

Town of Somerset Permit and Waiver Application

If your home is in the Historic District, please refer to the Historic District instructions in addition to completing applicable permit below.

Street address for which permit applies: _____ Date _____

Applicant Information:

Name: _____ Phone _____

Address: _____ Cell Phone: _____

City, State and Zip: _____ Email: _____

Property Owner Information or Co-Owner Information (if other than applicant)

Name: _____ Phone: _____

Address: _____ Cell Phone: _____

City State and Zip: _____ Email: _____

Contractor Information:

Name: _____ Phone _____

Address: _____ Cell Phone: _____

City, State and Zip: _____ Email _____

Contractor License Number :

Maryland Home Improvement (for additions) _____

Montgomery County Office of Consumer Protection (for new homes) _____

For Building Permits Only:

Legal description (lot and block) _____

Date of subdivision plat recordation of lot: _____

Disclaimer:

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Town documents, including but not limited to the Town of Somerset Charter and Code, appearing on this site may not be the current official version adopted or maintained by the Town. The current official version of all Town documents, including the Town Charter and Code, are available for inspection at the Town Hall and should be consulted prior to any action being taken.

For further information regarding the official version of any Town document, please contact the Town directly at:

4510 Cumberland Avenue Chevy Chase, MD 20815 301-657-3211

town@townofsomerset.com

Property in Somerset's Historic District

If your property is in the Somerset Historic District, please visit the website for Montgomery County's Historic Preservation Commission at http://www.montgomeryplanning.org/historic/instructions/historic_area_work_permits.shtm and become familiar with the process. Town of Somerset strongly suggests that you set up a pre-permit meeting with the Town of Somerset before beginning the permit process with HPC and the County in order to avoid the possibility of having to return to them to apply for a revision. There may be a fee charged for this meeting. Contact the Town Manager to arrange such a meeting. Following your pre-permit meeting with Somerset, take your plans to the County Historic Preservation Office for further instructions. Once you are in their system, they will send your plans to the Local Advisory Panel (LAP). In Somerset, members of the town's council are acting as the LAP. As such, council members will not be making a decision on the building permit. Once the Historic Commission approves the plans and issues the Historic Area Work Permit, they will forward the plans to the Montgomery County permitting office for their permit approval. Once you have both of the county permits, you apply for a Town of Somerset permit and put yourself on the schedule for a Town Council meeting where a decision will be made.

Please ensure that you submit a complete application; incomplete applications will not be reviewed. Refer to the Permit Instruction Sheets for details on how to apply for your particular permit(s). In addition, it is strongly suggested that you consult with the Town Manager about the need for a pre-construction meeting.

Please check the appropriate boxes to indicate the permit(s) for which you are applying. See the Fee Schedule for associated fees and deposits.

Check Box	Town of Somerset Permit	Town Fee	Town Deposit	Neighbor Review Sheet	County Permit	Council or Mayor Approval
<input type="checkbox"/>	Install or replace exterior components for HVAC systems. <u>HVAC Permit Instructions</u>	Yes for Replacement. No if part of bldg permit	Yes*	Yes	Yes	Council (Mayor can approve in an emergency for eventual council approval)
<input type="checkbox"/>	Building Permit (new homes, additions, porch, stoop, garage, accessory bldg.) <u>Building Permit Instructions</u>	Yes	Yes	Yes	Yes	Council
<input type="checkbox"/>	Curb Cut, Driveway Apron, Sidewalk <u>Right-of-Way curb cut, driveway apron and curb cut instructions</u>	Yes	Yes*	Yes	No	Mayor**
<input type="checkbox"/>	Demolition Demolition Permit Instructions	Yes	Yes*	Yes	Yes	Council
<input type="checkbox"/>	Dumpster or Portable Storage Units <u>Dumpster or Portable Storage Unit Permit Instructions</u>	Yes	Yes*	No	No	Mayor**
<input type="checkbox"/>	Fences <u>Fence Permit Instructions</u>	Yes	No	Yes Inside and outside of Somerset	Yes if new; No if replacement in kind.	Mayor**
<input type="checkbox"/>	Walls: Permits required for walls more than 12" high <u>Wall Permit Instructions</u>	Yes	Yes	Yes* Inside and outside of Somerset	Yes if wall is more than 30" high	Mayor**

Anticipated date for work to commence: _____

Anticipated date for completion: _____

I certify that I am the owner(s) of the property for which I am applying for a permit, that the application is correct and that construction will comply with the plans submitted. I acknowledge this to be a condition of the issuance of this permit.

Owner Signature _____ Date _____

Printed Name _____

Co-Owner Signature _____ Date _____

Printed Name _____

Co-Owner Signature _____ Date _____

Printed Name _____

NEIGHBOR SIGNATURE SHEET

Note to neighbors: Please be aware that your signature on this document does not signify concurrence. It only confirms that you have seen the respective plans. You are welcome to comment on the plans by writing the Mayor or by attending the Council meeting on (applicant to fill in date) _____ when the Council will consider these plans.

Street address of project site: _____

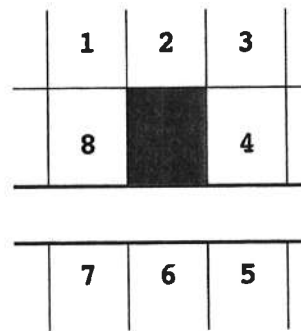
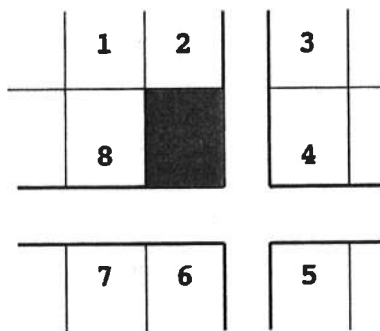
For the neighbor: Please check the box below for the plans that you have seen:

- Tree removal (include residents inside and outside of Somerset where applicable);
- External HVAC components, new location or replacement;
- New Construction (additions and new homes); Review drainage and storm water management plans as well as parking plan if applicable;
- New curb cut or driveway apron and sidewalk;
- Demolition
- Location of Dumpster or Portable Storage Device;
- Fence: new, relocated or replaced (includes residents inside and outside of Somerset where applicable);
- Walls (includes residents inside and outside of Somerset where applicable);
- Generator

Applicant: Using the following map as a key, list the names and addresses of the neighbors who adjoin or confront the property where project is to take place. "Adjoining or confronting" is defined as land that touches the boundary line of another property on at least one point, or which would do so except for an intervening road, street or right-of-way. Then ask neighbor to sign in the appropriate box.

Corner Site

Mid-block Site



1	Printed Name	Address	Signature	Date
2	Printed Name	Address	Signature	Date
3	Printed Name	Address	Signature	Date

4	Printed Name	Address	Signature	Date
5	Printed Name	Address	Signature	Date
6	Printed Name	Address	Signature	Date
7	Printed Name	Address	Signature	Date
8	Printed Name	Address	Signature	Date

Applicant:

I certify that I have shown all the required neighbors the identical full-size plans (unless the cost of proposed work is less than \$25,000 in which case smaller plans can be used) that I have filed or will file with the Town of Somerset and, if applicable, Montgomery County Maryland. I further certify that I have notified the same neighbors of the anticipated date (noted above) that the Town Council, if applicable, will consider my permit application.

APPLICANT SIGNATURE _____ DATE _____

PRINTED NAME _____