



**Village of Martin's Additions**  
7013 Brookville Road, Suite B  
Chevy Chase, MD 20815-3263  
Ph: 301-656-4112; Fax 301-656-0030  
Email: martinsadditions@gmail.com

For Office Use Only:

Permit Number: \_\_\_\_\_  
Date of Application: \_\_\_\_\_  
Date of Village Review: \_\_\_\_\_

## PERMIT APPLICATION

Check all that apply:

- Demolition     Alterations to Exterior     Deck/Shed     Portable toilet  
 Dumpster     Storage Unit     A/C - Generator - Heat pump     Driveway  
 ROW permit/curb cut     ROW license agreement

<b>Property Owner Name:</b> _____			
Address: _____		Lot Number _____	
_____		Block _____	
City _____	State _____	Zip _____	
Phone / Cell Phone: _____			
E-Mail: _____			

<b>Contractor:</b> _____			MHIC # : _____
Address: _____			
City _____		State _____	Zip _____
Phone / Cell Phone: _____			
24 hour emergency contact number: _____			
E-Mail: _____			

<b>Description of Construction Plans:</b>          
---

**BUILDING PERMIT FEES:**

■ **Demolition Permit:** ≤ 250 sq.ft: \$250 \_\_\_\_\_; > 250 sq. ft. \$500 \_\_\_\_\_.

■ **Exterior Alterations or Modifications: (Including accessory structures)**

**(A) Floor Area Fees:**

Total Floor Area Increase: \_\_\_\_\_ Square Feet

Total floor area increase < 250 square feet: Flat Fee: \$250

Total floor area increase > 250 sq. ft.: \$1 per sq. ft. x total square feet = \$ \_\_\_\_\_.

*Total Floor area includes all levels, cellars, basements, and attics, as well as stairwells and elevators. Areas with clear ceiling height (measured from floor to ceiling) greater than 14 feet shall count twice.*

**(B) Exterior Wall Replacement Fees:**

Total Length of Contiguous Exterior Wall to be replaced: \_\_\_\_\_ Linear ft.

Replacement <15 feet or less : No Fee;

If > 15 feet then: Fee equals total length of wall to be replaced x \$10 per foot: \$ \_\_\_\_\_.

*Exterior walls shall be measured along the exterior horizontal length of the wall plane at the height of the first floor joists.*

**Total (A) plus (B) (if appropriate): \$ \_\_\_\_\_.** (Max \$4,000).

■ **Other Categories:** \$75 each.

**Check all that apply:**

- Curb Cut/Driveway apron
- ROW construction/use of heavy equipment in the ROW
- Non-Vegetative Surface Alterations (e.g., new driveways, sidewalks, etc.)
- Deck
- Shed
- Dumpster
- A/C - Generator - Heat pump
- Pod
- Portable Toilet

Subtotal for Other Categories: \$ \_\_\_\_\_.

■ **Right-of-Way (ROW) License Agreement: \$100.**

■ **New Residential Construction: \$4,000.** [see separate application form]

**Total fees for this application: \$ \_\_\_\_\_**

*Resolution 7-02-09, Adopted 2/15/07; Resolution 7-09-1, Adopted 7-16-09; Resolution 7-09-1, Adopted 7-16-09; Resolution 1-12-1, Adopted 3-15-2012; Resolution 10-13-1, Adopted 11-21-13.*

**PERFORMANCE BONDS: \$2,500**

*(Separate check payable to "The Village of Martin's Additions")*

Performance bonds accompanied by a notarized statement available from the Village Office are required for: each of the following categories: *[checks]*

- Demolition
- Exterior alterations or modifications (includes garages and sheds)
- Right- of- way construction (includes curb cut, driveway apron, drainage/extension of front walk)
- Dumpster (Bond not required for dumpster if posted for other construction category)

*Full restoration of the right-of-way and final inspection to close permit is required for full bond return.*

Bond Paid By:

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ Check #: \_\_\_\_\_



# Village of Martin's Additions

## Protection of Trees In the Public Right-of-Way

*Section 9-108, VMA Code*

Prior to construction commencing, a building permit holder must install 4 ft. high, welded-wire fencing around all trees in the Village right-of-way that may be affected by the construction. Any tree with a drip line within 3 feet of construction equipment must have this protection installed. Stakes for fencing must be 6 feet high and spaced no more than 8 feet apart (or closer) to prevent fence from sagging. Distance of fence from tree should protect drip line as much as possible. Village trees on the opposing right-of-way may be in need of the same protection. It is the applicant's responsibility to have the barriers removed once final clearance is given at the completion of the project by the Village Building Inspector.

