



Maryland Department of Transportation

State Highway Administration

Manual for District Office Permits

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FOREWORD

The objective of this publication is to provide information and guidance on the Maryland Department of Transportation State Highway Administration (MDOT SHA) procedures for obtaining a District Office (DO) permit. Permits are required for all activities along state highways and within MDOT SHA right of way. The District Engineer has final approving authority of all DO permits. It is our goal to provide the maximum protection to the motoring public through the orderly control of traffic movement to and from the state highway system. MDOT SHA will review and approve the location, design, geometrics, drainage requirements, paving cross sections and all other activities on a state highway. Traffic control specifications for shoulder work and lane closures are based on the current version of the Maryland Manual on Uniform Traffic Control Devices (MdMUTCD) and federal guidelines. Anyone accessing MDOT SHA's right-of-way to perform any of the following will require a permit:

1. Make an opening in any State highway;
2. Place any structure on any State highway;
3. Change or renew any structure placed on any State highway;
4. Dig up any State highway for any purpose, including the placement of pipes, sewers, poles, wires, or rails;
5. Plant or remove any trees and/or landscaping on any State highway; or
6. Place any obstruction or improvement on any State highway.

The following examples listed below, include, but not limited to, operations requiring a DO permit:

- Sidewalks
- General Grading
- Storm Drain and/or Storm Water Discharge
- Tree Trimming/Brush Removal and/or Clearing and Grubbing
- Use of explosives and/or blasting
- Fence removal and resetting
- Residential Entrance – Single Property
- Residential Entrance “Use in Common” – up to Five Properties
- Any and all work within MDOT SHA right-of-way not covered under a District Utility or Access Permit

Anyone accessing a state highway is required to obtain a permit from MDOT SHA. MDOT SHA must approve the location, design geometrics, drainage requirements, and paving cross section of an entrance on a state highway. This is done by vetting with other sections of the District and through other Offices of the Agency. The entrance design guidelines discussed in this publication are based on MDOT SHA approved standards, specifications, and engineering manuals. Traffic control specifications for shoulder work and lane closures are based on MdMUTCD. Anyone accessing MDOT SHA's right-of-way to perform any of the above bulleted operations will be required to obtain a permit. The Applicant will need to comply with the Utility Permit General Provisions, located [here](#) and return the Acknowledgement Form, located [here](#) to the District Utility Section.

Application for a permit shall be made to the appropriate MDOT SHA District Office, addresses of which are on page four of this manual. The application shall be made to the District Utility Engineer. The Utility Inspector is responsible for any construction, maintenance, or other activity within his/her assigned county. The Inspector is charged with ensuring the safety of the traveling public, in part by allowing only the safest possible access points onto a state highway. In the metropolitan counties, a Permit Inspector may be assigned to handle requests for residential access. In this case, the Permit Inspector will accept, process, and

provide inspection for the DO Permit. In all cases, the District Engineer has final authority in the approval of the DO permits.

The Permittee must notify MDOT SHA of their intent to begin construction 48 hours prior to beginning any work. This notification is necessary to allow for inspection scheduling.

Depending on the type of work being performed in the SHA ROW, the District Utility Engineer (DUE) may require a Performance Surety. Please refer to the section entitled “Requirements,” found on page 5 of this manual, for a discussion on the requirements for a Surety. The performance surety will be returned to the Permittee when construction is completed to the satisfaction of the District Engineer or the District Engineer’s representative. (Sample surety documents are located on pages 14 and 15 of this booklet.)

