

TOWN OF CHEVY CHASE VIEW

Montgomery County Requirements:

All lots in the Town of Chevy Chase View are zoned R-90 Residential. Main building height normally is limited to 2 1/2 stories or 30 feet. Accessory building height is limited to two stories or 25 feet. Accessory buildings are allowed only in rear yards. In some cases, the Town of Chevy Chase View requirements are more stringent than Montgomery County requirements.

Town of Chevy Chase View Building/Demolition Permits are required for:

1. Construction and demolition of structures, buildings, and additions. Please see Town Code, Sec. 13-201 and 13-202.
2. Construction of front yard driveway apron or curb cuts. Please see Town Code, Sec. 13-610.
3. Construction of fences. Please see Town Code, Sec. 13-301 and 13-302. Please note that fences near the street intersection on corner lots are limited to 3 feet in height by County regulation to allow for proper visibility.
4. Construction of in-ground pools, in-ground spas and pool decks. Please see Town Code, Sec. 13-403(c).

Procedure to follow:

1. Application for a Montgomery County Permit must be made to the Department of Permitting Services (DPS), Rockville, MD, (240) 777-6200. Your architect or builder should be familiar with this procedure.
2. Application may be made for a Town of Chevy Chase View Building Permit on the attached form. **Please note, the County mandates different minimum building requirements, including setbacks, from the Town of Chevy Chase View. Please refer to Chapter 13 of the Town of Chevy Chase View Municipal Code. Corner lots present different interpretations and, prior to obtaining a permit, residents are advised to consult with the County regarding its rules.**
3. Please provide documentation of the established building line for new home construction and for any improvements located to the side or front of an existing home.

Note: If the proposed construction would encroach into the setbacks contained in the Town Code or otherwise not conform to the Town Code, the application will be denied. In special cases and for good cause, residents may apply for a Variance to be considered by the Town of Chevy Chase View Council pursuant to Sec. 13.608 of the Town of Chevy Chase View Municipal Code. The County may also require a variance if the proposed project does not conform to its regulations.

INSTRUCTIONS

A. Documents Required for a CCV Building Permit

Application for the Chevy Chase View Building Permit (**an original and seven copies**), which must be accompanied by:

- (1) The application fee, a site plan, and the plans and specifications for the project. The plans and specifications must have sufficient clarity and detailed dimensions to show the nature and character of the work to be performed. A building permit shall not be issued unless and until (i) the Council approves the application, (ii) the applicant provides a copy of the County permit and corresponding permit plans, if a County permit is required, and (iii) the applicant satisfies any bond and pre-construction meeting requirements.
- (2) If the location of the proposed work will be within 4 feet of a building restriction line, the site plan must have a margin of error of +/- 0.10 feet, or better. Where possible, the site plan must reference 2 or more of the Town's control network concrete monuments.
- (3) The site plan must show the lot boundaries, driveways, and the outlines of all existing and proposed structures and site improvements on the lot. In addition, it must indicate the minimum distances of existing and proposed improvements from the lot lines.
- (4) The site plan must have been prepared within the last 5 years, from the date of the application, by a surveyor or engineer licensed by the State of Maryland. A site plan of more than 5 years old may be used if it is the most recent survey or engineering plan reasonably available, it is otherwise prepared as provided above, and it includes the property owner's affirmation that the plan accurately represents the current condition of the property with respect to the position of the residence, and any accessory buildings, and their distances from all property lines.
- (5) Instead of a site plan, a house location survey may be used if the proposed work will not be within 4 feet of a building restriction line.

B. Building Permit Application Fee Schedule

Please consult the Fee Schedule for the appropriate fee.

C. Modification of Plans After Issuance of CCV Building Permit

A new application must be submitted for any proposed modification of the construction for which a permit has been issued. A request for modification to the approved plans may be approved only if the modification conforms to Chapter 13 or to a variance previously granted by the Council.

