

# Chevy Chase Village

## Pre-Design Review Meeting (PDRM) Application

This form notifies the Village office that a resident intends to seek a building permit from Montgomery County. This advance consultation allows Village staff to review with the resident and contractor the regulations affecting construction within the Village.

Upon receiving this form, the Village will schedule a Pre-Design Review Meeting (PDRM) with you and prepare a Municipality Letter for the Mont. Co. Department of Permitting Services (DPS) so that the County may proceed with its permit review. There is no fee for this application.

<b>Property Address:</b>	
Resident Name:	
Daytime telephone:	Cell phone:
E-mail:	
Primary Contact for Project:	
<input type="checkbox"/> Resident. <input type="checkbox"/> Architect <input type="checkbox"/> Project Manager <input type="checkbox"/> Contractor*	
Name:	
Daytime telephone:	Cell phone:
After-hours telephone:	
E-mail:	
*MHIC/MD Contractor's License No. (required):	
Project Description:	
<i>For Village Office staff use only:</i> Date this form submitted to Village Office: _____      Received by (staff initials): _____ Date Municipality Letter sent to DPS: _____	

### Building Permit Conditions

The following highlights important building-related regulations. For complete regulations, please refer to the most current Chevy Chase Village and Montgomery County building ordinances, as well as any covenants and easements on the property.

#### GENERAL

1. Village permit(s) and County permit(s) must be issued PRIOR to starting any work and posted (along with any site conditions) on the job site in public view so that it is visible from the street.
2. Once a permit is issued, no one may modify or alter any plans without written approval of the Village Manager.
3. Work under any Village building permit shall begin within 6 months and must be completed within 12 months after permit issuance.
4. A permit may be revoked by the Village Manager if work has stopped for 30 days. It shall be unlawful to continue work when a permit has been suspended or revoked or when a stop work order has been issued.

5. The Village may examine the work and the building as often as necessary and may order any change in the work necessary to comply with Village regulations.
6. The Village must be notified 48 hours in advance of required building inspections.
7. Construction noise levels must conform to Chapter 31B of the Montgomery County Code, entitled "Noise Control."
8. Power equipment may not be used before 8:00 a.m. on weekdays or 9:00 a.m. on weekends and holidays.
9. Any work that could affect trees must comply with Village Code Chapter 17 "Urban Forest." All trees on the subject property, and in close proximity on the adjoining properties and the public right-of-way, must be shown on the submittal plans so that the Village Arborist can prepare a Tree Preservation Plan. Furthermore, no tree on the subject property with a trunk that is twenty-four inches (24") in circumference or larger measured four feet, six inches (4'-6") above ground level may be removed without a Village Tree Removal Permit

**PRIVATE PROPERTY SITE MANAGEMENT**

1. The building site shall be kept clear of all rubbish, including trash and construction-related debris.
2. Dumpsters and portable storage units are ONLY permitted on private property. No such containers may be located on the public right-of-way. (Village Code Sections 8-7)
3. Prior to delivery, a permit for a dumpster or portable storage unit must be obtained from the Village. (Village Code Section 8-7.) The location and screening of all dumpsters and portable sanitation facilities shall be approved by the Village Manager and noted on the site plan.
4. Dumpsters may not be used as collection points for other construction sites, nor may they be used for perishable waste.
5. Any required tree protection and/or sediment control measures must be maintained throughout the permitted work.
6. Commercial signs are prohibited. (Village Code Chapter 12.)

**PUBLIC PROPERTY SITE MANAGEMENT**

1. No person shall store or allow an accumulation of refuse, excavation or construction debris, or any construction materials on any public right-of-way including, but not limited to, streets, sidewalks, curbs, gutters and grassy areas. Any mud or dirt must be removed from the public right-of-way daily. Public sidewalks must be passable at all times.
2. Any repair, alteration, modification to or closure of any street or sidewalk that prohibits the free passage of vehicles or pedestrians shall be clearly marked with barricades, safety barriers, or both and may not exceed ten (10) days unless specifically authorized in writing by the Village Manager.
3. No vehicle may park on Village sidewalks, driveway aprons or on any area between the curb and/or gutter and sidewalk.
4. Construction vehicles must park on the project site or on the side of the street directly in front of the project site, whenever possible.
5. Unattended construction pits and trenches shall be clearly marked.
6. No construction trailers or equipment shall be located on the public right-of-way between 10 p.m. and 6 a.m.

**The following section must be completed by the Property Owner**

**Affidavit:**

- I have read the above conditions and requirements and am aware that not following them could lead to a stop work order, fines or revocation of my Village Building Permit or other relevant Village permits.
- I hereby certify that all projects will conform to all applicable regulations in the Chevy Chase Village Code, the Montgomery County Zoning Code, and any covenants and easements related to the subject property, and that I assume responsibility to notify contractors and sub-contractors of these regulations.
- I understand that if restrictions by different governing bodies appear to overlap or to be contradictory or unclear, I will assume that the most restrictive regulations will prevail and that I should clarify all such restrictions with the Chevy Chase Village Manager before proceeding with any work.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Address