



"What I Need To Do" Checklist

This document **is not** a Permit

My Permit Application# is: _____

General – **Please read the following completely before contacting Release Agents:**

- It is the **Applicant's responsibility** to actively **pursue all approvals** for a Land Use Permits(LUP).
- All releases from required approval agencies must be received at Division of Land Development Services(LDS) prior to permit issuance.
- The issued Land Use Permit will be mailed to the Applicant as it appears on **Applicant's Address**.
- The **Processing Fee** of \$_____ is **non refundable**, even if the permit is canceled, expires or is denied.
- Application(s) will not be forwarded to **Release Agents** until the **application fee** is **paid in full**. **Applications** expire after 180 days.
- **Application fees** not fully paid within fifteen (15) days of submittal are subject to **administrative cancellation**. Notice **will not** be provided.
- **NO construction** may begin until the Applicant receives an issued Land Use Permit; this includes land clearing activities as tree removal.
- Permit and plan status inquiries to the LDS Office are encouraged on a **weekly** basis.
- If I have questions or need further assistance, I may contact the LDS office. Additional conferences will be arranged at my convenience.

FIRST: Immediately after application, I will : post the yellow location marker mark property lines (if not apparent)
 flag corners of proposed structure mark proposed driveway entrance

I will also need to provide the following; these documents or actions are **required** to submit process my application.

- Board of Appeals – I will submit a **Variance** **Special Exception** Application prior to the _____ deadline of the _____ hearing.
- Floodplain Management – I or my consultant will submit _____ sets of complete plans to the LDS office for distribution and review.
- Site Development Plans - I or my consultant will submit _____ sets of complete plans to the LDS office for distribution and review.
- ★ Site Development Plans – I will forward _____ sets of complete plans to the MDOT State Highway Admin. (M. McKenzie) for review.★
- Building/Construction Plans - I or my consultant will submit _____ sets of complete plans to the LDS office for distribution and review
- *Building/Construction Plans - I will forward _____ sets of complete plans to the MD State Fire Marshal's Office for review*
- Inspections - I will notify the LDS office of the qualified structural/ electrical/ plumbing inspection agency **chosen by me** or my contractor to perform inspections on the project. Upon notification, the LDS office will forward a copy of my application to this agency.
- I will notify the LDS office of the qualified master electrician plumber, including MD licenses numbers, I have contracted.
- I will notify the LDS office of the contractor's MHIC License #/ MD Attorney General's Registration Number that I have contracted.

NEXT: After two (2) working days, i.e. _____, I **will contact** by telephone the following agencies marked with a

'✓' or 'X' to schedule inspections, field meetings or discuss these agencies' requirements(i.e. plan requirements, bonds, etc.). By the aforementioned date, the following agency(ies) are scheduled to have a processed copy of my application and aware of what I plan to do.

- Allegany County LDS office for street name/structure address at **301-876-9544** (verify accuracy; correct or assign if necessary)
- Soil Conservation District for sediment (E&SC) and stormwater management plans (Brent Walker @ 240-609-3497).
- ACDPW County Roads Division at **301-777-5955** for driveway inspection/bond submittal.
- State Highway Administration for inspections/bond submittal for: residential driveways at **301-729-8439** (D. Felker).
 commercial entrances at **301-729-8465** (M. McKenzie)★.
 signs and billboards at **410-545-2817** (G. Bowman).
- Maryland Department of the Environment at **301-689-1480** (main contact #) for Waterway Construction Permit.
- City of Cumberland at **301-759-6426** for sewer and/or **301-759-6623** for water tap.
- City of Frostburg at **301-689-6000** for sewer and/or water tap
- LaVale Sanitary Commission at **301-729-1638** for sewer and/or water tap.
- Other _____ @ _____

NOTE: The following agencies marked with a '✓', '●' or 'X', will notify me or my consultant/contractor of actions necessary for permit issuance.