D. Documents Required for Cases Involving a Variance from the Town of Chevy Chase View Municipal Code

In cases where construction may require a Variance from the Town of Chevy Chase View Municipal Code, the applicant must submit an application fee, an application, and

accompanying maps, plans or other information to the Town. The Town Manager shall place the matter on the Council agenda and announce a public hearing thereon, which shall be held at a regular or special meeting of the Council.

The Council shall give written notice of such hearing to interested persons and owners of abutting and confronting properties, at least 15 days prior to the meeting at which such application is to be considered.

Within 5 days after the filing of an application for a variance the applicant shall erect a sign, to be furnished by the Council, on the subject property within 10 feet of the boundary line of each public road which abuts the property facing in such manner as may most readily be seen by the public. The bottom of the sign shall be not less than 2.5 feet from the ground. The sign shall be of such material, color, height and width as the Council shall specify, and shall state the nature of the application, the date of the scheduled hearing, the case number and the telephone number of the Town Manager or other official in custody of the application.

At the hearing, any party may appear in person, by agent or by attorney.

In exercising its powers, the Council may grant a variance as requested by the applicant, grant a variance to permit an encroachment less than that requested by the applicant, or may deny the application. In addition, the Council may grant a variance or partial variance upon such terms and conditions as it deems appropriate.

E. Variance Application Fee

An application fee must accompany all required documentation. Please consult the Fee Schedule for the appropriate fee.

F. Filing Deadline for All Cases

- (1) When a Building Permit is requested, all statements and other documents upon which the applicant relies must be submitted to the Building Permit Administrator at least 14 days prior to the Council meeting, or the application will be considered at the next following Council meeting. Meetings are generally on the third Wednesday of each month.
- (2) In cases where there is no possibility that the Town Code is implicated, the Council may delegate approval authority to the Council's Chairperson, jointly with another Council Member who are authorized, in their sound discretion to either:
 - a. signify approval of the application by their joint signatures on the application, or
 - b. decline approval, and refer the application to the next regular meeting of the Council.

G. Final "Wall Check"

A final "wall check", performed by a licensed surveyor or engineer, may be required.

All homeowners and/or their agents are required to abide by the Town of Chevy Chase View Construction Site Protocol.

Application for Building Permit

TOWN OF CHEVY CHASE VIEW

Property Owner(s)		
Property Address	Lot	Block
Phone Numbers:	(daytime) () - 	(evening) () -
E-mail		
Address of Owner if Different from Property Address		
Applicant is (check one): <input type="checkbox"/> Owner <input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Authorized Agent		

I have attached the appropriate fee in the amount of \$_____ as determined by the Town of Chevy Chase View Permit Fee Schedule.

Briefly Describe Proposed Project: _____

Timetable:

Anticipated start date: _____

Length of demolition (if any): _____

Completion date: _____

Architect/Designer:	Telephone: () -
Contractor:	Telephone: () -
Surveyor:	Telephone: () -

Montgomery County Permit # (if available)

In the event your Montgomery County building permit is suspended, is revoked, or lapses, the Town permit is automatically revoked. Under this permit, you must begin work within 6 months and complete work within 12 months of the permit issuance date.

Will the construction require obstructing or altering any part of a sidewalk, curb, gutter, driveway apron, street or any part of the CCV Right-of-Way? ____ No ____ Yes
If yes, describe on separate page.

You must submit plans and specifications that show the existing structures and the proposed changes or additions. Be sure to clearly and accurately mark the distances from your property boundaries to the planned:

- Changes or additions to existing structures; and
- Any new structures.

You must also indicate:

- The exact distance of any projection into a setback (for a porch, bay window, eave and gutter, etc.)
- The height of any changed or new accessory building; and
- The exact location of any construction at- or below-grade, such as a driveway or basement areaway.

If you are constructing or altering any fence, please provide a diagram of the fence that shows its location with respect to your property lines and indicate the height of the fence (measured from the ground on the lower side) and the construction material and style, such as wooden picket or chain link.

