



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering

City of Hagerstown Engineering Department Permits, Fees, Agreements, & Sureties

Earth Disturbance Permit (> 15,000 sq. ft. disturbance): the permit fee is \$40 (filing fee and technology fee) plus one percent (1%) of the estimated site construction costs (excluding stormwater management facilities or buildings/structures, which have their own permits and fees). Please see the General Street Construction permit section below for additional clarification.

Standard Plan Erosion & Sediment Control Permit (5,000 – 15,000 sq. ft. of disturbance): this permit is issued by the Washington County Conservation District. Contact Denise Price, Urban Plan Reviewer, at (301) 797-6821, Ext. 3, for the fees for this permit.

Stormwater Management Permit: the permit fee is \$50 (filing fee and technology fee) plus two percent (2%) of the estimated cost of the stormwater facilities. See “Sureties” section below.

General Street Construction Permit: the permit fee is \$50 (technology fee and inspection fee), plus two percent (2%) of the estimated cost of the roadway construction (basically all improvements within the street right-of-way). Any earthwork associated with the street construction should be included in this permit; any earthwork outside the street right-of-way should be included in the Earth Disturbance Permit. See “Sureties” section below.

Stormwater Management Maintenance Agreement: the City requires the Owner/Developer to execute a Stormwater Management Maintenance Agreement with the City. A sample of the agreement form is available upon request.

Sureties: the City will require a suitable surety (performance bond, letter of credit, or certified check) for 100% of the value of the improvements covered by the General Street Construction Permit, and a separate surety for 100% of the value of the improvements covered by the Stormwater Management Permit. These sureties must automatically renew until the City releases them; that release will come after final inspections of those facilities, along with the submission of as-built drawings for the streets and stormwater management facilities. Sample surety formats are available upon request.

Street Opening Permit: this permit covers all excavation or underground disturbance within the public right-of-way. Applicant shall submit an application to the office of the City Engineer, identifying the location of the work, the type of work to be performed, and an estimate of the amount of disturbance in the right-of-way. No fees for this permit are paid at the time of application. If the application is in order, a Street Opening Permit will be issued. Once the work is completed, the City shall measure the amount of disturbance that occurred; the permit fee will then be calculated in accordance with the degradation schedule on the permit application. The City will then invoice the Applicant for the permit and degradation fees.

Revised: August 9, 2022