

***BUILDING***

***IN***

***GLEN ECHO***

**A  
GUIDE TO  
REGULATIONS  
AND  
RESOURCES**

**TOWN OF GLEN ECHO  
GLEN ECHO, MARYLAND 20812  
JANUARY 2005**

**THIS BROCHURE IS A GUIDE TO SOME OF THE  
REGULATIONS AND PROCEDURES FOR  
CONSTRUCTION AND OTHER BUILDING PROJECTS  
IN THE TOWN OF GLEN ECHO.**

**IT HIGHLIGHTS REQUIREMENTS FOR:**

- **TOWN BUILDING PERMITS**
- **DUMPSTERS**
- **VEHICLE REGISTRATION**
- **SEDIMENT AND DRAINAGE CONTROL**
- **TREE REMOVAL**
- **CURB CUTS, SIDEWALKS AND UTILITY CONNECTIONS**

**THIS GUIDE IS INFORMATIONAL ONLY, AND DOES NOT SUPERSEDE THE TOWN ORDINANCES, WHICH ARE AVAILABLE FROM THE TOWN OFFICE OR ON-LINE AT [WWW.GLENECHO.ORG](http://WWW.GLENECHO.ORG). WE ENCOURAGE ANYONE PLANNING CONSTRUCTION WORK IN THE TOWN TO OBTAIN AND REVIEW A COPY OF THE ORDINANCES.**

**WE LOOK FORWARD TO WORKING WITH YOU TO MAKE YOUR PROJECT A SUCCESS FOR YOU AND A POSITIVE CONTRIBUTION TO THE WHOLE OF GLEN ECHO.**

**SINCERELY,**

**THE MAYOR AND TOWN COUNCIL**

**WHEN PERMITS ARE NOT REQUIRED**

**PERMITS ARE NOT REQUIRED FOR MINOR INTERIOR REPAIRS WHERE THERE IS NO INTERFERENCE WITH THE CONSTRUCTION OF THE BUILDING OR**

**ALTERATIONS, WHICH DO NOT INVOLVE ANY CHANGE IN THEIR STRUCTURAL PARTS.**

### **BUILDING PERMITS**

**GLEN ECHO TOWN BUILDING PERMITS ARE REQUIRED FOR ALL BUILDING OF ANY KIND OR DESCRIPTION IN THE TOWN. THE FEE IS \$2.00. THE TOWN PERMIT IS REQUIRED BEFORE BUILDING CAN COMMENCE. A COUNTY PERMIT USUALLY ALSO IS REQUIRED.**

**TOWN BUILDING PERMITS REMAIN IN EFFECT FOR SIX MONTHS, OR FOR WORK BEGUN DURING THE INITIAL MONTHS AND CONTINUOUSLY UNDER CONSTRUCTION FOR A REASONABLE PERIOD OF TIME TO COMPLETE THE PROJECT.**

**APPLICATION FOR A TOWN BUILDING PERMIT SHOULD BE MADE IN WRITING TO THE TOWN CLERK ACCOMPANIED BY DRAWINGS AND TRACINGS SUFFICIENT TO CONVEY THE EXTENT AND CHARACTER OF THE WORK TO BE DONE.**

### **RAZING OR ERECTING PROPERTY**

**A PERMIT, WITHOUT FEE, IS ALSO REQUIRED BEFORE "RAZING, FELLING OR ERECTING ANY BUILDING, STRUCTURE, TREE OR ANY OBJECT WHICH MAY ENDANGER OR CAUSE REASONABLE APPREHENSION OF DAMAGE" TO PEOPLE OR ADJOINING PROPERTY.**

### **GRADING, EROSION, AND SEDIMENT**

**A TOWN GRADING PERMIT IS REQUIRED BEFORE THE START OF ANY GRADING, CLEARING, FILLING OR OTHER EARTH CHANGE WHICH MAY INTRODUCE SEDIMENT INTO ANY TOWN WATERCOURSE, MOVE MORE THAN 100 CUBIC YARDS OF EARTH, OR INVOLVE A PROJECT COST OF \$500 OR MORE.**

