

The Town of
GLEN ECHO

Chartered 1904

Town Hall • 6106 Harvard Avenue • Glen Echo • Maryland 20812 • (301) 320-4041

townhall@glenecho.org

Neighbor/Town Hall Notification

The Council has initiated a process by which residents notify Town Hall and abutting / adjoining residents when an external building project is scheduled that will last longer than one day, even if a Town permit is not required. Internal projects that involve work outside such as sawing may also qualify. Please complete this notification and submit it to Town Hall. This is important in our town with small lots and narrow streets.

Residents are asked to let neighbors and the Town know how long the project will take, dates of the project, and that the project will adhere to: Parking restrictions; Truck route requirements; and County Noise levels guidance.

- Neighbor notification (adjoining and abutting neighbors) – neighbors next door, across the street, behind, and kitty corner.
- Town Hall notification – townhall@glenecho.org or call 301-320-4041.
- Parking restrictions – will trucks/delivery vehicles need a parking area for the project? Please follow no parking regulations and try to minimize the impact on your neighbors' ability to park.
- Truck route requirements – large trucks must follow the truck route (Oxford and University) entering and leaving town. The truck route is available here: <https://glenecho.org/wp-content/uploads/2021/10/Truck-Route-for-TOGE.pdf>
- Noise levels to be followed – follow Montgomery County allowable noise levels <https://www.montgomerycountymd.gov/DEP/contact/noise.html>
- Expected length of project – start and end dates (if amended, let neighbors and Town Hall know).
- Hours of project – adhere to 7 am start time on weekdays and 9am weekends/holidays.

Neighbor Notification

Everyone in your block must be notified and this form provided to Town Hall.

Name: _____ Address: _____

Project Description: _____

Town Hall notified (date): _____

Next door neighbors (name, address, initial, date):

Across the street (name, address, initial, date):

Neighbors behind your house (name, address, initial, date):

Neighbors kitty corner (name, address, initial, date):

