



RIGHT OF ENTRY PERMIT APPLICATION

MDTA 360
Version 4/21/20

Maryland Transportation Authority
Division of Planning & Program Development
Real Estate Services
2310 Broening Highway
Baltimore, Maryland 21224
Phone: (410) 537-7895 Fax: (410) 537-7899

PERMIT NUMBER: _____
(OFFICE USE ONLY)

RECEIVED STAMP:
(OFFICE USE ONLY)

APPLICANT INFORMATION

(INCOMPLETE APPLICATIONS WILL BE RETURNED)

Please note there is a thirty (30) business day turnaround from the time MDTA Real Estate Services receive all required documentation correctly.

APPLICANT'S NAME AND ADDRESS:

APPLICANT'S JOB NO.: _____

BUSINESS PHONE: _____

HOME PHONE: _____ FAX: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

BUSINESS LICENSE # _____

PERMIT TYPE

- Right of Entry Other _____
 Temporary Use

PERMIT DESCRIPTION

Right of Way Purposes – Mark all those that apply

- New Installation Repair Replacement Other _____

Installation Methods – Affected areas

- Curb Cut Pavement Cut Sidewalk Cut Open Cut Tunneling Directional Bore
 Other _____

ROW Communication/CATV/Electrical Service – Purpose

- Install/Replace Poles Repair Aerial/Pole Attachment Direct Burial Tunneling/Boring
 Open Cut Other _____

PROJECT LOCATION

HIGHWAY / ROAD / DESCRIPTIVE LOCATION:

From Mile Point _____ to Mile Point _____

LEGAL DESCRIPTION:

TOWNSHIP: _____ SECTION: _____

RANGE: _____ QUARTER: _____

IN OR NEAR (CITY/TOWN):

COUNTY:

TAX MAP #: _____ TAX LOT#: _____

COUNTY PROPERTY TAX ACCOUNT #: _____

PERTINENT INFORMATION

PROJECT AND PURPOSE: Fully describe the nature of the proposed work and project description.

INSPECTION: All work must be inspected. Arrange for an inspection by phoning (410) 537-7895 at least five (5) business days prior to the start of work. Work done without inspection notification is subject to rejection and/or penalty of \$500.00. Failure to make arrangement for an inspection will be grounds for immediate termination of the permit and vacating of the premise.

ROADWAY: All pavements and roadways shall be replaced in accordance with State specifications. If pavement or roadway is damaged, same shall be restored to a condition as good as or better than the original condition. When open trenching or excavating in existing roadways, all sub grade, base, and surfacing materials shall be replaced with the same type, depth, and density of materials which were removed. All back fill shall be placed in 6" or less layers and thoroughly tamped and material shall be flush and even with the adjacent surface when finally in place. If settlement occurs or excavation caves in so that replaced material settles, same shall be restored to a condition as good as or better than the original condition.

LANDSCAPING: If landscaping, turf, shrubbery or trees are damaged, same shall be restored to a condition as good as or better than the original condition.

ENVIRONMENTAL CLEARANCES: It is the applicant's responsibility to contact appropriate agencies and obtain all environmental clearances that apply to their activities. Such clearances may include ecological, archeological, historical or cultural resource clearances permits these clearances must be identified in the application and clearance must be obtained prior to requesting a permit from MDTA. * supporting documentation of all clearances is required with the permit application.

PROJECT PURPOSE & DESCRIPTION

PROJECT PURPOSE AND NEED:

PROJECT DESCRIPTION:

ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

PLANS ARE INCLUDED? YES NO

INSURANCE

INSURANCE REQUIREMENTS - Permittee shall comply with the mandatory insurance requirements.

The Permittee shall insure that the Contractors performing work under this agreement shall purchase and maintain general liability insurance and other such insurance as is appropriate for the work to be performed. Contractors shall be responsible for the maintenance of this insurance whether the work is performed directly by the Contractors, by any subcontractor or by anyone for whose acts the Contractors may be liable. This insurance shall include protection for:

- (a) Claims arising from Workers' Compensation statutes or similar employee benefit acts, and third-party legal liability claims arising from bodily injury, sickness and disease, or death of Contractors' employees. The minimum limits of such coverage shall be as required by law.
- (b) Third-party legal liability claims against the Contractors arising from the operations of the Contractors and suppliers with such protection extended to provide comprehensive coverage, including personal injury, completed operations, explosion and collapse hazard, and underground hazard. The minimum combined limit for

personal injury and property damage liability shall be \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

- (c) Third-party legal liability claims arising from bodily injury and/or damage to property of others from the ownership, maintenance or use of any motor vehicle, both on and off the Property. The minimum limit for personal injury and property damage liability shall be \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Certificate of Insurance Coverage Form with the Maryland Transportation Authority must list **Maryland Transportation Authority, The Maryland Department of Transportation and the State of Maryland as the Certificate Holder** and must be submitted to the Real Estate Services Section within (7) business days before the work begins. Field work can not be performed until the insurance certificate is received by the MdTA. **Failure to obtain or maintain the required insurance or to submit the required proof of shall be grounds for revocation or termination of your permit.**

