

Town of Garrett Park



Town Office

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Driveway/Parking Pad Permit Instructions

1. Complete the Permit Application online on the Town website (www.garrettparkmd.gov), or download the permit application and email it with electronic file attachments (see 2b below) to the email address above.
2. If you wish to deliver or mail a paper application, include the following with the permit application:
 - Provide a detailed description of all work to be performed.
 - Note that the driveway /parking pad should be at least 15 feet from any Town tree, and must be built to contain storm water within the street and facilitate its flow along the edge of the road, across the driveway/parking pad.
 - Provide an electronic copy (jpg, gif, pdf) or **2 paper copies** of a **site plan** showing the size and relationship of any existing and the proposed driveway/parking pad to property lines. This plan should be drawn on a copy of a house location survey, plat or other similar document prepared by a Maryland licensed land surveyor and should show clearly (minimum scale: 1 inch = 20 feet):
 - Exact location (including length and width) of proposed driveway/parking pad, within the Town right-of-way.
 - Location of any trees in the Town right-of-way that are within 20 feet of proposed driveway/parking pad.
3. Pay the Driveway/Parking Pad permit fee of \$100 (non-refundable), online at the Town website, or by check payable to the Town of Garrett Park.