Please see the Town Code, Chapter 13, for additional requirements

By signing this Application, you agree to the following:

1. I/we have read the current Town of Chevy Chase View Municipal Code, Chapter 13. To the best of my/our knowledge, this application and information submitted with it are complete and accurate.
2. I/we understand that this building permit is issued on the condition that actual construction conforms to the approved plans, and I affirm that the Montgomery County stamped plans are identical to the to the plans approved by the Town of Chevy Chase View Council.
3. I/we affirm that if I/we submit plans to Montgomery County which alter the three-dimensional boundaries of any construction authorized by this permit or for which an additional or amended permit is required, I/we will notify the Town Manager or the Building Permit Administrator immediately and will submit a copy of the revised plans to the Town of Chevy Chase View. I/we understand that I/we cannot proceed with construction until the Town of Chevy Chase View approves the revised plans.
4. I/we have read and understand the Town of Chevy Chase View Construction Site Protocol (CSP), and I further understand that I/we must acknowledge acceptance of the terms of CSP prior to receipt of the CCV permit and agree to comply with the CSP and any and all permit conditions.
5. I/we understand that the Town requires that any damage to the public right-of-way caused by me/us or my/our contractor(s) must be repaired by a Town of Chevy Chase View designated contractor at my/our expense.
6. I/we represent that we are all the owners of the subject property.

Signature of Owner(s) _____

For Council Use

Date Application Received: _____

Council Chair _____

Application Approved: ☐ Approved with
Conditions: ☐ Disapproved: ☐

Date _____

Application for Variance
TOWN OF CHEVY CHASE VIEW

Applicant Name(s): _____

Address:

Street

City

State

Zip

Contact:

Email

()

Phone

Applicant is (check one): ☐ **Owner** ☐ **Contract Purchaser** ☐ **Authorized Agent**

Procedures for variance. The variance request shall be considered by the Town Council at a public hearing held at a regular or special meeting of the Council. Written notice of such hearing shall be provided by the Town to interested persons and owners of abutting and confronting properties, at least 15 days prior to the hearing.

Within 5 days after the filing of an application for a variance the applicant shall erect a sign, to be furnished by the Town, on the subject property within 10 feet of the boundary line of each public road which abuts the property facing in such manner as may most readily be seen by the public. The bottom of the sign shall be not less than 2.5 feet from the ground. The sign shall be of such material, color, height and width as the Council shall specify, and shall state the nature of the application, the date of the scheduled hearing, the case number and the telephone number of the Town Manager or other official in custody of the application.

At the hearing, any party may appear in person, by agent or by attorney.

Briefly Describe Proposed Project: _____

Burden of Proof. In order for the Town Council to grant a variance, an applicant must prove that because of the unusual dimensions, shape, topography, or other exceptional conditions of the lot, the lot cannot accommodate the structure sought to be erected if the restrictions of Chapter 13 of the Chevy Chase View Code are strictly enforced and:

For front or rear setback requirements, the literal application of Chapter 13 would result in peculiar or unusual practical difficulties to, or exceptional hardship on, the owner of the property; or

For side setback requirements, the literal application of Chapter 13 would result in exceptional hardship and injustice to the owner of the property.

For height limitation for front-yard fences, because of unusual conditions of the property or of an adjacent property, strict enforcement of the 4-foot height limitation would create a hardship on the property owner, and granting the variance would not create a safety hazard or materially interfere with the existing sight lines

Additional requirements. In connection with any variance, the Council must also find that:

1. The variance granted is the least departure from the requirements of Chapter 13 that will give relief to the applicant;
2. The variance will not be contrary to the purposes and intent of the building regulations, which are to preserve open vistas, sight lines, privacy, spacious appearance, and character of Chevy Chase View;.
3. The variance will not adversely affect the appearance, utility, or value of any contiguous or confronting property; and

The difficulty or hardship is not the result of the actions of the applicant.

Special circumstances. If the need for a variance is the result of the existing structure's non-conformance with the requirements of Chapter 13, the exceptional conditions of the lot requirement is deemed to be met.

