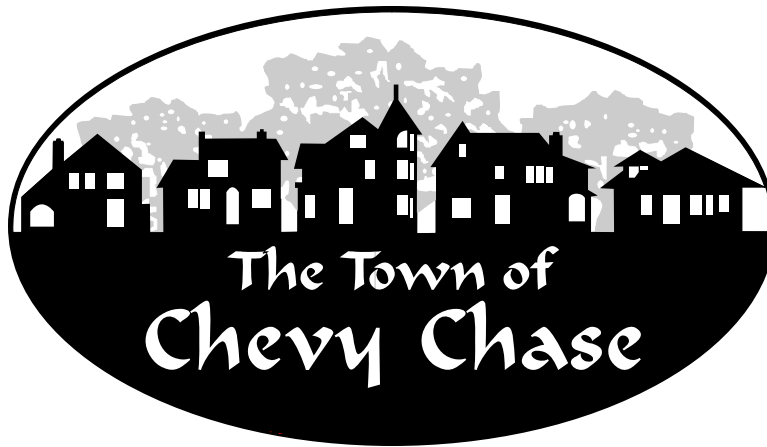


**Town of Chevy Chase  
House, Accessory Building, and Deck  
Supplementary Documents**



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Town of Chevy Chase Zoning Requirements

Lot Area.....	6000 sq. ft.
Maximum Lot Coverage.....	35%
Minimum Front Yard Setback.....	25' or E.B.L
Minimum Side Yard Setback.....	see worksheet
Minimum Rear Yard Setback.....	see worksheet
Maximum Building Height.....	see worksheet
Accessory Building Setbacks.....	see worksheet
Maximum Rear Yard Coverage.....	25%
for Accessory Building	

# **Town of Chevy Chase Building Permit Process**

Following is a sequential overview of the Town's building permit and inspection process.

## **1. Pre-Permit Application Consultation (Pre-PAC):**

Prior to filing a building permit application for a new building in excess of 500 square feet or for one or more addition(s) or alteration(s) that individually or cumulatively increases the square footage of any floor of an existing building by more than 500 square feet, the Town requires a consultation with Town officials for purposes of exchanging information, receiving feedback, and making and considering non-binding recommendations.

All persons subject to such a consultation shall file, with the Town Manager, a preliminary plan including at least the following:

- schematic (conceptual) floor plans and elevations for buildings, and for any planned decks, porches, or patios, drawn to scale;
- a preliminary site plan showing front, back and side setbacks and the location of (i) impacted trees that are regulated by Chapter 29 "Urban Forest"; (ii) existing rights-of-way; (iii) planned walkways, driveways, and other impervious surfaces; (iv) planned retaining walls; and (v) other planned structures;
- a context sketch, photograph or other image showing the planned structures and front and rear elevations in relation to existing structures on adjoining and confronting lots.
- Ten days prior to the Pre-PAC meeting, the Town will post information about the meeting on the applicant's property and on the Town website. The Town also will send a notice of the consultation to abutting and confronting neighbors.

## **2. Permit Application:**

A town building permit application may be filed at any time following a Pre-PAC , if required; however, no town building permit shall be issued unless and until a County building permit for the same work has been issued and the applicant has held a site management meeting (see below), if required.

All permits must be accompanied by:

- Application Fee & Performance Bond
- Copy of County Permit
- Building Permit Worksheets
- Certified Copy of House Location Survey or Plat\* (with location of addition noted)
- Plans and Specifications (including location of dumpsters, sanitation facilities, delivery zones, parking areas, air conditioners, and down spouts)
- Sediment Control Plan
- Tree Protection Plan
- Tree Removal Application (if applicable)
- Signed Building Permit Conditions sheet

*\* The plat shall be prepared by a licensed Maryland surveyor within the last five years, prepared to scale, showing the location of existing improvements. The proposed construction shall be overlaid on the plat clearly and accurately showing the distances to the front, rear and side lot lines. If the proposed structure is to be located within one (1) foot of a setback line, a boundary survey, with accompanying plat, showing the distances of all existing structures from all boundaries with a margin of error of one inch or less, is required. The location of a proposed structure must be*

*determined by measuring from the boundary line to the proposed structure. A plat more than five (5) years old may be used if it is the most recent surveyor's plat available, is otherwise prepared as above, and includes the property owner's representation that the plat accurately represents the current condition of the property with respect to the position of buildings and their distances from property lines.*

3. **Site Management Meeting:**

Prior to issuing a building permit for a new building in excess of 500 square feet or for one or more addition(s) or alteration(s) that individually or cumulatively increases the square footage of any floor of an existing building by more than 500 square feet, the Town requires a mandatory consultation with Town officials for purposes of discussing site management issues and assisting the Town Manager in establishing site management conditions to protect the public health, safety and welfare. Among the site management conditions that may be imposed are:

- prohibiting or limiting the parking of contractors' or other construction-related vehicles or equipment on sidewalks or in the public right-of way;
- limiting the locations upon private property where contractors' or other construction-related vehicles or equipment may be parked;
- limiting the locations upon which construction materials may be stored;
- limiting the locations upon which portable toilets may be placed and maintained, including prohibiting the placement or maintenance of portable toilets;
- limiting the locations upon which construction debris may be stored, whether or not such debris is contained;
- such other terms or conditions as may be determined by the Town Manager to be necessary to protect the public health, safety or welfare.