These instructions refer to several MDOT SHA policies and guidelines, which can be found online at <http://www.roads.maryland.gov/Index.aspx?PageId=689&d=5>

MDOT SHA ADMINISTRATION	TELEPHONE	EMAIL
DISTRICT 1 DORCHESTER, SOMERSET, WICOMICO, AND WORCESTER COUNTY		
660 West Road, Salisbury, MD 21801	410-667-4000	shad1utilities@mdot.maryland.gov
DISTRICT 2 CAROLINE, CECIL, KENT, QUEEN ANNE’S, AND TALBOT COUNTY		
615 Morgnec Road, Chestertown, MD 21620	410-778-3061	d2utilities@mdot.maryland.gov
DISTRICT 3 MONTGOMERY AND PRINCE GEORGE’S COUNTY		
9300 Kenilworth Avenue, Greenbelt, MD 20770	301-513-7300	shad3permits@mdot.maryland.gov
DISTRICT 4 BALTIMORE AND HARFORD COUNTY		
320 West Warren Road, Hunt Valley, MD 21030	410-229-2340	d4utilities@mdot.maryland.gov
DISTRICT 5 ANNE ARUNDEL, CALVERT, CHARLES, AND ST. MARY’S COUNTY		
138 Defense Highway, Annapolis, MD, 21401	410-841-1000	d5utilities@mdot.maryland.gov
DISTRICT 6 ALLEGANY, GARRETT, AND WASHINGTON COUNTY		
1251 Vocke Road, LaVale, MD 21502	301-729-8400	d6utilities@mdot.maryland.gov
DISTRICT 7 CARROLL, FREDERICK, AND HOWARD COUNTY		
5111 Buckeystown Pike, Frederick, MD 21704	301-624-8100	sha_d7permits@mdot.maryland.gov

REQUIREMENTS

- 1) Performance Surety
 - a. To assure complete and satisfactory compliance with the terms and specifications of the entrance permit, the Permittee will be required to submit a performance bond, letter of credit, cashier's check, or certified check equal to 150% of the estimated cost for the construction of each entrance.
 - b. A cost estimate for the construction of the entrance must be submitted at the time of application. Upon review and requirements, actual costs could increase or decrease.
 - c. When a surety is submitted, MDOT SHA will be designated as the Obligee, and the Permittee as Principal. See page 14 for a performance bond example.
 - d. If a cashier's check or certified check is submitted, the check shall be made payable to the Maryland Department of Transportation State Highway Administration.
 - e. The Permittee shall inform the MDOT SHA's Permit Inspector when work within the state's right-of-way is completed. The performance bond, letter of credit, or posted funds will be returned to the Permittee upon formal acceptance of all permit work by MDOT SHA. Final approval may be dependent on a one-year care and replacement warranty for plantings if landscaping within MDOT SHA right-of-way is included in the permit.
- 2) The District Utility Staff will vet the application for approval from the appropriate MDOT SHA Offices. When required, the Permittee shall obtain the necessary approvals and/or permits for any other State agency included but not limited to the following: Maryland Department of Environment, Maryland Department of Natural Resources, local, state, federal, and all other permits and approvals necessary to conform to the MDOT SHA District Office permit requirements.
- 3) The Permittee shall adhere to the Utility Permit General Provisions and sign and return the General Provisions Acknowledgement Form.

STANDARDS AND SPECIFICATIONS

- 1) All work and materials shall conform to MDOT SHA's construction specifications, standards, guidelines and policies current at the time of the permit grant.
- 2) All work is subject to periodic inspection and final approval by MDOT SHA.
- 3) Existing sidewalks and curb and gutter disturbed by construction shall be replaced in kind to the alignment and grade specified by authorized MDOT SHA personnel. All sidewalks and sidewalk ramps shall meet MDOT SHA's current Americans with Disabilities Act (ADA) standards. ADA inspection is mandatory following installation, as 100% compliance with MDOT SHA's current ADA regulations is required. All new sidewalk and curb and gutter should connect or tie-in to an existing or suitable piece of existing sidewalk and curb and gutter. A suitable tie-in will be determined by the Inspector."
- 4) **Drainage** – *Needs approval from the MDOT SHA Office of Highway Hydraulics (HHD). District Utilities will obtain this approval during the vetting process.*

