

**STREET CUT PERMIT**  
**TOWN OF EMMITSBURG**  
300A South Seton Avenue, Emmitsburg, MD 21727  
[www.emmitsburgmd.gov](http://www.emmitsburgmd.gov) · (301) 600-6300



**Permit Instructions:**

- All applications must be completed in full along with the signature of the applicant or the applicant's duly authorized representative or agent.
- A \$2,000 minimum-security deposit in the form of a bond, letter of credit, or cash must accompany all applications. The Town will hold the security deposit for at least one (1) year from the date of the application.

**Permit Fees:**

- Fee = \$100.00
- Payment may be made by cash, check, or credit card (add \$5 fee for credit card processing).
- Fees are subject to change by policy, resolution, or ordinance by the Mayor and Board of Commissioners.

**Please Note:**

- Upon granting such permit, it shall be the duty of the applicant to perform the work for which the permit is issued without any unnecessary delay.
- As soon as such work is completed, the street shall, without delay and within the time specified in the permit, be restored to as good a condition as it was prior to the opening thereof. The opening shall be repaved with the same kind and quality of material within which the balance of the street is paved, and such portions of the streets restored to their true and proper grade. The work of refilling and repaving shall be done in a way satisfactory to the Town's Director of Public Works.
- Whenever the paving of a street, after having been torn up, has sunk below the proper grade of the street, it shall be the duty of the person digging the holes or trenches to again repave or rebuild at his or her own expense, as often as may be necessary, in order to completely restore the true grade of the street.
- In the event of refusal or neglect upon receiving twenty (20) days' notice from the Town Manager to comply with the aforesaid provisions, the repairs shall be made by the Town, charged to the offender and collected as permitted by law.
- The applicant or the applicant's duly authorized representative or agent hereby agrees to comply with all applicable Town codes, laws, ordinances, and regulations, and in accordance with all State and Federal regulations. *See attachment, Standard Detail – Cutting & Repair in Town Streets.* The applicant alone bears the responsibility of ensuring their work does not violate other laws, regulations, or the rights of neighbors and other parts. I hereby certify the information with this application to be true and correct, and I further agree to pay all costs as stated in the Town's fee schedule.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# STREET CUT PERMIT

Application Date: \_\_\_\_\_

Job Site: \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sketch:

## Town Use Only

Date \_\_\_\_\_

Approved

Denied \_\_\_\_\_

Fee \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_  Credit Card

Security Deposit (\$ \_\_\_\_\_)  Bond  Letter of Credit  Cash  
\$2,000 minimum

Signature of Director of Public Works: \_\_\_\_\_

Security Deposit Release Approved by: \_\_\_\_\_ Date: \_\_\_\_\_