If the alteration does not increase the 2-dimensional footprint of the building, the Council may deem the hardship requirements to be met if it finds that the additional height of the non-conforming structure will not adversely affect the adjoining properties.

Variance Request Guidelines: The Council may grant a variance from the Chevy Chase View Code by relaxing the standard which has caused the peculiar or unusual practical difficulties (front or rear setback), exceptional hardship and injustice (side setback), or hardship (fence).

A variance is an extraordinary remedy. The Council strictly applies the requirements for a variance because a variance can change the development standards that all other property owners in Chevy Chase View must follow. Please note that the difficulty or hardship that would be remedied by the proposed variance must result from the application of building standards, not from the action or inaction of the applicant. In other words, the condition which a variance relieves must not be self-inflicted. Personal circumstances are generally not a basis for consideration of whether to grant or deny a requested variance.

Variance Conditions. In exercising its powers, the Council may grant a variance as requested by the applicant, grant a variance to permit an encroachment less than that requested by the applicant, or may deny the application. In addition, the Council may grant a variance or partial variance upon such terms and conditions as it deems appropriate.

This variance is requested for: ☐ front setback ☐ rear setback ☐ side setback ☐ fence

The property has:

☐ unusual dimensions ☐ unusual shape ☐ unusually topography ☐ other exceptional conditions

Describe the unusual or exceptional condition(s) and explain how this property compares to other properties in Chevy Chase View:

Does the need for a variance result from the existing structure's non-conformance with the Chevy Chase View Code? ☐ No ☐ Yes (explain): _____

With respect to an existing non-conforming building:

(i) does the proposed alteration increase the 2-dimensional footprint of the building? ☐ No ☐ Yes

(ii) does the proposed alteration increase the height? ☐ No ☐ Yes

Explain why the variance sought is the least departure from the requirements of the Chevy Chase View Code that will give relief to the applicant:

Explain why the variance would not be contrary to the purposes and intent of the building regulations, which are to preserve open vistas, sight lines, privacy, spacious appearance, and character of Chevy Chase View:

Explain why the variance would not adversely affect the appearance, utility, or value of any contiguous or confronting property:

Explain why the difficulty or hardship claimed is not the result of the actions of the applicant:

For a fence variance, explain why the variance would not create a safety hazard or materially interfere with existing sight lines:

Attach the following items to the application:

- ☐ Variance application fee
- ☐ Site Plan (prepared by a surveyor or engineer licensed by the State of Maryland, with a margin of error of +/- 0.10 feet, or better, showing the lot boundaries, the outlines of all existing and proposed structures, and the minimum distances of existing and proposed improvements from the lot lines)
- ☐ Building Plans (drawings, floor plans, elevations)
- ☐ List of adjoining and confronting properties (attach separate sheets as necessary)
- ☐ Any additional documents you intend to rely upon at the hearing (maps, photographs, letters in support from other residents)

I hereby certify that I have the authority to submit the foregoing application on behalf of all owners of the property, that I have read and understood all requirements, and that I or an authorized representative will appear at the scheduled public hearing in this matter. I hereby authorize the Town Manager, or the Manager's designee, and/or the Council to enter onto the subject property for the purposes of assessing the site in relation to this variance request. I hereby declare and affirm, under penalty of perjury, that all matters and facts set forth in the foregoing application are true and correct to the best of my knowledge, information and belief. All owners of the property agree to abide by any conditions imposed by the Council in granting a variance and building permit.

Applicant/Property Owner Signature

Date

Applicant/Property Owner Signature

Date

CHEVY CHASE VIEW

BUILDING PERMIT

CCV Permit Number _____ Montgomery County Permit Number _____

Date: _____

This is to certify that (name) _____ has permission to _____

_____ at _____

(address) _____

(lot) _____ (block) _____ in accordance with the building permit application, plat, plans and specifications on file with the Council of Chevy Chase View. This permit is issued and is subject to the provisions of the Chevy Chase View Municipal Code and standards of Chevy Chase View as defined in the Chevy Chase View Charter and Regulations, a copy of which may be obtained from the Council of Chevy Chase View.