- a. Pipe shall be sized to handle proposed runoff and ditch flow. Minimum pipe size shall adhere to the most current MDOT SHA office of Highway Hydraulics Division (HHD) requirements. End sections or end wall shall be installed at the ends of the pipe. All pipes shall be approved or certified by MDOT SHA. Drainage pipes shall be located as far as practicable from the edge of the traveled way to reduce traffic hazards. Where pipe headwalls or other physical obstructions are placed within 30 feet from the edge of pavement, they shall be protected by guardrails or other appropriate barrier systems.
- b. MDOT SHA requires hydraulic computations and drainage area maps to be submitted for review and approval by the MDOT SHA HHD. District Utilities will submit to HHD for approval.
- c. Positive and controlled flow of stormwater runoff to a suitable outfall without ponding or erosion damage is required. Proper stormwater management (SWM) plans should be reviewed and approved by the applicable County, Soil Conservation District, and/or the Maryland Department of the Environment to assure that no increase in stormwater runoff is generated. The Permittee is solely responsible for submitting any SWM plans to the agencies above, as MDOT SHA is not an approving authority for SWM or sediment and erosion control requirements associated with the work within MDOT SHA right-of-way. Please note that the Permittee is required to obtain these permits before MDOT SHA will grant permission to work within MDOT SHA Right-of-Way.
- d. Should proper “Stormwater Management” not be included by the Permittee in development of the property, and MDOT SHA right-of-way is damaged by an increase in stormwater runoff from this property, MDOT SHA will institute legal proceedings to prevent a recurrence of such situations to protect the public’s safety and to seek reimbursement for any damages sustained.
- e. The Permittee shall be responsible for the placement and maintenance of any erosion and sediment control devices required by the approving authority.
- f. All new or replacement drainage structures shall conform to the latest version of MDOT SHA’s Book of Standards for Highway and Incidental Structures, except where the use of modified or non-standard structures is expressly noted on the approved plans. All new replacement drainage pipes shall conform to approved materials listed in the latest version of the MDOT SHA Standard Specifications.

5) **Paving** – Shall be in accordance with the most up to date MDOT SHA Standards and Specifications to include the following:

- a. Entrances to be installed in areas with existing sidewalks and concrete curb and gutter shall consist of 6 inches of Portland Cement Concrete for the entrance apron, on 6 inches of Graded Aggregate Base (GAB), Crusher Run 6 (CR-6), or a variance to suit the conditions and locale may be made by permit, signed by the District Engineer or their designated representative.
- b. Paving in areas without sidewalk and concrete curb and gutter shall consist of 5 inches of bituminous concrete (3 inch base, 2 inch surface) on 6 inches of GAB, 6 inches of CR-6, or selected backfill. A variance to suit the conditions and locale may be made by permit, signed by the District Engineer or their designated representative.
- c. A path compliant with MDOT SHA’s current ADA standards shall be maintained across any new entrance in areas where sidewalks already exist.

6) Utilities

- a. The Permittee shall relocate, or have relocated, all utilities which are within the paving and/or in front of curbs to be constructed under the permit. It is the responsibility of the Permittee to contact MISS UTILITY at md.itic.occinc.com for the western shore and de.itic.ooconc.com for the eastern shore or by phone at 811 or 1-800-257-7777 48 hours in advance to determine the presence and location of all utilities in the project area.
- b. Clearance with any existing utility shall be in accordance with the criteria established by the utility owner. Underground utilities shall be located, and clearances determined using appropriate engineering methods including test pits.
- c. The utility owner must obtain a Utility Permit for all relocations within MDOT SHA right-of-way.

7) Grading

- a. A set of plans are required showing the location of the grading. Recommended plan scale is 1 inch = 30 feet. Plans shall show relationship to the Maryland Route Number. Plans will have a vicinity map showing the approximate location. Plans must be stamped and signed by a registered professional surveyor in the State of Maryland or a registered professional engineer in the State of Maryland.
- b. If the roadway is on an embankment and the roadway does not have any existing standard traffic barrier along the embankment, the driveway or embankment side slope shall be as flat as possible to reduce the hazard to traffic. The minimum desirable embankment side slope shall be 4:1 within 30 feet of the edge of the traveled lane or to the right of way line, whichever is less.
- c. Any slope steeper than 2:1 shall be submitted for approval to MDOT SHA's Pavement and Geotechnical Division accompanied with Engineered Cross Section Drawings by the District Utility Office.
- d. MDOT SHA personnel will evaluate the need for traffic barrier W-beam in fill areas in accordance with the American Association of State Highway Transportation Officials (AASHTO) Green Book policy or MDOT SHA Guidelines for Traffic Barrier Placement and End Treatment Design.
- e. All mud and debris tracked and/or spilled on the state roadway shall be removed immediately to eliminate potential hazards and comply with erosion and sediment control requirements.
- f. An estimate is required that shows the amount of excavation or fill in cubic yards, the area effected in acres and an estimate showing the cost of the proposed grading. Erosion and Sediment control, and any other related work that will take place in MDOT SHA right-of-way must be included in the estimate. The estimate will assist in determining the amount of surety that will be required for the project.