- a) **CERTIFICATE HOLDER** - The Permittee shall obtain and maintain insurance at all times during the performance of work authorized by the Permit in the kinds and amounts specified. The Permittee shall require any Contractor working for them within the MDTA Right of Way to obtain like coverage. Certificates of insurance shall name all three (3) the Maryland Transportation Authority, the Maryland Department of Transportation and the State of Maryland as additional insured party.
- b) **CERTIFICATE HOLDER/MDTA – PERMIT NUMBER** -The Permittee shall ensure that the MDTA issued permit number is placed on the Certificate of Liability Insurance. The permit number should be inserted in the vicinity and/or location of the CERTIFICATE HOLDER. ***FAILURE TO COMPLY WITH THIS REQUEST COULD RESULT IN YOUR APPLICATION BEING TERMINATED.**

ATTACH THE FOLLOWING AS APPLICABLE FOR APPROVAL:

- STREET OR HIGHWAY LOCATION MAP WITH ROAD DIRECTIONS TO THE SITE FROM THE NEAREST MAIN HIGHWAY OR ROAD.
- COUNTY ASSESSOR MAP. (DO NOT MARK ON THIS MAP)
- AN AERIAL PHOTO WITH THE RIGHT OF ENTRY AREA DESCRIPTION INDICATED ON THE PHOTO.
- A LEGAL DESCRIPTION OF THE USE AREA WITH AN ACCURATE DELINEATION OF THE AREA RELATIVE TO THE TAX LOT BOUNDARIES OF THE UPLAND PARCEL.
- DETAILED DESIGN SHALL BE NO LARGER THAN 11x17 SHEETS (such design shall be drawn to scale when required by the Engineer) SHOWING TYPE AND LOCATION OF UTILITY WORK IN RELATION TO MDTA RIGHT OF WAY. NOTE TYPE OF SURFACE TO BE DISTURBED, ANY TREE TRIMMING OR LANDSCAPING DISTURBANCE AND ANY OTHER DISTURBANCE TO MDTA FACILITY INFRASTRUCTURE.
- DESCRIBE IN DETAIL ANY TYPE OF TRAFFIC INTERFERENCE THIS WORK OR ACTIVITY MAY REQUIRE AND SUBMIT A TRAFFIC CONTROL PLAN.
- EXPLANATION OF ACTIVITY.

APPLICANT SIGNATURE

I HEREBY REQUEST A STATE AUTHORIZATION FOR _____ (DAYS OR WEEKS)

APPLICATION IS HEREBY MADE FOR THE ACTIVITIES DESCRIBED HEREIN. I CERTIFY THAT I AM FAMILIAR WITH THE INFORMATION CONTAINED IN THE APPLICATION, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS INFORMATION IS TRUE, COMPLETE AND ACCURATE. I FURTHER CERTIFY THAT I POSSESS THE AUTHORITY TO UNDERTAKE THE PROPOSED ACTIVITIES. I UNDERSTAND THAT THE GRANTING OF OTHER PERMITS BY LOCAL, COUNTY, STATE OR FEDERAL AGENCIES DOES NOT RELEASE ME FROM THE REQUIREMENT OF OBTAINING THE PERMITS REQUESTED BEFORE COMMENCING THE PROJECT.

APPLICANT **(PERSON SIGNING THE FINAL PERMIT)** SIGNATURE _____ DATE _____

PRINT NAME _____ TITLE _____

Permit requests will only be accepted and processed via a permit application. All permit applications must be submitted to MDTA's Real Estate Services. **Please note there is a thirty (30) business day turnaround from the time MDTA Real Estate Services receives all required documentation correctly.** Please contact Ms. Ramona PierreSaunders or Ms. Bethany Howard for information that pertains to Right of Entry permits. If you have any questions after you have submitted your application, please contact the Real Estate Services for a status update at 410.537.7895.

Ms. Ramona PierreSaunders
Real Property Specialist III
Real Estate Services
Div. of Planning & Program Development
2310 Broening Highway
Baltimore, Maryland 21224
(t) 410.537.7895 (f) 410-785-7899
rpierresaunders1@mdta.state.md.us

Mr. William R. Pross
Utility & Permit Coordinator
Highway Section
Div. of Engineering
300 Authority Drive
Baltimore, Maryland 21222
(t) 410.537.7829 (f) 410.537.7801
wpross@mdta.state.md.us

Ms. Bethany Howard
Real Property Specialist I
Real Estate Services
Div. Planning & Program Development
2310 Broening Highway
Baltimore, Maryland 21224
(t) 410.537.7898 (f) 410-785-7899
bhoward@mdta.state.md.us

DISCLAIMER:

This disclaimer applies to all entities requesting any permit type from the Maryland Transportation Authority to perform, utility installation, utility work, and right of way communication etc., the right of entry permit is for the Permittee's use and convenience and the Maryland Transportation Authority is not responsible for the work performed by the entity, prime contractor or the subcontractor. The Permittee is responsible for any and all damages incurred upon the Authority's right of way while the permit is in force.

The use of the Maryland Transportation Authority right of way permit must be carried out and completed in accordance with terms and conditions set forth by the Maryland Transportation Authority's Real Estate Services. Real Estate State Services reviews all permit applications from developers, utility companies, municipalities, residents, etc., desiring to conduct various activities within the right of way.