

Town of Chevy Chase Supplementary Permitting Documents



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Development Standards for the Town of Chevy Chase

A comprehensive matrix of Town zoning regulations is available in the Town Office or on the Town website. The list below highlights some (but not all) of the regulations specific to the Town.

Zone	R-60 (Residential, one-family detached)
Area Requirement	6000 square feet (minimum lot size)
Lot Frontage	<ul style="list-style-type: none"> • 60' at front building line • 25' at street line
Front Yard Setback	<ul style="list-style-type: none"> • 25' or established building line, whichever is greater
Rear Yard Setback	<ul style="list-style-type: none"> • See Main Building Setbacks Worksheet (pp. 6-7)
Side Yard Setback	<ul style="list-style-type: none"> • See Main Building Setbacks Worksheet (pp. 6-7)
Gross Floor Area (G.F.A)	Size of Lot: <ul style="list-style-type: none"> • < 6000 s.f. :3000 s.f. G.F.A. • ≥ 6000 - 12,000 square feet: 0.50 F.A.R (Lot s.f. * 0.5 = max G.F.A.) • >12,000 square feet: 6000 s.f. + 0.25 F.A.R. for lot area over 12,000
Building Height	Shall not exceed the greater of: <ul style="list-style-type: none"> • 33' to highest roof point • 28' to mean height level • Established Height (if no greater than 30' to mean or 35' to highest point)
Wall Plane Height	<ul style="list-style-type: none"> • 36'
Wall Plane Length	<ul style="list-style-type: none"> • 34' (without an offset of 2' deep by 5' long)
Non-Vegetative Area	<ul style="list-style-type: none"> • 35% of front yard area
Covered Porches	<ul style="list-style-type: none"> • May extend 3' into front or rear setback
Uncovered Porches	<ul style="list-style-type: none"> • May extend 9' into front or rear setback
Bay Windows, Windows, Vestibules, Balconies	<ul style="list-style-type: none"> • Not more than 1 story in height • May not project more than 2' into a minimum side setback, but must be at least 6' from side property line
Front-Loading Garages	<ul style="list-style-type: none"> • Maximum of 1 door per main building • Maximum door width of 9' • Garage to be set back or forward a minimum of 3'
Driveway Width	Non-shared: <ul style="list-style-type: none"> • 15' at paved roadway (10' plus two 2.5' radius aprons) • 10' in right-of-way and front yard Shared: <ul style="list-style-type: none"> • 25' at paved roadway (20' plus two 2.5' radius aprons) • 20' in right-of-way and front yard
Accessory Buildings	<ul style="list-style-type: none"> • Rear yard only • Occupy maximum of 25% of rear yard • 60 feet from front lot line • Height: (shall not exceed the greater of) <ul style="list-style-type: none"> ○ 15' to highest roof point ○ 12' to mean height level ○ Setbacks: See Accessory Building Setbacks Worksheet

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.

The Pre-PAC Application Form is available in the Town Office or on the Town website.

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 Page 3), if required.

The submittal requirements below apply only to New Construction, Addition, Demolition, Wall, Deck, Porch, Patio (over 700 s.f.), and Non-Vegetative Front Yard Surface Permits

Submittal Requirements:

- Full set of construction drawings/building plans
- Certified Gross Floor Area Calculation (New Construction, Addition Only)
- Building Site Plan (2 copies)
- Construction Management Site Plan (2 copies)
- Tree Protection supporting documents, if necessary
- Application Fee
- Performance Bond
- Signed Building Permit Conditions
- If project adds 700+ square feet of impervious surface area, you must submit a Water Drainage Application, including supporting documents (available in Town Office or online)

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.

Site management conditions that may be imposed include, but are not limited to:

- 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 must be commenced within six (6) months of date the permit is issued and must be completed 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.

- Pre-Construction Inspection: Made before any excavation is done to assure compliance with any conditions of permit.
- Wall Check (House Location Survey): Required at foundation completion prior to framing installation. Owner must have a plat prepared and certified by a Maryland-registered Land surveyor and furnish a copy to the Town of Chevy Chase Code Enforcement Manager.
- Framing Inspection: Made after completion of all framing, rough wiring, plumbing, and mechanical distribution systems prior to installing insulation and drywall.
- Final Inspection: Made in conjunction with Montgomery County Department of Permitting Services after all items have been completed. The purpose of this inspection is to assure that no Town right-of-way is damaged and to release permit bond.