The right is reserved to examine the building or work as often as may be necessary while under construction or reconstruction and to order any change in the work that may be deemed requisite to ensure its compliance with Chevy Chase View Building Regulations.

It is further expressly understood that the permittee herein shall hold harmless Chevy Chase View from any and all loss or damage by reason of any act or thing done under and by virtue of this permit.

Note: This permit is not valid unless a Montgomery County Building Permit has been secured.

Approved: _____
Chairman, Council of Chevy Chase View

THIS PERMIT MUST BE POSTED FOR THE DURATION OF THE PROJECT

Permit Conditions: _____

Bond Requirement Guidelines For Town of Chevy Chase View Construction

The Council requires that the property owner/owner's agent or contractor obtain a cash performance bond to guarantee restoration of the public right-of-way when facilities in the public right-of-way are damaged in connection with a construction project. **The public right-of-way includes, but is not limited to, curbs, driveway aprons, streets, trees and sidewalks.**

For construction projects costing less than \$10,000, there is no bond requirement, unless a dumpster or portable storage container will be used.

For construction projects costing \$10,000 or more, a \$5,000 cash performance bond shall be provided by the property owner/owner's agent or contractor. Such bond will be made to the Town of Chevy Chase View, and must be provided in order to receive a building permit.

Applicants for a Building Permit will:

- Provide an estimate of the construction cost on the building application.
- Provide a cash performance bond.
- At the completion of the construction project, notify Town Manager in writing that work is completed and request release of cash performance bond. Any restoration work to the right-of-way must be completed by a CCV designated contractor.
- Participate in a pre-construction meeting to be conducted by the Building Permit Administrator at the subject property for the purpose of exchanging information and discussing building permit conditions and the procedures concerning the required bond or other security.

The Town Manager will:

- Review the bond for completeness and correctness.
- Ensure that the monies or security are properly accounted for and held safely.
- Return the monies or securities as per Protocol Regarding CCV Cash Performance Bond.

The Council of the Town of Chevy Chase View will:

- Ensure that a designated individual inspects and photographs the right-of-way both before a building permit is issued and after notification by the property owner/owner's agent or contractor that construction is completed.
- Notify the Town Manager to release the monies or other security to the property owner/owner's agent or contractor if there is no damage to the right-of-way.
- Be responsible for any adjudication of restitution. The Council member responsible for street maintenance will communicate with the property owner/owner's agent or contractor and keep the Council fully informed. Bond will not be released until the issue is resolved.

Other Notes to the Applicant:

Although we are requiring a bond in the amount of \$5,000, if the property owner/owner's agent or contractor does damage to the right-of-way, the property owner will be responsible for the full cost of repairing the damage.

If landscaping, such as loads of topsoil, etc., is necessary after the final Montgomery County inspection is completed, and there is damage to the right-of-way, the property owner will also be responsible for the full cost of repairing the damage.

**CASH PERFORMANCE BOND
FOR
RESTORATION OF PUBLIC RIGHT-OF-WAY**

Re: Permit No. _____ for _____

_____ dated _____

KNOW ALL MEN BY THESE PRESENTS as a requirement for, and condition of the above-referenced permit (the "Permit"), PERMITTEE _____, hereby binds itself and its successors and assigns to the Town of Chevy Chase View (the "Town") in the amount of _____ (\$_____), by depositing said amount (the "Security") with the Town Manager, subject to the conditions stated below.

