



# City of Hyattsville

Department of Public Works

Department of Code Enforcement

4633 Arundel Place, Hyattsville, Maryland 20781

301-985-5032

**William F. Gardiner**  
Mayor

**Vincent Jones**  
Acting, DPW Director

**Jerry Hampton**  
CE Director

**Elaine Murphy**  
City Administrator

## DRIVEWAY/STREET APRON CONSTRUCTION PERMIT (D/SAC PERMIT)

PERMIT #: \_\_\_\_\_ MISS UTILITY #: \_\_\_\_\_

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

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Emergency Tel. #: \_\_\_\_\_

Type of Work: \_\_\_ Driveway Construction (New/Altered) \_\_\_ Driveway Construction (Repaired In Place)

\_\_\_ Driveway Apron (New/Altered) \_\_\_ Driveway Apron (Repaired In Place) \_\_\_ Driveway Drainage

\_\_\_ Other (Please briefly explain in the space provided) \_\_\_\_\_

Location of Work: \_\_\_\_\_

(Attach plan and/or survey, as required)

Description of Works: \_\_\_\_\_

Expected Size of Finished Driveway: \_\_\_\_\_

(length and width, in feet)

Permit Fee: **\$50.00** (Non-Refundable) Refundable Deposit: \$ \_\_\_\_\_

(\$200 for first 50'; \$3/ft thereafter)

Starting Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

(60 days from Start Date, or 12/15,  
whichever is first)

APPLICANT, by its signature in the space provided below, acknowledging the benefit conveyed to the applicant by receipt of the **DRIVEWAY/STREET APRON CONSTRUCTION PERMIT (D/SAC PERMIT)** hereby covenants and agrees with the City of Hyattsville to defend, indemnify and hold harmless the City of Hyattsville and all its officers, employees and agents of and from any and all liabilities arising or claimed to have arisen out of or to be in any way related to : (1.) this application; (2.) any street opening work as defined in the City of Hyattsville Charter and Code, the City of Hyattsville Specifications and Standards for Public Works Construction or the City of Hyattsville Specifications and Standards for Public Works Materials or (3.) any action or failure to act by the APPLICANT, its officers, employee, agents or contractors in connection with any work performed or failed to be performed by or on behalf of the APPLICANT in or under any public way in the City of Hyattsville.

If said D/SAC PERMIT is granted, the APPLICANT, also by its signature in the space below, agrees to the following: **(BE CERTAIN TO READ AND UNDERSTAND THIS INFORMATION COMPLETELY).**

1. For your convenience, if your check is dishonored or returned for NSF or uncollected funds, we will electronically debit your account for the amount of the check. A state allowable processing fee will be charged to you separately
2. It is understood by the APPLICANT that this PERMIT is required by the City of Hyattsville Code and Charter before any driveway construction can be done within the APPLICANT'S private property or the public right-of-way. The Public Right of Way (ROW) includes paved and unpaved areas, sidewalks, grass strips or any other area designated as City-owned public property.
3. The Office of Code Enforcement is responsible for determining whether the property named by the APPLICANT meets the requisite lot coverage criteria for impervious surfaces, as defined in the Prince George's County Land Use Regulations and the City of Hyattsville Code and Charter
4. Approved construction is allowed no earlier than April 1 and no later than December 15. The D/SAC PERMIT will be denied or revoked if the DPW staff determines that work is unlikely to be complete prior to December 15. All work shall be completed in sixty (60) days or less; if it appears that this time limit can not be met, written request for an extension must be received by the DPW at least forty-eight hours (48 hrs.) prior to expiration. Additional non-refundable fees may apply as a result of the extension request. All work shall be started and completed during standard daylight working hours as defined by the City of Hyattsville Specifications and Standards for Public Works Construction (8:00 am to 4:00 pm; Monday through Friday). No work may be done on Saturday or Sunday in the public right of way.

## D/SAC PERMIT (CONT)

5. Two (2) business days advance notification to the DPW, Street Maintenance Division (301-985-5032), is required before beginning any work in the public way. Submission of the permit application is not considered providing notice by the Permit Holder, as described in this section. **Notification must be given after issuance of an APPROVED permit.**
6. Written notification of the date of the beginning of work must be given via certified mail to all utility companies having installations within the affected right-of-way. Such notice shall be made at least forty-eight hours (48 hrs.) prior to beginning work.
7. Only contractors who are currently licensed in the State of Maryland, Commonwealth of Virginia or the District of Columbia and have filed proper insurance documentation with the DPW shall be allowed to disturb any public right-of-way within the City. Insurance documentation must be current and in effect less than one (1) year, from April 1 to March 31 and will include the following minimums:
 

a.) Workers Compensation	Maryland – Statutory
b.) Employer's Liability	\$1,000,000 per occurrence
c.) Comprehensive General Liability	\$5,000,000 combined personal injury and/or property damage per occurrence
d.) Comprehensive Automobile Liability	Insurable Replacement Value
e.) Fire and Extended Coverage (including vandalism and malicious mischief) covering all materials and equipment at the job site or furnished under a contract.	Insurable Replacement Value
8. APPLICANT will comply with all regulations and lawful orders of the DPW relative to the permitted work, including the requirements of City of Hyattsville Specifications and Standards for Public Works Construction, latest edition. APPLICANT, its contractor or subcontractor, shall maintain all necessary signs, lights and any other traffic safety devices required by the City. Failure to comply with any or all of the above requirements will result in revocation of the PERMIT, fines or both.
9. Notification and inspection of work at various stages (prior to start; prior to backfill; completion of backfill; etc.) by the DPW is required for final approval and sign-off below. Failure to have work properly inspected by the DPW will result in permits that do not receive FINAL sign-off that the work has been completed satisfactorily. **NOTE: Permit Holders, who do not receive sign-off by the DPW as having work completed satisfactorily, are not eligible for return of the Refundable Deposit held in conjunction with the Permit.**

By my signature below, I acknowledged that I have read, understand and agree to the terms and conditions of the City of Hyattsville to control work under this permit.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
DO NOT WRITE BELOW THIS AREA

PERMIT FEE DUE: <b>\$ 50.00</b>	NON-REFUNDABLE PERMIT FEE PAID: \$ _____
REFUNDABLE FEE DUE: \$ _____	REFUNDABLE FEE PAID: \$ _____
_____	DATE: _____
(City Treasurer's Office)	

APPROVAL DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

APPROVALS:

Street Mnt Division: _____	DATE: _____
Code Enforcement: _____	DATE: _____
DPW Director: _____	DATE: _____

WORK COMPLETED SATISFACTORILY: DPW: \_\_\_\_\_ DATE: \_\_\_\_\_

CC: Police Dept.  
 City Administrator  
 City Treasurer  
 Code Enforcement  
 File