



DEPARTMENT OF PUBLIC WORKS  
111 Maryland Avenue, Rockville, MD 20850  
240-314-8500

## UTILITY PERMIT APPLICATION AND REVIEW CHECKLIST

Utility Company Name: \_\_\_\_\_

Utility Company Address: \_\_\_\_\_

Utility Company Contact Name: \_\_\_\_\_

Utility Company Contact Phone #: \_\_\_\_\_

Utility Company Contact Email: \_\_\_\_\_

Utility Company Address for Invoices: \_\_\_\_\_

Utility Company Contact for Invoices: \_\_\_\_\_

Subcontractor Name and Contact: \_\_\_\_\_

Work Request Number, Project Number, or other ID No.: \_\_\_\_\_

Project Location (provide range of addresses including intersecting streets):  
\_\_\_\_\_

Description of work (DO NOT abbreviate terms):  
\_\_\_\_\_

### Purpose of Request:

- After the Fact/Emergency Repair       New Utility Construction       Utility Relocation
- Utility Maintenance/Abandonment       Other (Specify)       New Pole or Structure (SWF)
- Small Wireless Facility (SWF)       Colocation(SWF)

Aerial: \_\_\_\_\_ LF      Pole Install/Replace: \_\_\_\_\_ EA

Boring: \_\_\_\_\_ LF      Working on Conduit: \_\_\_\_\_ LF

Buried under asphalt/concrete/grass strip/sidewalk: \_\_\_\_\_ LF

Designer/Engineer Company Name: \_\_\_\_\_

Designer/Engineer Company Address: \_\_\_\_\_

Designer/Engineer Contact Name: \_\_\_\_\_

Designer/Engineer Contact Phone #: \_\_\_\_\_

Designer/Engineer Contact Email: \_\_\_\_\_

This checklist has been developed to provide specific instructions to utility companies. All items are expected to be addressed in the first submittal, unless indicated otherwise. Failure to do so will result in less than a full first review. Utility companies shall review the entire checklist, prior to first submittal and check the box in the left-hand column to indicate compliance.

## **APPLICATION SECTION (submitted to [pw@rockvillemd.gov](mailto:pw@rockvillemd.gov))**

- Completed Utility Permit Application and Review Checklist.
- A complete set of plans

## **GENERAL**

- Scale 1"=50' or greater, North arrow.
- Numbered sheets and date prepared.
- Legend for all symbols used.
- Vicinity map with site identified (2000' scale) on first sheet.
- Name, address, phone number and email & company name of engineering firm or individual who prepared plans.
- Title block: Plan description, addresses or range of properties affected.
- Miss Utility Note.
- All street names shown.
- Label non-City streets as Private, County, or State.

## EXISTING FEATURES

- Edge of pavement (curb) shown.
- Utility poles with pole numbers shown.
- Existing guy wires and anchors shown.
- Existing City Utilities (water, sewer & storm drain) for any excavation. \*
- Existing gas lines shown. \*
- Existing sidewalks shown. \*
- Existing street trees shown.
- Show property lines.
- PUE & ROW shown including plat number or liber folio & deed reference.

## PROPOSED FEATURES

- All proposed work and features clearly shown.
- All street crossings clearly shown. \*
- All typical and minimum depths provided for underground lines. \*
- All underground pipe locations and diameter shown. \*
- All junction boxes, handholes, manholes, transformer pads and other equipment clearly shown including dimensions. \*
- All guy wires, new or replaced, shown.
- All necessary utility relocations shown.
- Type of excavation clearly shown (boring, open cut, conduit, etc.). \*
- If facility placed in existing conduit, then clearly show on plans.
- No storage of materials in the right-of-way beyond normal work hours.  
\*\*\*\*\*SMALL WIRELESS FACILITY ONLY\*\*\*\*\*
- All installs must comply with the Small Wireless Facility Standards.

## TEMPORARY TRAFFIC CONTROL PLAN

- TTCP shall be in accordance with MUTCD.
- TTCP may utilize existing Maryland SHA and/or Montgomery County standard details.
- TTCP should accurately represent the project.
- Traffic Control plan should maintain traffic at all times. Traffic Control plan should address pedestrian movements. Road closures are not permitted.
- Proposed time frame (range) for lane closures is shown. Lane closures are permitted Monday through Friday, between 7:00 a.m. to 5:00 p.m. on all secondary residential streets and 9:00 a.m. to 3:30 p.m. on all other streets.

\* Not required for aerial only project where there is no land disturbance (note that installation/replacement of poles or guy wires is considered land disturbance). To obtain existing City Utilities you must submit the Engineering Document Request form.

# OTHER

- Provide contact person name, address, email, and phone number, who is responsible for field construction. Contact information can be shown on plan or provided separately so that it can be included in permit.  
**\*\*\*\*\*SMALL WIRELESS FACILITY ONLY\*\*\*\*\***
- Written authorization from the structure owner that demonstrates that the Applicant has the authority to install a small wireless facility on the structure.
- Applicant must provide certified analysis showing that the proposed Facility satisfies the Federal Communication Commission ("FCC")'s Radio• Frequency (RF) exposure guidelines applicable on an individual basis, and on a cumulative basis (considering all frequencies, and all emitting sources as may be required by FCC regulations) Radio Frequency (RF) compliance confirmation.
- Documentation certified by a Maryland Professional Engineer that the pole or other structure to which the small wireless equipment is proposed to be attached is structurally adequate to support the small wireless equipment.
- Provide height of surrounding structures (poles, buildings...).

\* Not required for aerial only project where there is no land disturbance (note that installation/replacement of poles or guy wires is considered land disturbance). To obtain existing City Utilities you must submit the Engineering Document Request form.

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## COMMENTS

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A request to waive any of these requirements shall be submitted in writing. Provide a detailed explanation of the circumstance along with any documentation that supports the waiver request.

It is agreed by the undersigned that the proposed construction described hereinabove shall be carried out in accordance with the provisions of the City of Rockville Construction and Road Codes, the applicable City and County Design Standards and Standard Specification, and any further conditions specified herein subject to the inspection and approval of the Director of Public Works. All plans submitted by the applicant and approved by the Department of Public Works in connection with this application are hereby made a part of this application.

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

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

Applicant Name (Type or Print): \_\_\_\_\_

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