8) **Stormwater Discharge**

- a. A plan is required showing the location of the proposed stormwater outfall. Recommended plan scale is 1 inch = 30 feet.
- b. All computations showing the amount of discharge on MDOT SHA right-of-way are required. District Utilities will submit the Permittee's plan and computations to the HHD for review and approval. This review may take up to four weeks and may require multiple submissions before approval is granted.

9) **Tree Trimming/Bush Removal/Brush Cutting**

- a. MDOT SHA does not allow tree and/or brush clearing for the purpose of creating visibility for private property advertisement.
- b. The plan submittal must clearly identify the location of clearing as it relates to the existing state roadways. All trees that are 2-inch caliber and greater must be flagged in the field with ribbon and located on the plans. Identify the type of all located trees.
- c. Plantings cannot be for mitigation purposes as required by County or State Law, except where approved by MDOT SHA's Office of Environmental Design.
- d. Access for maintenance of plantings is assumed to occur from private property. The District Utilities section will coordinate with the appropriate MDOT SHA District Traffic Office if installation or maintenance requires shoulder work or lane closures.
- e. Proposed removal, selective thinning, or pruning of any trees within MDOT SHA right-of-way and any subsequent reforestation or mitigation plans must be reviewed and approved by MDOT SHA's Office of Environmental Design – Landscape Operations Division (phone: 410-545-8590) through the District Utilities section prior to contacting the Maryland Department of Natural Resources (DNR) Forest Service (phone: 410-260-8531) to determine whether it is permissible under the Annotated Code of Maryland, Title 08, Subtitle 07, Chapter 02.
- f. The District Utilities section will supply copies of the approval letters from MDOT SHA's Landscape Operations Division with the DO Permit application.

USE OF EXPLOSIVES

- 1) See TC 6.07 of the Maryland Standard Specifications for Construction and Materials at <http://www.roads.maryland.gov/OHD/part2.pdf>
- 2) In addition, the Permittee must meet the following conditions when blasting on MDOT SHA Right-of-Way:
 - a. The Permittee shall submit a blasting plan for approval by the Engineer if any permanent structures are located within 1,000 feet of the blasting operations.
 - b. An insurance policy covering all liabilities shall be submitted to MDOT SHA prior to any blasting.
 - c. Prior to blasting, the Permittee shall notify the county's police and fire departments and the Department of Public Works a minimum of 48 hours in advance of the blasting operations.
 - d. The Permittee shall submit copies of blasting certification licenses to the Engineer prior to blasting.
 - e. The Permittee shall give advanced notification to the MDOT SHA Inspector a minimum of 48 hours prior to blasting.
 - f. All explosives shall be handled, transported, and used in accordance with applicable Federal, State, and Local laws and regulations.
 - g. No overnight storage of explosives is permitted on the job site. Only the amount of explosives needed shall be brought to the job site and any surplus shall be removed at the end of each work day.
 - h. All shots shall be fired using millisecond delayed blasting caps to ensure that not more than 1 charge fires at any given time. All type(s) and manufacturer of all blasting caps used shall be approved in writing by the MDOT SHA.
 - i. All type(s), material and manufacturer of explosive charges used shall be approved in writing by the MDOT SHA.
 - j. The maximum charge fired shall not exceed one (1) pound per delay.
 - k. Access to the blast area shall be controlled at time of blasting to assure no hazards to personnel or traveling motorists.
 - l. Controlled blasting techniques shall be employed and vibrations from the blast shall be kept below the accepted non-damaging levels as established by the United States Department of the Interior, Bureau of Mines Bulletin Number 565. Monitoring shall be the responsibility of the Contractor and results recorded.
 - m. Prior to and after blasting, surveys shall be taken of property, residences, and building condition within the proximity of the blast location. Road grade elevations shall be taken at a distance starting at 200 feet before and continuing 200 feet past the blasting area at intervals of 25 feet. Results should be recorded and witnessed by the MDOT SHA Inspector.

