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**PLANNING AND CODE ADMINISTRATION**

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877 · Telephone: (301) 258-6330 · Fax: (301) 258-6336  
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**SITE DEVELOPMENT PERMIT APPLICATION**

*All information must be complete to initiate processing of application*

**SUBJECT PROPERTY**

Street Address or Location \_\_\_\_\_

**APPLICANT**

Business Name \_\_\_\_\_

Primary Contact \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: Work \_\_\_\_\_ Cell \_\_\_\_\_ E-mail Address \_\_\_\_\_

**OWNER**

Business Name \_\_\_\_\_

Primary Contact \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: Work \_\_\_\_\_ Cell \_\_\_\_\_ E-mail Address \_\_\_\_\_

**DEVELOPER**

Business Name \_\_\_\_\_

Primary Contact \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: Work \_\_\_\_\_ Cell \_\_\_\_\_ E-mail Address \_\_\_\_\_

**ARCHITECT**

Business Name \_\_\_\_\_ MD Registration No. \_\_\_\_\_

Primary Contact \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: Work \_\_\_\_\_ Cell \_\_\_\_\_ E-mail Address \_\_\_\_\_

**ENGINEER**

Business Name \_\_\_\_\_ MD Registration No. \_\_\_\_\_

Primary Contact \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: Work \_\_\_\_\_ Cell \_\_\_\_\_ E-mail Address \_\_\_\_\_

**GENERAL CONTRACTOR**

Business Name \_\_\_\_\_ License (copy required) \_\_\_\_\_  
Primary Contact \_\_\_\_\_  
Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Numbers: Work \_\_\_\_\_ Cell \_\_\_\_\_ E-mail Address \_\_\_\_\_

**WORK DESCRIPTION**

***Complete all Applicable Sections***

**1. PERMIT TYPE**

- Private On-Site
- Public Improvement (*within City Right of Way*)
- Sediment Control/Grading/Forest Conservation
- Stormwater Management
- # of Facilities \_\_\_\_\_
- Retaining Wall (*less than 4 ft. in height*)
- Combination
- Floodplain

**2. IMPROVEMENT TYPE**

- Driveway Apron
- Landscaping
- Sidewalk - Handicap Ramp
- Sidewalk - General
- Paving
- Storm Drain
- Lighting
- Other (*specify*) \_\_\_\_\_

**3. PROJECT DETAIL INFORMATION**

Approved Site Plan Number \_\_\_\_\_  
Miles of New Public Street \_\_\_\_\_  
If Permit Includes Grading, Total Square Footage of Area to Be Disturbed \_\_\_\_\_  
If Retaining Wall, Indicate Type of Material:  
 Concrete     Masonry     Wood     Modular Block     Other (*specify*) \_\_\_\_\_

**4. PREVIOUSLY APPROVED SITE PERMITS FOR THIS SECTION OF THE DEVELOPMENT**

Private On-Site Permit Number \_\_\_\_\_  
Public Improvement Permit Number \_\_\_\_\_  
Stormwater Management Permit Number \_\_\_\_\_  
Sediment Control/Grading/Forest Conservation Permit Number \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## SUBMISSION REQUIREMENTS

- Detailed Construction Cost Estimates Prepared by the Design Engineer
- One Digital Copy of Site Development Approval Letter
- One Digital Copy, Two Hard Copies of the Following Approved Plans from the City Engineering/Community Planning Team:

*(Include All That Apply)*

- |                                     |                                      |   |  |
|-------------------------------------|--------------------------------------|---|--|
| <input type="checkbox"/> Site Plan  | <input type="checkbox"/> Paving      | <input type="checkbox"/> Landscaping              | <input type="checkbox"/> Stormwater Management Plan      |
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Storm Drain | <input type="checkbox"/> Forest Conservation Plan | <input type="checkbox"/> Grading & Sediment Control Plan |
|                                     |                                      |   | <input type="checkbox"/> Floodplain                      |

- One Digital Submission of Impervious Cover

*All items flagged as 'Digital Submission' must meet the City's Digital Submission Guidelines which can be found by visiting [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov) and searching for Digital Submission.*