



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

APPLICATION AND PERMIT FOR CURB, SIDEWALK, OR DRIVEWAY ENTRANCE CONSTRUCTION IN THE PUBLIC RIGHT-OF-WAY

Applicant's Name: (if not the Owner)	Owner's Name:
Applicant's Address:	Owner's Address:
Applicant's Phone:	Owner's Phone:
Type of work being performed: _____	Is this replacement? ☐ Yes ☐ No If replacement, are there any red curbs? ☐ Yes ☐ No If replacement, are there any signs in sidewalk? ☐ Yes ☐ No City Code prohibits the removal of traffic signs by contractors; contact (301) 739-8577 ext. 177 for instructions
Job Location:	

1. Curbs, sidewalks, and driveway aprons shall be constructed in accordance with the Public Ways Construction Standards. All concrete curbs shall be MDSHA Mix No. 3 (3500 PSI)
2. The property owner repairing and/or replacing curb, sidewalk, or driveway aprons shall be responsible for any damage caused to the roadway facilities or private property by himself, his representative, his contractors or subcontractors, or their agents.
3. Integral construction of curbs and sidewalks shall not be permitted. Curb and sidewalks shall be formed, poured, and constructed separately.
4. All new sidewalks adjoining City streets shall have a minimum width of five (5) feet, and shall conform to the Public Ways Construction Standards. Replacement sidewalk may match existing width, but shall never be less than three (3) feet in width.
5. At utility poles or other sidewalk obstructions, sidewalk shall be installed to provide a minimum of three (3) feet of clear sidewalk. Sidewalk shall be widened by the Permittee to provide clearance.
6. South Prospect Street: due to the historic nature of this street, special rules apply. See City Code Chapter 216.21.
7. The project shall not be idle for more than 15 calendar days after portions of the existing sidewalk or curb are removed. Permittee must show reasonable progress in completing the work under this permit.
8. Violations of this permit shall be subject to the penalties outlined in Section 216.25. In addition, it shall be the obligation of the property owner to correct any non-compliant or defective work performed under this permit. Failure to do so in the time allotted by the City shall constitute a nuisance and may be abated per Section 216.24.

RESPONSIBILITY OF APPLICANT

1. Contact Miss Utility (800) 257-7777 a minimum of two (2) business days prior to any excavation.
2. Contact the Department of Parks & Engineering (301) 797-6313 a minimum of twenty-four hours prior to pouring concrete to allow for inspection.
3. Refer to City Standard plates and details for all construction.
4. Permittee agrees to provide all necessary temporary traffic & pedestrian control measures to complete the work.

FEES

Curb: \$10 Sidewalk: \$10 Curb & Sidewalk: \$10 Driveway Apron: \$25 Curb, Sidewalk, & Driveway Apron: \$35

APPLICANT _____

FEE AMOUNT: _____

TECH FEE: \$5.00

DATE _____

TOTAL AMOUNT: _____

PERMIT EXPIRES 60 DAYS FROM DATE OF ISSUANCE

Revised 01/02/2026

One East Franklin Street • Hagerstown, MD 21740

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