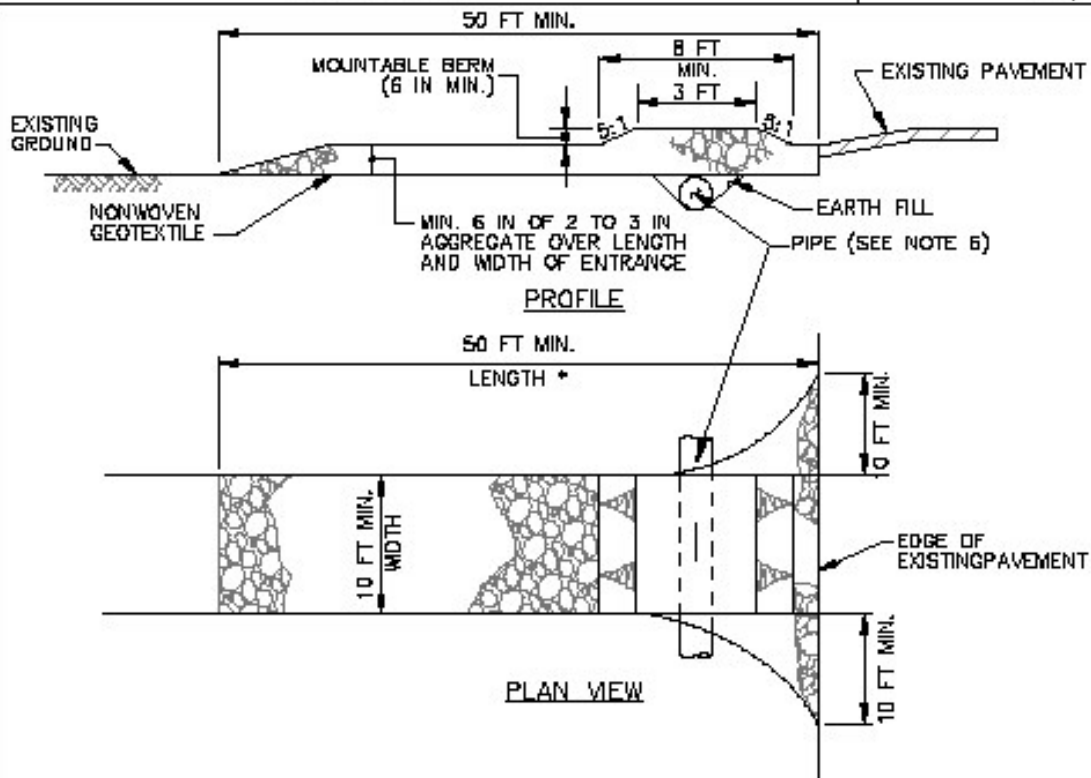
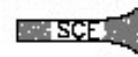
- n. The Permittee is responsible for all work reclamation and clean up and all work related to damage from the blasting site. All costs incurred by MDOT SHA or anyone else damaged or hurt as a result of blasting including workers, MDOT SHA Inspectors, or the traveling public is all the responsibility of the Permittee.

STABILIZED CONSTRUCTION ENTRANCE

- 1) See Section 308 of the Maryland Standard Specifications for Construction and Materials at <http://www.roads.maryland.gov/OHD/part3.pdf>
- 2) Definition – A stabilized layer of aggregate that is underlain with Geotextile Class C, stabilized entrances are located at any point where traffic enters or leaves a construction site.
- 3) Purpose – Stabilized construction entrances (SCE's) reduce tracking of sediment onto streets or public rights-of-way and provide a stable area for entrance or exit from the construction site.
- 4) Conditions Where Practice Applies:
 - a. SCE shall be located at point of construction ingress and egress.
 - b. For single-family residences, the entrance should be located at the location of the permanent driveway.
 - c. SCE should not be used on existing pavement.
- 5) Design Criteria – see following Detail B-1 from the Maryland Department of Environment. District Utilities will seek approval from the District Traffic Engineer for Site Distance.