The condition of this Cash Bond is that if Permittee shall fully perform the following requirements in a manner satisfactory to the Town, then this Security shall be discharged, but otherwise it shall remain in full force and effect:

1. Faithfully complete the repair, re-construction and/or restoration of any facilities, including, but not limited to, curbs, gutters, streets, driveway aprons, sidewalks, trees, plantings and signs, in the public right-of-way that may be damaged or disrupted in connection with the work authorized by the above-referenced building permit, within 30 days of demand therefor or such other period of time specified by the Town Manager. All work performed pursuant to this paragraph must be performed by a Town of Chevy Chase View-designated contractor.
2. Comply with all applicable ordinances and requirements of the Town, Montgomery County and the State of Maryland with respect to the public right-of-way.
3. Save harmless the Town from any expense incurred through the failure of the Permittee, or the Permittee's agents and servants, to complete the required repairs, re-construction and/or restoration, or from any damages growing out of the negligence of the Permittee or the Permittee's agents or servants.

The Town shall retain the Security for up to the full amount thereof until Permittee promptly completes, and has accepted by the Town, all work required under the Permit and this Bond, or, when applicable, posts substitute security. If Permittee fails to satisfy any of the conditions of this Bond the Town has the option, but in no way is required to utilize the Security to complete the work covered by this Bond. Upon the satisfactory completion of the work as required, the Town shall return the Security or its proceeds less the amount of any claims, damages, or costs incurred by the Town in connection with this Bond.

WITNESS

PERMITTEE/PERMITTEES

Print Name

Print Name

STATE OF _____:

SS:

COUNTY OF _____:

I hereby certify that on this ____ day of _____, 20____, before me, the undersigned officer, personally appeared _____, who acknowledged himself/herself to be the _____ of _____, a _____, and that he/she, as _____, being authorized so to do, executed the foregoing instrument on behalf of _____ for the purposes therein contained, by signing the name of _____ by himself/herself as _____.

In witness whereof, I hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____

Protocol Regarding
CCV Cash Performance Bond

1. Before a building permit is issued, Town of Chevy Chase View (CCV) will schedule an on-site visit and meet with property owner/owner's agent or contractor to review the scope of work and to assess the condition of the right-of-way. CCV and/or its agents will take appropriate pictures of the right-of-way indicating its condition before construction work begins. Prior to the issuance of the permit, the applicant must review dated pictures taken of the right-of-way and sign on provided line.
2. CCV will review utility cut restoration with applicant. Applicant will be advised of dollar amount range that a particular utility cut could cost. This cost will depend on the actual expense for the CCV-designated contractor to install the permanent patch after the project is completed less amount CCV is reimbursed by said utility.
3. Upon completion of the project, the property owner/owner's agent or contractor shall submit in writing a request for release of the bond.
4. Within ten (10) days of receipt of a request for release of the bond, the CCV Town Manager or agent and a CCV-designated contractor will schedule an on-site inspection to assess the condition of the right-of-way, take appropriate pictures of the right-of-way, and determine if repairs are needed as a result of damage resulting from construction.
5. If no repairs are needed, the bond will be released. If repairs are needed, the CCV-designated contractor will submit to the CCV Town Manager a written proposal for repair work.
6. Within ten (10) days of receipt of the proposal, the CCV Town Manager or agent will contact the property owner/owner's agent or contractor to schedule an on-site meeting to review the CCV- designated contractor's proposal for repair work.
7. Following ten (10) days after the on-site meeting, CCV may accept the CCV-designated contractor's proposal and schedule repair work.
8. The property owner shall be financially responsible for all repair work by CCV and performed by the CCV-designated contractor. If repair costs exceed the amount of the bond, CCV will send an invoice to the property owner/owner's agent or contractor for the difference.

Town of Chevy Chase View Construction Site Protocol (CSP)

These permit conditions are intended to highlight important building-related rules and regulations. They do not represent a comprehensive list of building laws. For additional information, please refer to the appropriate Town and County building ordinances.