Ten days prior to the site management meeting, the Town will post information about the meeting on the applicant's property and on the Town website. The Town also will send a notice of the consultation to abutting and confronting neighbors.

4. **Permit Issuance:**

The permit will be issued in the name of the property owner who may authorize, in writing, an agent to represent the owner in connection with the application and any permit issued by the Town Manager.

Once the permit has been issued, it is unlawful to modify or alter any plans or specifications without the prior approval in writing of the Town Manager. Work on buildings or alterations or additions must be commenced within six (6) months of date the permit is issued and must be completed by the time stated in the application but not later than twelve (12) months from date the permit is issued, or the permit shall be void, unless an extension is granted in writing by the manager.

5. **Inspections:**

During the course of construction, Town officials are involved in four inspections that are performed at the same intervals as those required by the Montgomery County Department of Permitting Services. All inspections shall be requested 48 hours prior to the date the inspection is needed. A set of approved plans stamped by the Montgomery County Department of Permitting Services must be available for the inspector's review.

## Main Building Setbacks Worksheet

This worksheet will help you determine the required front, rear and side setbacks for main buildings on your lot. Please call the Town Office if you have any questions. Please determine whether you have an interior or corner lot. You should only do calculations for your lot type.

### Interior Lots

1. Length of One Side Property Line: \_\_\_\_\_

2. Length of Other Side Property Line: \_\_\_\_\_

3. Lot Depth: \_\_\_\_\_

Average Length of the 2 Property Lines (Line 1 + Line 2) /2

4. Front Yard Setback: \_\_\_\_\_

Either 25' or Established Building Line, whichever is greater

5. Lot Width: \_\_\_\_\_

Measured from side property line to side property line at the Front Yard Setback from Line 4

6. Total Side Yard Setback: \_\_\_\_\_

Lot Width (Line 5) multiplied by .3, or 16' (whichever is greater)

7. One Side Yard Setback \_\_\_\_\_

Total Side Yard Setback (Line 6) multiplied by .4, or 8' (whichever is greater)

8. Other Side Yard Setback \_\_\_\_\_

Subtract Line 7 from Line 6

9. Rear Yard Setback \_\_\_\_\_

- If Lot Depth (Line 3) is 100' or less, then the rear setback is 20'
- If Lot Depth (Line 3) is greater than 100' and less than or equal to 120', the rear setback is 20' plus 70% of the amount that the lot is deeper than 100'. ( $Setback = (Depth - 100) * .7 + 20$ )
- If Lot Depth (Line 3) is greater than 120', the rear setback is 25' plus 70% of the amount that the lot is deeper than 100'. ( $Setback = (Depth - 100) * .7 + 25$ )

10. Rear Yard Setback Credit \_\_\_\_\_

The rear setback will be reduced by the amount the Established Building Line (Line 4) is greater than 30'. (If E.B.L. - 30 > 0, the credit is the amount greater than 0).

11. Final Rear Setback \_\_\_\_\_

Subtract Line 10 from Line 9.

**Corner Lots**

- 1. Length of Side Property Line: \_\_\_\_\_
- 2. Length of Front Property Line (intersects chosen Rear Property Line): \_\_\_\_\_
- 3. Lot Depth: \_\_\_\_\_  
Average Length of the 2 Property Lines (Line 1 plus Line 2 divided by 2)
- 4. Front Yard Setback (Opposite Chosen Rear Property Line): \_\_\_\_\_  
Either 25' or E.B.L., whichever is greater
- 5. Other Front Yard Setback (Opposite Chosen Side Property Line): \_\_\_\_\_  
Either 15', 25' or E.B.L., (usually found on plat)
- 6. Lot Width: \_\_\_\_\_  
Measured from property line to property line at the Front Yard Setback (from Line 4)
- 7. Side Yard Setback: \_\_\_\_\_
  - If Lot Width (line 6) is greater than 70', the side yard setback is 8'.
  - If Lot Width (line 6) is less than 70', the current Montgomery County setback will apply.
- 8. Rear Yard Setback \_\_\_\_\_
  - If Lot Depth (Line 3) is 120' or less, the rear setback is 20'
  - If Lot Depth (Line 3) is greater than 120', the rear setback is 20' plus 70% of the amount that the lot is deeper than 120'. ( $Setback = (Depth - 120) * .7 + 20'$ )
- 9. Rear Yard Setback Credit \_\_\_\_\_  
The rear setback will be reduced by the amount the Established Building Line (Line 4) is greater than 30'. (If  $E.B.L. - 30 > 0$ , the credit is the amount greater than 0).
- 10. Final Rear Setback \_\_\_\_\_

## Accessory Building Setbacks Worksheet

This worksheet will help you determine the required front, rear and side setbacks for accessory buildings on your lot. Please call the Town Office if you have any questions. Please determine whether you have an interior or corner lot. You should only do calculations for your lot type.