DETAIL B-1 STABILIZED CONSTRUCTION ENTRANCE

STANDARD SYMBOL



CONSTRUCTION SPECIFICATIONS

1. PLACE STABILIZED CONSTRUCTION ENTRANCE IN ACCORDANCE WITH THE APPROVED PLAN. VEHICLES MUST TRAVEL OVER THE ENTIRE LENGTH OF THE SCE. USE MINIMUM LENGTH OF 50 FEET (*30 FEET FOR SINGLE RESIDENCE LOT). USE MINIMUM WIDTH OF 10 FEET. FLARE SCE 10 FEET MINIMUM AT THE EXISTING ROAD TO PROVIDE A TURNING RADIUS.
2. PIPE ALL SURFACE WATER FLOWING TO OR DIVERTED TOWARD THE SCE UNDER THE ENTRANCE, MAINTAINING POSITIVE DRAINAGE. PROTECT PIPE INSTALLED THROUGH THE SCE WITH A MOUNTABLE BERM WITH 5:1 SLOPES AND A MINIMUM OF 12 INCHES OF STONE OVER THE PIPE. PROVIDE PIPE AS SPECIFIED ON APPROVED PLAN. WHEN THE SCE IS LOCATED AT A HIGH SPOT AND HAS NO DRAINAGE TO CONVEY, A PIPE IS NOT NECESSARY. A MOUNTABLE BERM IS REQUIRED WHEN SCE IS NOT LOCATED AT A HIGH SPOT.
3. PREPARE SUBGRADE AND PLACE NONWOVEN GEOTEXTILE, AS SPECIFIED IN SECTION H-1 MATERIALS.
4. PLACE CRUSHED AGGREGATE (2 TO 3 INCHES IN SIZE) OR EQUIVALENT RECYCLED CONCRETE (WITHOUT REBAR) AT LEAST 6 INCHES DEEP OVER THE LENGTH AND WIDTH OF THE SCE.
5. MAINTAIN ENTRANCE IN A CONDITION THAT MINIMIZES TRACKING OF SEDIMENT. ADD STONE OR MAKE OTHER REPAIRS AS CONDITIONS DEMAND TO MAINTAIN CLEAN SURFACE, MOUNTABLE BERM, AND SPECIFIED DIMENSIONS. IMMEDIATELY REMOVE STONE AND/OR SEDIMENT SPILLED, DROPPED, OR TRACKED ONTO ADJACENT ROADWAY BY VACUUMING, SCRAPING, AND/OR SWEEPING. WASHING ROADWAY TO REMOVE MUD TRACKED ONTO PAVEMENT IS NOT ACCEPTABLE UNLESS WASH WATER IS DIRECTED TO AN APPROVED SEDIMENT CONTROL PRACTICE.

