

# Town of Glen Echo



This is a guide to the regulations and procedures for all construction and other building projects in the TOWN OF GLEN ECHO. In addition we ask Town residents and builders to understand all related Town Ordinances which must be followed. They are available on the website. We look forward to working with you and make your project a success for you and a positive contribution to the whole of Glen Echo.

## BUILDING PERMITS

You must receive two approved permits before beginning a building project.- first from the County and then from the Town. It is important to note that approval from the County does not ensure approval from the Town. Again these are two separate processes. Permits are required for all exterior building of any kind (structure, accessory dwelling unit, deck, steps, fence, wall, etc.) The approved Town Permit is required before building can commence. The Town permitting process can take up to four weeks. **Requesting a permit does not ensure permit approval.** All approved permits must be posted at the work site.

Town building permits remain in effect for twelve months. Permit extensions and amendments may be applied for. Please start the permit extension process a month before your permit expires.

Montgomery County building permit information is here: <https://www.montgomerycountymd.gov/dps/> Glen Echo permitting information is here: <https://glenecho.org/permits-forms/>

Application for a Town Building permit should be submitted to the Town Manager consisting of:

- application form/neighbor form <https://glenecho.org/wp-content/uploads/2020/05/building-permit-5.2020.pdf>
- building permit fee: <https://glenecho.org/wp-content/uploads/2020/01/resolution-20-02-fees.pdf>
- signed standard permit conditions/construction protocol document, <https://glenecho.org/wp-content/uploads/2021/02/Standard-Permit-Conditions-adopted-2.8.21.pdf>
- photocopies of County approved plans,
- photos of the right of way - sidewalks and streets at jobsite, and
- copy of your approved County permit.

## WHEN TOWN PERMITS ARE NOT REQUIRED

There are projects that do not need County or Town permits but do require Neighbor and Town Hall notification forms. A Neighbor / Town Hall Notification Form must be submitted and discussed with the Town Manager:

<https://glenecho.org/wp-content/uploads/2021/02/Standard-Permit-Conditions-adopted-2.8.21.pdf>

This notification also will alert neighbors to work that potentially may cause disruptive noise or require parking signage for construction vehicles from the Town.

Town permits are not required for interior repairs where there is no alteration to the exterior of the building. These include electrical and mechanical permits. It is up to the resident to know what County permits are required. Montgomery County alerts the Town of all County permit applications.

#### **DEMOLITION**

No razing, felling or demolition of any building, or structure having a surface area greater than two hundred (200) square feet is allowed before procuring a permit.

#### **GUTTERS AND DOWNSPOUTS**

Gutters and downspouts should not be arranged such that they cast water onto adjoining lots.

#### **TREE REMOVAL**

Please consult the ordinances for requirements for tree removal. A permit is often required.

#### **FENCE, PATIO AND DECK**

Permits are required for fences unless the same exact type and size of fence is installed in the same location as a previous fence. Fences must be placed on the resident's property, not in the right of way or neighbor's property. A survey will be required to establish property boundaries. A County approved site plan with the planned location of the fence must be submitted along with a County approved permit.

Decks require a County and Town permit. Patios do not require a County permit, however a Neighbor / Town Hall Notification Form must be submitted and discussed with the Town Manager.

#### **DUMPSTERS**

Dumpsters may not be placed on Town streets unless approval is obtained from the Mayor or Town Manager. Dumpsters must have clear reflective markers, and be covered at the end of every workday or when not in use.

#### **CONTRACTORS**

It is the responsibility of the residents to ensure your contractors understand Glen Echo rules, as they can differ from the County's.

#### **STREETS AND SIDEWALKS**

A Town Permit is required for altering or constructing curb cuts as well as pavement, sidewalks, drains, and utility poles in Town. Connections to sanitary sewer mains and water mains must be done under supervision and direction of the Washington Suburban Sanitary Commission. Please review Article 17 – Streets and Sidewalk of our Ordinances.

Earth, soil, mud or other foreign material that is deposited in any sidewalk or parking area, or deposited in any drain or ditch designated to carry surface water from or within any public place, whether such material is spilled, dropped, placed, washed or tracked from the wheels of vehicles, shall be removed immediately from such public place, drain, or ditch.

**Please contact the Town Manager for clarification on when permits are needed. The Town is dedicated to keeping the character of the Town unique.**

**Mayor**

Dia Costello

**Town Council**

Mona Kishore

Dan Spealman

Matt Stiglitz

Julia Wilson

**Town Manager**

Beth Stickler

**Town Office**

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