

**APPLICATION FOR MARYLAND STATE HIGHWAY ADMINISTRATION ACCESS PERMIT**

\_\_\_\_\_  
SHA Tracking Number

APPLICATION IS HEREBY MADE TO CONSTRUCT \_\_\_\_\_ COMMERCIAL ENTRANCE(S)  
(Number)  
AND/OR \_\_\_\_\_ PUBLIC STREET(S) OR (OTHER) \_\_\_\_\_  
(Number)  
TO STATE HIGHWAY ROUTE \_\_\_\_\_ , \_\_\_\_\_  
(Number) (Name of Road)

BY \_\_\_\_\_  
(Name and/or Description of Business or Development)

IN \_\_\_\_\_ COUNTY DATE \_\_\_\_\_

All of the following items **must** be confirmed prior to submitting your application. If any of these requirements have not been met by the applicant, the application will be rejected and returned to the sender.

The plans have been reviewed and approved by MD SHA's Access Management Division (SHA AMD).

Approved construction plans are attached (14 sets) See page 2 of application.

The construction estimate was approved and a bond, letter of credit or certified check is attached.

The correct SHA Tracking Number is referenced on this application and all documents.

All fees (Engineering, Signal, Inspection, etc.) have been confirmed by SHA AMD and are attached.

The name on the surety (if applicable) matches the name of the applicant or property owner.

All certified checks and/or cashier's checks include a federal ID number / SSN and SHA Tracking No.

A W9 is also required with all certified and cashier's checks.

— If right of way or easement is required, SHA format right of way plats have been issued and are attached

COMPLETION OF THIS APPLICATION CONSTITUTES A BINDING AGREEMENT BETWEEN THE APPLICANT AND/OR OWNER AND THE MARYLAND STATE HIGHWAY ADMINISTRATION. THIS APPLICATION WILL BECOME A PERMANENT PART OF THE ACCESS PERMIT, AND APPLICANT AND/OR OWNER AGREES TO THE TERMS AS OUTLINED IN THE PERMIT. BEFORE SIGNING THIS APPLICATION PLEASE READ THE REVERSE SIDE THOROUGHLY.

I/We the undersigned agree to accept full financial responsibility for relocation and/or adjustment of any utilities by the proposed entrance construction accomplished under the State Highway Administration permit. (MUST BE TYPED)

\_\_\_\_\_  
(Property Owners Name)

Typed name of Property Owner must match signature

\_\_\_\_\_  
(Applicants Name)

Typed name of Applicant must match signature

\_\_\_\_\_  
(Property Owners Signature)

\_\_\_\_\_  
(Applicants Signature)

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

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

\_\_\_\_\_  
(Name of Business or Organization)

\_\_\_\_\_  
(Name of Business or Organization)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City & State)

\_\_\_\_\_  
(City & State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Phone Number)

## REQUIRED SUBMITTALS FOR COMMERCIAL ENTRANCE AND/OR PUBLIC STREET PERMIT

- APPLICATION:** Print both pages of the application and fill in all pertinent blanks and sign the form in the spaces provided. The individual signing the permit application must have fiduciary responsibility for the entity.
- FEE:** A check or money order payable to the **State of Maryland** in the amount of fifty dollars (**\$50.00**) for each point of access must be submitted.
- PLANS:** Fourteen paper copies of the development plan (previously approved by SHA AMD) must be submitted. Plans must be drawn to a suitable scale on 22"x34" plan sheets and include existing and proposed detail sufficient to use as entrance construction plans. All paper plans must be folded to be approximately 8.5 x 11 Inches unless the size of the plans prohibits folding them.
- TRAFFIC SIGNALS:** If traffic signal work is required, a separate check or money order payable to the **State of Maryland** in the amount of three thousand five hundred dollars (**\$3,500.00**) for the engineering review, inspection and connection of each traffic signal must be submitted to this office. traffic signal design must have previously been approved during the plan review phase.
- SURETY:** A surety in the form of a bond, letter of credit, or certified check must be submitted. Whenever a Performance Bond is submitted, the complete address of the bonding company or the Insurance Agent must be included on the bond submitted along with the SHA Tracking Number.  
**\*PLEASE NOTE: THE NAME ON THE SURETY MUST BE THE SAME AS EITHER THE APPLICANT OR THE PROPERTY OWNER.** The surety must be in an amount of at least **150%** of estimated entrance construction and all signal costs; in the next higher thousand dollar increment.  
**PLEASE NOTE: IF YOU CHOOSE A CERTIFIED OR CASHIER'S CHECK, A FEDERAL IDENTIFICATION OR SOCIAL SECURITY NUMBER AND SHA TRACKING NUMBER MUST BE NOTED ON THE CHECK. FUNDS THAT ARE POSTED BY CERTIFIED OR CASHIER'S CHECK WILL TAKE AT LEAST SIX TO EIGHT WEEKS FROM THE TIME OF RELEASE, FOR YOUR FUNDS TO BE RETURNED TO YOU.**
- INSPECTION & MATERIALS TESTING:** Inspection fees will be assessed based on the size and complexity of the project. These fees are typically 15% of the neat construction cost, prior to calculating the surety amount which is 150% of the construction cost. A certified check, made out to the State of Maryland must be included with your application. As with all checks, be sure to include the Federal ID No. or SSN as well as the SHA Tracking Number on the check. A W9 is required with all certified and cashier's checks.  
**\*NOTE: The inspection fee check must be the same name as the surety.** It is agreed and understood by the acceptance of a permit that the permittee shall reimburse the SHA for the full cost of this inspection. The bill for this service must be paid within thirty (30) days after receipt of our invoice.
- UTILITIES:** The Permittee is responsible for the necessary relocation of all utilities (under permit issued by the appropriate agencies) prior to construction of pavement stipulated under the permit. The SHA is not responsible for any utility adjustments or relocations.
- Right-of-Way:** If it has been determined that a right-of-way or easement dedication is required for this permit, the right-of-way plats must be drafted according to MD SHA standards and the plats must be issued prior to submitting this application. If no right-of-way or easement will be dedicated, write N/A next to the checkbox on the front of this sheet.