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

U.S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE

2011

MARYLAND DEPARTMENT OF ENVIRONMENT
WATER MANAGEMENT ADMINISTRATION

B.2

CHAIN LINK FENCE

- 1) See Section 607 of the Maryland Standard Specifications for Construction and Materials at <http://www.roads.maryland.gov/OHD/part3.pdf>. In addition, the request will need the approval of the MDOT SHA Office of Homeland Security and Occupational Safety through the District Utilities section.
- 2) General requirements for the Permittee to remove and replace any fence within MDOT SHA right of way:
 - a. A drawing to scale from a licensed professional surveyor with the State of Maryland showing location of fence to be removed and reset. Each change of direction will be located by survey and plotted on drawing showing distance between changes of direction. Each break will have reference points set in the field, so fence may be reset in the exact location.
 - b. A copy shall be sent to the appropriate office as specified on page four of this booklet for review and approval. The drawings should include the linear feet of fence to be removed and reset or relocated. The latest price index shall be used to determine and submit a cost estimate for all work to be performed.
- 3) Upon approval of the request within the appropriate District, the Permittee shall be required to supply the following:
 - a. One (1) hard copy and one (1) electronic copy of the application form
 - b. One (1) hard copy and one (1) electronic copy of the project plans showing the reason for removing the fence
 - c. Surety in the amount that is requested by the DUE
 - d. Location map from a drawing and/or a Google Earth image of the proposed work area's limits
 - e. A duration of the work hours and an estimated completion date.
- 4) The method of temporary location of fence will be discussed with MDOT SHA and be included in the permit. MDOT SHA's fence will be reset at the end of each workday or the fence will be temporarily relocated around the disturbed area for the duration of the project.
- 5) If conditions change in the field regarding right of way lines or location of fence due to land purchases on the part of the Permittee or MDOT SHA, conditions set forth in the permit will apply to new lines (metes/bounds) as shown on MDOT SHA's plat.

W-9 FORM

Form W-9
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

SAMPLE PERFORMANCE BOND

BOND NO: _____

Know All Men by These Presents:

That John Doe _____ as Principal, and the _____

_____ a
corporation of the State of Maryland, with its Local Office,

_____ ADDRESS _____

_____ ZIP CODE _____

U.S.A. as Surety, are held and firmly bound unto State of Maryland, as Obligee, in the amount of \$ _____, for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

WHEREAS, the Principal has made application to the State Highway Administration of Maryland, for a permit to construct _____

Entrances(s) _____

WHEREAS, the State Highway Administration of Maryland has granted a permit for such construction, being Permit No. _____, dated _____ upon certain terms and conditions as set forth in said permit.

NOW, THE CONDITION OF THE FOREGOING OBLIGATION is such that if the above bounden Principal shall in all respects, comply with the terms and obligations hereunder, and shall well and truly and in a manner satisfactory to the State Highway Administration complete the work Permitted and save harmless the MDOT SHA and the State of Maryland from any expense incurred through the failure of said Principal to comply with the terms and conditions of same permit, or from any damages growing out of the negligence of the said Principal, or his, theirs, or its agents or employees, then the above obligation to be void and of none effect, otherwise to remain in full force and virtue of law.

Signed and sealed this _____ day of _____

As Principal:

_____ (SEAL)

As to Surety:

**THIS IS A SAMPLE OF THE FORMAT TO BE FOLLOWED
BY THE BANK IN THE ISSUANCE OF LETTER OF CREDIT**

THE OFFICIAL LETTER OF CREDIT MUST BE ON BANK LETTER HEAD

MD Dept. Of Transportation

State Highway Administration

(List appropriate MDOT SHA office here)
Credit

CityName, MD 20000

(Description and Location where work is to be accomplished)

DATE: _____

RE: Irrevocable Letter of

No: _____

Gentlemen:

We hereby authorize you to draw on (NAME AND ADDRESS OF BANK), for the account of **(NAME OF PERMITTEE)**, in a sum not to exceed **(DOLLAR AMOUNT)**, by your sight draft(s) without any documents required.

The draft shall cover the cost of construction and/or completion of construction of all the terms and work stipulated in the MDOT SHA permit.

The drafts must be drawn and negotiated on/or before **(DATE)**.

It is a condition of this Letter of Credit that it shall be deemed automatically extended without amendment for one (1) year from the present or any future expiration date unless thirty (30) days prior to such expiration date you are notified by registered letter, that we elect not to consider the Letter of Credit renewed for any such additional period.

Each Draft drawn under the Letter of Credit must state "Drawn under **(BANK NAME AND ADDRESS)**, **(LETTER OF CREDIT NUMBER)**, dated **(DATE)**, from the account of **(PERMITTEE)**.

We hereby agree with bona fide holders of drafts drawn under and in compliance with the terms of this Letter of Credit that such drafts will be duly honored upon presentation.

ATTEST
(NAME OF WITNESS)

(NAME OF BANK)
by: (AUTHORIZED OFFICIAL)