

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

\_\_\_\_\_  
MDOT 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, the application will be rejected and returned to the sender.

- The plans have been reviewed and approved by the applicable MDOT SHA District Offices.
- A Bond, Letter of Credit, or Certified Check is attached and all fees (Signal, Inspection, etc.) have been confirmed by the MDOT SHA District Office and are attached.
- The correct MDOT SHA Tracking Number is referenced on this application and all documents.
- 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 Tax ID number / SSN and SHA Tracking No.
- Attached W-9 Federal Tax ID form which **must remain current** (no more than 12 months old).
- All required Right-of-Way or Easement plats and deeds shall be drafted according to MDOT SHA standards and must be **recorded and attached** to this application– see page 2 for more details.

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 THE 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 Owner's Name)  
Typed name of Property Owner must match Signature

\_\_\_\_\_  
(Applicant's Name)  
Typed name of Applicant must match Signature

\_\_\_\_\_  
(Property Owner's Signature)

\_\_\_\_\_  
(Applicant's Signature)

Owner's email: \_\_\_\_\_

Applicant's email: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
(City, State)

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

\_\_\_\_\_  
(City, State)

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

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

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

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

- APPLICATION:** Print both pages of the application, 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.
- PLANS:** Three paper copies of the access permit plans (previously approved by SHA District Office) 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 approximately to 8.5"x11", unless the quantity of plan sheets prohibits folding.
- TRAFFIC SIGNALS:** If traffic signal work is required, a separate check or money order made payable to the "State of Maryland" in the amount of five thousand three hundred dollars (\$5,300.00) for the engineering review, inspection, and connection of each new signal and three thousand five hundred dollars (\$3,500.00) for signal modifications. The check or money order must be submitted to the MDOT SHA District Office. Traffic signal design must be approved during the plan review phase prior to submitting this application.
- SURETY:** A surety in the form of a Bond, Letter of Credit, or Certified Check must be submitted. The dollar amount of the surety must be no less than **150%** of the estimated cost of construction for the improvements and must also include all signal costs if applicable. The dollar amount of the surety should be **rounded up** to the nearest thousand-dollar increment. Whenever a Performance Bond is submitted, the complete address of the bonding company or Insurance Agency must be included on the bond submitted along with the MDOT SHA Tracking Number.
- \*PLEASE NOTE: THE NAME ON THE SURETY MUST BE THE SAME AS EITHER THE APPLICANT OR THE PROPERTY OWNER.**
- \*PLEASE NOTE: IF A CERTIFIED OR CASHIER'S CHECK IS USED FOR THE SURETY, THEN IT MUST HAVE THE MDOT SHA TRACKING NUMBER ALONG WITH THE FEDERAL TAX ID OR SOCIAL SECURITY NUMBER NOTATED ON THE CHECK.**
- \*PLEASE NOTE: FUNDS THAT ARE POSTED BY CERTIFIED OR CASHIER'S CHECK WILL TAKE AT LEAST 6 - 8 WEEKS FROM THE TIME OF RELEASE TO BE RETURNED TO THE PERMITTEE (Provided the IRS W-9 Tax ID form is up to date).**
- INSPECTION &**
- MATERIALS TESTING:** Inspection fees will be assessed based on the size and complexity of the project. These fees are typically **7.5%** of the neat construction cost prior to calculating the surety amount, which is 150% of the estimated construction cost (see *SURETY* above). A certified check made payable to "State of Maryland" must be included with the application. As with all checks, please be sure to include the Federal Tax ID or Social Security Number as well as the MDOT SHA Tracking Number on the check. ***Make sure to include the IRS W-9 tax ID form with your check and application.***
- \*PLEASE NOTE: THE INSPECTION FEE CHECK MUST BE IN THE SAME NAME AS THE SURETY AND IT IS AGREED AND UNDERSTOOD BY THE ACCEPTANCE OF A PERMIT THAT THE PERMITTEE SHALL REIMBURSE THE MDOT SHA FOR THE FULL COST OF INSPECTION. THE CHARGES FOR THIS SERVICE MUST BE PAID WITHIN THIRTY (30) DAYS AFTER RECEIPT OF THE MDOT SHA'S 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 MDOT 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 and deeds must be drafted according to MDOT SHA's standards and recorded prior to submitting this application. If no Right-of-Way or easement will be dedicated, please write N/A next to the check-box on page 1 of the application.