1. Height of accessory building from base to highest point. \_\_\_\_\_
2. Height of accessory building to top (if flat roof). \_\_\_\_\_  
**OR**
3. Height of accessory building (sloped roof)  
(Measured to ridge) \_\_\_\_\_
4. Length of accessory building along side lot line \_\_\_\_\_
5. Length of accessory building along rear lot line \_\_\_\_\_

### Interior Lots

Side Setback is measured as follows:

- Minimum side setback (all interior lots) \_\_\_\_\_ 5'
- + 2.5' if line 1 is 12' or more \_\_\_\_\_
- + 1.5' x [# of feet > 12' on Line 2] **OR** \_\_\_\_\_  
1.5' x [# of feet > 15' on Line 3] \_\_\_\_\_
- + 1.5' x [# of feet > 24' on Line 4] \_\_\_\_\_
- = Final Interior Lot Side Setback \_\_\_\_\_

Rear Setback is measured as follows:

- Minimum rear setback (all interior lots) \_\_\_\_\_ 5'
- + 2.5' if line 1 is 12' or more \_\_\_\_\_
- + 1.5' x [# of feet > 12' on Line 2] **OR** \_\_\_\_\_  
1.5' x [# of feet > 15' on Line 3] \_\_\_\_\_
- + 1.5' x [# of feet > 24' on Line 5] \_\_\_\_\_
- = Final Interior Lot Rear Setback \_\_\_\_\_

**Corner Lots**

Side Setback is measured as follows:

Minimum side setback (all corner lots)	_____ 5' _____
+ 1.5' x [# of feet > 12' on Line 2]	
<b>OR</b>	
1.5' x [# of feet > 15' on Line 3]	_____
+ 1.5' x [# of feet > 24' on Line 4]	_____
= <u>Final Corner Lot Side Setback</u>	_____

Rear Setback is measured as follows:

Minimum rear setback (all corner lots)	_____ 10' _____
+ 1.5' x [# of feet > 12' on Line 2]	
<b>OR</b>	
1.5' x [# of feet > 15' on Line 3]	_____
+ 1.5' x [# of feet > 24' on Line 5]	_____
= <u>Final Corner Lot Rear Setback</u>	_____

## Building Permit Worksheet

- Lot Coverage**

Portion of lot that may be covered by buildings, accessory buildings, porches, stoops, raised decks or other raised structures, but not including structures that are not raised such as walkways, patios, terraces, driveways, swimming pools and tennis courts. **Maximum allowed: 35% of total lot size**

Lot Area (in square feet): \_\_\_\_\_

Proposed square footage of raised or covered structures  
(including existing buildings, if applicable) \_\_\_\_\_

Proposed lot coverage (including existing buildings, if applicable) \_\_\_\_\_%

- Main Building Requirements**

Maximum Building Height:

Building height is the vertical distance measured from the average elevation of the finished grades along the front of the building to either: (1) the highest point of roof surface regardless of roof type, or (2) the mean height level between the eaves and ridge of a gable, hip, mansard, or gambrel roof. However, for the purposes of determining building height and story, at no point must the finished grade be higher than the pre-development grade.

The height of a main building must not exceed 35 feet when measured to the highest point of roof surface OR 30 feet to the mean height level between the eaves and ridge of a gable, hip, mansard, or gambrel roof. The height must not exceed 2 ½ stories.

Height of Proposed Construction \_\_\_\_\_ measured to \_\_\_ Highest Point  
 \_\_\_\_\_ Mean height level

Minimum Building Setbacks:

Interior Lot:

Allowed (from Setbacks Worksheet)	Proposed (from Plans)
Front: _____	_____
Side 1: _____	_____
Side 2: _____	_____
Rear: _____	_____

Corner Lot:

Allowed (from Setbacks Worksheet)	Proposed (from Plans)
Front (opposite rear yard): _____	_____
Front (opposite side yard): _____	_____
Side: _____	_____
Rear: _____	_____

• **Accessory Building Requirements**

Maximum Rear Yard Coverage: 25% of rear yard

Proposed Rear Yard Coverage: \_\_\_\_\_%

Maximum Height: 25' to highest point

Proposed Height: \_\_\_\_\_

Minimum Accessory Building Setbacks:

Allowed (from Setbacks Worksheet):

Proposed (from Plans):

Front:         60'          
(opposite rear yard for corner lots)

\_\_\_\_\_

Front: \_\_\_\_\_  
(opposite side yard (corner lots only))

\_\_\_\_\_ (corner lots only)

Side 1: \_\_\_\_\_

\_\_\_\_\_

Side 2: \_\_\_\_\_  
(interior lots only)

\_\_\_\_\_ (interior lots only)

Rear: \_\_\_\_\_

\_\_\_\_\_