- _____: subdivision plat applicability and related requirements.
- Division of Land Development Services for zoning certifications.
- Allegany County Public Utilities Division for sewer and/or water tap (bill will be mailed to Applicant by Utilities Division).
- AI Co Health Dept for (1)well/septic/tap permits,(2)buffers,(3)food service permits, (4)subdivision plats,(5)other requirements.
- Maryland State Fire Marshal Office for review and approval, **but I must forward** a set of plans to the Hagerstown Office immediately.*
- ACDPW Engineering Division (Dan DeWitt) for subdivision plats / stormwater management plan review and approval.
- AC Department of Planning & Growth _____ for subdivision plats / stormwater management plan review and approval

MEANWHILE: If I have questions, I can contact the LDS office for:

- Permit application status or inquiries: 777-5951 or 876-9547(Pattie)
- Zoning Certifications: 301-876-9544 (Amy)
- Subdivision plat status or inquiries: 301-876-9509 (Angie)
- Floodplain Management: 301-876-9544 (Amy)
- Major Site Development Plans: 301-876-9544 (Amy)
- Building Code questions/plan review: 301-697-3939 (Steve)

or visit the Land Development Services on the Web at:
<http://gov.allconet.org/227/Land-Development-Services>
 for forms, maps, building permit and code information.

Make check **Allegany County Commissioners**
payable to: County Office Complex
 701 Kelly Road
 Cumberland, MD 21502-3401

Mail permit **Division of Land Development Services**
materials, check & County Office Complex Suite 109
invoice to: 701 Kelly Road
 Cumberland, MD 21502-3401

LDS's fax# is: **301-777-5950** (24hrs/7days week)

Applicant's Acknowledgment

The following was received and explained:

- "What I Need To Do" Checklist.
- Yellow site location marker(triangular, paper flag).
- Field Stakes (flags; for project stakeout in field).
- Invoice # _____.
- Overview - Major Development.
- Local Inspection Agencies Roster.
- Building code information and requirements.

Applicant's Signature

Date

Contact Directory

LOCAL INSPECTION COMPANIES (in alphabetical order)

MEGCO Inspections

P.O. Box 456
Keyser, WV 26726
Phone: 301-722-7147
Fax: 301-722-8570
Toll Free Phone: 1-800-304-5942
Email: megco1@frontier.com

PARTICIPATING PERMIT REVIEW AGENTS (abbreviated roster)

Complete roster at <http://gov.allconet.org/DocumentCenter/Home/View/260>

City of Cumberland

Superintendent of Water Distribution (Bob Rider)
57 N. Liberty Street
Cumberland, Maryland 21502
Phone: 301-759-6623
Fax: 301-759-6633

City of Cumberland

Superintendent of Sanitary Sewers
57 N. Liberty Street
Cumberland, Maryland 21502
Phone: 301-759-6426
Fax: 301-759-6608

City of Frostburg

Attn: Joe Rodgers
City Hall
37 Broadway
PO Box 440
Frostburg, Maryland 21532
Phone: 301-689-6000 Ext. 110
Fax: 301-689-2840
Email: jrogers@frostburgcity.org

Allegany County Health Department

PO Box 1745
12501 Willow Brook Road SE
Cumberland, MD 21502
Phone: 301-759-5039
Fax: 301-777-5583
Email: achd.eh@maryland.gov

Lonaconing Water Company

Attn: Debbie Keller
7 Jackson Street
Lonaconing, MD 21539
Phone: 301-463-6266
Fax: 301-463-3150

Office of the Maryland State Fire Marshal*

Maryland State Police
Western Region Operations Center – Suite 240
18345 Colonel Henry K. Douglas Drive
Hagerstown, MD 21740
Phone: 301-766-3888
Fax: 301-766-3889
Email: msp.osfmwro@maryland.gov

State Highway Administration★

Maryland Department of Transportation
Engineering Access Permits – District 6
Attn: Mr. Mark McKenzie
1221 W. Braddock Road
LaVale, MD 21502
Phone: 301-729-8465
Fax: 301-729-6968
Email: mmckenzie@sha.state.md.us

Maryland Water Service, Inc. (Utilities, Inc.)

7948 Tower Court Road
Severn, MD 21144
Phone: 1-704-361-0651 (J. Woolard)
Phone: 1-410-551-8901 (main office)
Fax: 1-410-551-4601
Email: jswoolard@uiwater.com
Email: wcphillips@uiwater.com