fee (7.5% cost for ROW mods and restoration)

Performance Bond (125%):

Payment Bond (50%)

5. Maintenance Period Required: _____ Yes or _____ No

If yes, describe: _____

Other Requirements (Public Notifications):