Building Site Plan Requirements

- Scale
- Property Lines
- Location of Streets
- Existing and proposed structures properly identified, accurately located and dimensioned
- Other existing and proposed site features such as sidewalks, steps, porches, driveways, water drainage structures, mechanical equipment, fences, walls, downspouts (including outfall direction) and trees
- Non-vegetative areas of front yards identified. Non-vegetative surface coverage (percentage) calculated.
- Location, height, and area of all structures
- Established Building Height information, if proposing to exceed regular height restrictions.¹
- Front, side, and rear setbacks of all proposed structures
- Plat number
- Lot coverage (lot area covered by buildings)
- Location and identification of all easements
- Established Building Line information, if proposing an addition on the front of a house.¹
- For buildings, existing topography or grades (pre-development grade) and proposed finished grades around the perimeter of the house and proposed addition. Grade elevations at basement/cellar slab, first floor and at mean height between eaves and ridge of roof.²

1. *Must be prepared (signed and sealed) by a Md. Licensed land surveyor or civil engineer*
2. *Must be prepared (signed and sealed) by a Md. Licensed land surveyor, civil engineer, or architect.*

Construction Management Site Plan Requirements

- Scale
- Property Lines
- Location of Streets
- Existing and proposed structures properly identified, accurately located and dimensioned
- Other existing proposed site features such as sidewalks, steps, porches, driveways, water drainage structures, mechanical equipment, fences, walls, downspouts (including outfall direction) and trees.
- Proposed tree protection zones and applicable tree pruning/protection/removal information
- Sediment control fencing if excavation is proposed
- Proposed location of dumpsters, sanitation facilities, delivery zones, staging areas, parking areas.

Gross Floor Area Certification

Note: Must be prepared (signed and sealed) by a Md. Licensed land surveyor, civil engineer, or architect.

Proposed Gross Floor Area (measured from exterior faces of exterior walls)

1. Square footage of main level (including enclosed porches):	+	
2. Square footage of second level (if applicable):	+	
3. Square footage of new attic space: (including replacement of demolished attic space)	+	
4. Square footage in excess of 240 s.f. of any accessory building:	+	
5. Area with ceiling height greater than 14 feet (already counted once above):	=	
Proposed Gross Floor Area:		

Allowed Gross Floor Area Calculation

The Town's building regulations define three categories of lots: lots less than 6,000 s.f., lots between 6,000 and 12,000 s.f., and lots greater than 12,000 s.f.

- If your lot is less than 6,000 s.f., the ordinance allows a maximum of 3,000 s.f. of gross floor area.
- If your lot is between 6,000 s.f. and 12,000 s.f., the maximum Floor Area Ratio (FAR) allowed is 0.5. To calculate the maximum amount of gross floor area allowed, multiply the square footage of your lot by 0.5. For example, if your lot area is 8,000 s.f., the maximum floor area allowed would be 4,000 s.f. (8,000 s.f. * 0.5 FAR = 4,000 s.f.)
- If your lot is greater than 12,000 s.f., the ordinance allows 6,000 s.f. of gross floor area, plus a FAR of 0.25 for any square footage in excess of 12,000 s.f. For example, if your lot area is 15,000 s.f., the maximum floor area would be 6,750 s.f. (15,000 - 12,000 = 3,000; 3,000 * 0.25 = 750; 750 + 6,000 = 6,750 s.f.) In these cases, the FAR will be less than 0.5.

Allowed Gross Floor Area: _____

If allowed gross floor area is greater than proposed gross floor area, your project complies with the Town's building regulations. If not, your permit will not be approved. You may choose to apply for a Town Variance.

