



## Application for Park Construction Permit

### *To be completed by Applicant*

Name of Project \_\_\_\_\_

Affected Park \_\_\_\_\_

Description of Proposed Work \_\_\_\_\_

Natural Resources Impacts \_\_\_\_\_

Disturbed Park Area (acres) \_\_\_\_\_ Watershed Name and Class \_\_\_\_\_

Approved Forest Conservation Plan OR Exemption Number \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Principal Contact/Phone No./E-mail \_\_\_\_\_

Engineer Name \_\_\_\_\_

Engineer Principal Contact/Phone No. /E-mail \_\_\_\_\_

Subdivision /Property Name \_\_\_\_\_

Preliminary Plan Number \_\_\_\_\_ Site Plan Number \_\_\_\_\_

Anticipated Construction Date \_\_\_\_\_

### *To be read and signed by applicant*

I declare and affirm, under penalty of perjury, that to the best of my knowledge, information and belief all matters and facts in this application are correct. I declare that I am the owner of the property or duly authorized to make this application on behalf of the owner. I agree to be bound by the terms and conditions of the Park Permit.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

### *For Commission use only*

#### **Permit Application**

Date Received: \_\_\_\_\_

Park Permit No: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

#### **Review Staff:**

Lead Staff: \_\_\_\_\_

Region Staff: \_\_\_\_\_

Planning Staff: \_\_\_\_\_

Inspector: \_\_\_\_\_

Other: \_\_\_\_\_

#### **Additional Comments:**

# Park Construction Permit Application Procedure

## *General*

The Park Development Division of the MNCPPC Department of Parks issues permits approving work to be done on properties owned or managed by the MNCPPC and on properties to be dedicated to the MNCPPC. Technical Reviews of proposed work are provided to check plans for technical accuracy and minimization of impacts to the park properties prior to the issuance of a Park Construction Permit. **A Park Construction Permits must be issued prior to the commencement of any work on property owned, managed or being dedicated to the MNCPPC.**

## *Technical Review*

Four (4) copies of the proposed plans must be submitted to Michael Ma, Chief of Construction Section. Upon receipt of this application form and plans, a staff person will be assigned to oversee the Technical Review. This person is the Applicant's point of contact during the review process and will coordinate the review with the Commission staff.

Comments are typically returned to the applicant within six weeks of the receipt of the application. Staff comments are returned to the applicant typically on red-lined drawings and documents. The applicant must return the red-lined documents with their revised submittal. The applicant must clearly communicate with the technical reviewer what actions are taken to address each comment. If exception is taken to any comment, the applicant shall provide a reason for doing so. After the review is completed and pertinent issues resolved, the Applicant must submit the original reproducible plans for approval and signature. The approval block (shown on the right) must be shown on all plans impacting the park property. This approval is for technical review and **is not** the permit.

THE MARYLAND-NATIONAL CAPITAL  
PARK AND PLANNING COMMISSION,  
DEPARTMENT OF PARK AND  
PLANNING

PARK PERMIT NO. \_\_\_\_\_

REVIEWED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
CHIEF, CONSTRUCTION SECTION

DATE APPROVED \_\_\_\_\_

**THIS IS NOT A PERMIT TO  
BEGIN CONSTRUCTION**

**This approval is for Technical Review only.**

For permit information, contact Herb DeHoff,  
Construction Supervisor at (301) 495-2558.

## *Issue Permit*

The applicant shall send three (3) copies of the approved plans to Herb DeHoff for preparation of a Park Construction Permit. One set of these plans will be filed and must therefore be folded to fit into an 8 1/2" x 11" file folder. The other copies are for the use of the Commission staff i.e. the permit inspector and the park manager. Issuance of a Park Construction Permit typically is done within 10 days of receipt of the plans. **A fee to cover the costs of the inspection during the construction is required and must be paid by the applicant at the time the permit is issued.**

## *Submittal*

Answer all items to the best of your ability. If an item is not applicable, fill out NA.

## *Requirements*

The following information will expedite the technical review of the project:

- a. Engineered drawings, including site plans, sediment and erosion control plans, forest conservation plans and detail sheets reflecting all work to be done on Park Property.
- b. For certain projects, especially those that include the construction of park facilities, available Park construction specifications and standard details will be furnished to the applicant.
- c. MNCPPC property shall be clearly delineated and highlighted.
- d. Photograph(s) of the site and the proposed work areas are optional and may expedite review.