**THE TOWN MAY IMPOSE CONDITIONS ON THE GRADING PERMIT, OR DENY IT ALTOGETHER, IF THE WORK POSES PUBLIC SAFETY AND WELFARE HAZARDS. STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL ARE AVAILABLE FROM THE OFFICE OF THE MONTGOMERY COUNTY SOIL CONSERVATION DISTRICT.**

**THE TOWN GRADING, EROSION AND SEDIMENT CONTROL OFFICE IS RESPONSIBLE FOR INSPECTING WORK. PERMIT HOLDERS SHOULD REQUEST INSPECTIONS BEFORE BEGINNING WORK, AND AT KEY PROJECT STAGES. APPLICATIONS FOR PERMITS SHOULD BE MADE TO THE TOWN CLERK. THE FEE IS \$2. STATE AND COUNTY PERMITS MAY ALSO BE REQUIRED.**

### **GUTTERS AND DOWNSPOUTS**

**GUTTER SPOUTING SHOULD NOT BE ARRANGED SUCH THAT IT CASTS WATER ONTO ADJOINING LOTS**

### **TREE REMOVAL**

**TO ALLOW TIME TO CONSIDER ALTERNATIVES, THE TOWN COUNCIL MUST BE GIVEN 60 DAYS NOTICE BEFORE ANY TREE MORE THAN 10 FEET HIGH OR 4 INCHES IN TRUNK DIAMETER IS REMOVED; AND BEFORE ANY TREE IS "TOPPED" SUCH THAT LIMBS ARE CUT BACK TO STUBS LARGER THAN 3" IN DIAMETER IN A WAY WHICH REMOVES THE NORMAL CANOPY OR DISFIGURES THE TREE. THIS REQUIREMENT MAY BE WAIVED IN CASES OF IMMINENT DANGER OR HARDSHIP.**

### **DUMPSTERS AND TRAILERS**

**THE TOWN IS ESPECIALLY CONCERNED ABOUT THE SAFETY HAZARDS THAT DUMPSTERS CAUSE WHEN PARKED ON TOWN STREETS. IN CONSIDERATION OF OTHERS IN TOWN, WE ASK THAT DUMPSTERS NOT BE PLACED ON TOWN STREETS AT ALL, AND THAT IN ANY CASE THEY HAVE CLEAR REFLECTIVE MARKERS.**

**VEHICLES MAY NOT BE LEFT ON TOWN STREETS LONGER THAN FIVE DAYS WITHOUT PERMISSION FROM THE TOWN COUNCIL, AND TRAILERS MAY BE PARKED ON TOWN STREETS ONLY IF ATTACHED TO MOTOR VEHICLES, AND THEN ONLY FOR FIVE DAYS.**

### **STREETS AND SIDEWALKS**

**A TOWN PERMIT IS ALSO REQUIRED FOR CONSTRUCTING, DESTROYING, OR OTHERWISE ALTERING CURB CUTS, PAVEMENT, SIDEWALKS, DRAINS, UTILITY POLES, AND SO FORTH IN TOWN. CONNECTIONS TO SANITARY SEWER MAINS AND WATER MAINS MUST BE DONE UNDER SUPERVISION AND DIRECTION OF THE WASHINGTON SUBURBAN SANITARY COMMISSION.**

**IF CONSTRUCTION RESULTS IN DEBRIS OR MATERIALS BLOCKING PUBLIC STREETS OR SIDEWALKS OVERNIGHT, THE OBSTACLE MUST BE MARKED WITH WARNING SIGNS, BARRICADES, AND FLASHING YELLOW LIGHTS VISIBLE AT LEAST 300 FEET TO THE FRONT AND REAR; AND MUST BE SAFELY MARKED DURING THE DAY.**

**ANY EARTH, MUD, OR OTHER FOREIGN AGENT PILED UP ON PUBLIC SIDEWALKS, STREETS, OR DRAINAGE AREAS MUST BE PROMPTLY REMOVED.**

## **GRADING, EROSION & SEDIMENT CONTROL OFFICER**

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**TOWN OFFICES**

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