GENERAL

1. The building permit shall be posted on the job site in public view, along with a list of standard and special permit conditions in English and Spanish.
2. After a permit has been issued, it shall be unlawful for any person to modify or alter any plans without the prior written approval of the Town Manager.
3. Work under any Town permit shall begin within 6 months and must be completed within 12 months after the permit is issued, unless an extension is granted in writing by the Town Manager.
4. It shall be unlawful to continue work when a permit has been suspended, revoked or when a stop work order has been issued.
5. The Town may enter the property to examine the work and the building as often as necessary and may order any corrective action necessary to comply with Town regulations.
6. The Town 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." Montgomery County ordinances govern construction noise. Construction may not start until 7am on week days, and until 9am on weekends and holidays. Construction noise is to stop at 9pm. To report noise disturbances outside regular business hours, call Montgomery County Police non-emergency line at 301-279-8000.

PRIVATE PROPERTY SITE MANAGEMENT

1. The building site shall be kept clear of all rubbish, including trash and construction-related debris.
2. The location of all dumpsters and portable sanitation facilities shall be approved by the Town and noted on the site plan. No dumpsters or sanitation facilities shall be located on the public right-of-way.
3. Dumpsters may not be used as collection points for other construction sites or for discarding perishable waste. Perishable waste shall be disposed in separate containers.
4. Construction materials are forbidden to be part of the Tuesday/Friday weekly residential refuse pickup.
5. Any required erosion and sediment control plan and/or tree protection plan must be maintained throughout the course of the permitted work.
6. Dust associated with demolition must be controlled by metered water spray. Dust associated with stone cutting must be controlled by a wet saw.

PUBLIC PROPERTY SITE MANAGEMENT

1. Prior to construction, a fence or other structure must be installed around all right-of-way trees that may be affected by the construction. The fence or barrier must surround

the tree at a distance of at least 3 feet from the trunk of the tree.

2. 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. Accumulation of mud or dirt must be removed from the public right-of-way daily. Public sidewalks must be kept passable at all times unless otherwise approved by the Town.
3. Unattended construction pits and trenches in the public right-of-way shall be clearly marked and covered.
4. 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 Town Manager.
5. At no time should the homeowners' or construction vehicles be parked within 15 feet of a fire hydrant, within 20 feet of a crosswalk at an intersection, within 30 feet in front of any flashing signal or stop sign located at the side of a roadway, in front of a private driveway except with the consent of the owner or occupant of the premises.
6. No vehicles may be parked on Town sidewalks, driveway aprons or on any area between the curb and/or gutter and sidewalk
7. Construction vehicles must park on the building site or on the side of the street directly in front of the building site, whenever possible.
8. No construction trailers or other equipment shall be parked or stored on Town streets or in the Town right-of-way between the hours of 10 p.m. and 6 a.m.
9. Public property site management shall be compliant with the Americans with Disabilities Act.
10. CCV and its residents expect the construction site to be generally free of construction waste. This means that the owner will either have a Dumpster for the waste, or will have the waste regularly removed from the site. No construction vehicle can remain on a CCV street overnight. No Dumpster will be allowed in the street or public right-of-way.

Contractors using heavy equipment and Dumpsters within CCV must pay strict attention not to damage the roadways, curbs and aprons within the neighborhood. Any damage to the streets, including oil and paint spills, is the responsibility of the property owner. Any repairs to CCV streets can only be made by a CCV-designated contractor.

Therefore, roadways must be properly protected before Dumpsters can be set or heavy equipment parked. This will help prevent gouging of the pavement as well as dimpling of the asphalt where rollers on the Dumpsters sit on the asphalt for extended periods and the bucket end of backhoes, Bobcats, and the like touch the streets. Thick plywood, or the equivalent, must be set on the roadways before Dumpsters are set. Plywood must also be set under the scoop or bucket end of heavy machinery.

The CCV Building Permit Administrator will examine and photograph the block or blocks of CCV roadways surrounding a construction area at the time a CCV building permit is granted. Once a job is complete, the CCV- designated contractor will visit the street areas to determine whether repairs are needed or the homeowner's bond can be

released, according to the Protocol Regarding CCV Cash Performance Bond.

Affidavit

I have read the above requirements and agree to abide by them. I understand that failure to follow them could lead to a stop work order, fines or revocation of my CCV Building Permit.

Applicant
Signature _____

Print Name _____

Date _____