## Required Filing Documents

- A recent house location survey or Site Plan showing all existing and proposed structures.
- Location of private and public trees, 4 inches or greater at DBH, on the site and 10 feet beyond the property lines, on the Site Plan.
- A copy of the Site Plans and specifications showing existing and proposed structures and improvements, existing and proposed contours and spot elevations, and all existing and proposed setbacks from the property lines.
- Copy of plans that show location of dumpster, portable sanitation facility, HVAC, generators, walls and fences.
- Copy of Montgomery County Department of Permitting Services Building Permit.
- The Established Building Line (EBL) calculations.
- Copy of architectural drawings stamped and approved by Montgomery County's Department of Permitting Services (if required).
- A signed copy of Sediment Control/Stormwater Management Plan approved by Montgomery County Department of Permitting Services.
- A complete set of electronic architectural and Site Plans.
- Completed VMA Building Permit Application and Payment of Fees.
- Performance Bond (where applicable).

I hereby declare and affirm, under penalty of perjury, that all matters and facts set forth in the permit application are true and correct to the best of my knowledge, information and belief. I acknowledge receipt of and have reviewed the "Permit Conditions for Property Owner/Owner's Agent and Contractors Operating within the Village of Martin's Additions" and hereby agree to ensure compliance with all such conditions.

Applicant's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**THIS PAGE FOR OFFICE USE ONLY: The following will be considered in reviewing your application:**

<b>ADDRESS/DATE:</b>				
EBL	Building Height	Corner Lot?	Lot Size:	Sq. ft
Lot Width	Lot Depth		Total New Footprint	Sq. ft

**CHAPTER 7-402:**

(a) **BUILDING HEIGHT:** [Max 33 ft; Mean 28 ft]  
 Max Measurement : \_\_\_\_\_ Mean Measurement : \_\_\_\_\_ Conform.....

(b) **WALL PLANE HEIGHT:**[Max 32] **Front:** \_\_\_\_\_ **Side** \_\_\_\_\_ **Rear** \_\_\_\_\_ . Conform.....

(c) & (d) **WALL PLANE LENGTH:** FRONT: [Max 40] SIDE: [Max 44] Conform.....

**(e) SETBACKS:**

(1) **Front:** [Greater of EBL or 25 Ft. ] Measurement \_\_\_\_\_ Conform.....

(2) **Rear:** [80 Feet from EBL;  $\geq 20$  feet from rear lot line] Measurement \_\_\_\_\_ Conform.....

(3) **Side-Lot Setback: Setback Side 1:** \_\_\_\_\_ **Setback Side 2:** \_\_\_\_\_ **Sum:** \_\_\_\_\_

(i) Setback requirement # 1: [ $>18$ ft or 30% of lot width] Conform.....

(i) Setback requirement # 2: [ $> 8$ ft One side or no less than 40% of sum] Conform.....

(ii) Additional Side setback # 1 and 2 : [ $44' + 6'$ ; one side  $> 2$ ft] Conform.....

(4) **Corner Lots:**[2 front yard setbacks]: Conform.....

**(5) Projections Main Buildings:**

(i) Bay Windows, oriel entrances, balconies, vestibules: [ $\leq 10'$  wide] Conform.....

**Same plus** cornices, eaves, chimneys: [ project  $\leq 2 \frac{1}{2}$  ft into setback] Conform.....

(ii) Unenclosed porches, decks, breezeways, steps, stoops, exterior stairways, terraces:  
 [ $\leq 9$  ft into front or rear setback] Conform [ $\leq 3$ ft.side setback]: Conform.....

(iii) AC, heat pumps & generators: [Project  $\leq 5$  ft into setback, front or rear only]: Conform.....

**(f) ACCESSORY BUILDINGS:**

(1) Front Setback [ $>60$ ft from front lot line]; Conform.....

(2) Rear setback [Min.5 ft]; Conform.....

(3) Side Setback [Min.5 ft]; Conform.....

(4) Height: [Max.20 ft]; Conform.....

(5) Wall Plane Length [Max 25'] Conform.....

**(g) LOT COVERAGE:** Standard  $<6,000$ sq. ft =30%;  $>6,000$  sq. ft= decreasing lot coverage

Lot Size: \_\_\_\_\_ Footprint: \_\_\_\_\_ Calculated Lot Coverage: Proposed \_\_\_\_\_% Conform.....

**(h) NON-VEGETATIVE SURFACE:** [Front yard max 30%] Conform.....

Check for Corner Lot Compliance? Brookville Road Exemption?

**(i) CURB CUTS** [Max 1;  $\leq 20$ ft wide] Brookville Road Exemption? Conform.....

**(j) DRIVEWAY WIDTH:** New [Max:10 ft] Replacement [ Existing Width] Conform.....

**(k) FRONT LOADING GARAGE:** [ One door only  $\leq 10$ ft. wide]: Conform.....

**Building Administrator Signature:** \_\_\_\_\_