Certified by: Land Surveyor Civil Engineer Architect

Name

Phone

Address

E-Mail

City

State

Zip

MD License Number

Signature

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 two 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 0.3, or 16' (whichever is greater)
7. One Side Yard Setback _____
Total Side Yard Setback (Line 6) multiplied by 0.4, 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'. ($Setback = (Depth - 100) * 0.7 + 20$)
 - 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'. ($Setback = (Depth - 100) * 0.7 + 25$)
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 to ridge if 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]

OR

1.5' x [# of feet > 15' on Line 3]

+ 1.5' x [# of feet > 24' on Line 4]

= Final Corner Lot Side Setback

Rear Setback is measured as follows:

Minimum rear setback (all corner lots)

_____ 10' _____

+ 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 Corner Lot Rear Setback

• **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: _____

Tree Removal and Protection

Tree Removal:

The Town of Chevy Chase prohibits the removal or destruction, including undertaking any action that will substantially impair the health or growth, of a canopy tree without first obtaining a permit from the Town. A canopy tree is defined as a tree with a trunk that measures at least 24 inches in circumference at four and one-half feet above the ground. If a tree divides at less than four and one-half feet above the ground, the trunk shall be measured directly beneath the dividing point. If you believe you need to remove a tree that meets the above definition, please submit a separate Tree Removal Permit (available online at www.townofchevychase.org or in the Town Office). Violation of this ordinance may subject you to a municipal fine of up to \$1000.

Tree Protection:

The Town Code requires that before undertaking any activity that poses a potential risk to a canopy tree (see above definition) a property owner shall submit a Tree Protection Plan for review and approval by the Town Manager. Activities that pose a potential risk to canopy trees include but are not limited to (i) the demolition, in whole or in part, of an existing home or structure; (ii) the construction of a new home or structure; (iii) the expansion of the footprint of an existing home or structure; (iv) the construction of a driveway, patio or other impervious surface; (v) the construction of walls; (vi) installation of underground utility lines; and (vii) regrading or excavating within the drip line of a canopy tree. Violation of this ordinance may subject you to a municipal fine of up to \$1000.

The objectives of a Tree Protection Plan are to minimize the impact of construction activities on trees, including but not limited to mechanical injury to roots, trunks and branches; compaction of soil that degrades functioning roots and inhibits the development of new ones; and changes in grade that can cut off or suffocate roots. A Tree Protection Plan shall, where applicable, include the following:

- Existing and proposed property lines, structures, utility lines, driveways, sidewalks, and other paved surfaces.
- The size (circumference at 4 ½ feet above the ground), species, state of health, estimated location of drip line, and accurate location of all trees on the project property, as well as trees on neighboring properties where drip lines lie over the proposed construction zone.
- A delineation of the Tree Protection Zones within which all construction activities, grading or drainage changes, trenching, heavy equipment, or storage of materials will be excluded. All Tree Protection Zones must be surrounded by chain link fences six feet in height with signage affixed, in English and Spanish, warning workers not to disturb the zones. Boundaries of Tree Protection Zones will be located to provide the maximum protection for tree roots.
- The delineation of areas to be excavated, regraded, and/or disturbed, as well as mitigation measures to be used to protect remaining trees if substantial grading changes are proposed.
- The location of any proposed trenching for underground utility lines.
- The location of any temporary gravel construction access drives and where construction materials and equipment will be stored.
- All trees proposed for removal.
- All trees to be protected in Tree Protection Zones, including trees in the Town right-of-way.
- The location, species and diameter of each proposed replacement tree.
- The methods by which tree branches and roots are to be protected before construction. Branch and root pruning must adhere to International Society of Arboriculture standards.
- The maintenance program for trees to be protected during construction as well as for replacement trees for two years following construction.
- Contact information for a designated individual who will ensure that all work adheres to the approved Tree Protection Plan.

A copy of the approved Tree Protection Plan must be posted on the property on a board covered with plastic prior to the commencement of construction and left in place until construction is finished.

Incomplete Tree Protection Plans will not be reviewed by the Town's arborist or approved by the Town Manager

Water Drainage Plan Information

When is a Water Drainage Plan Required?

A Water Drainage Plan is required if the new impervious surface created by a development activity and all other development activities within the two (2) year period prior to filing an application exceeds seven hundred (700) square feet.

What are the Criteria for a Water Drainage Plan?

A Water Drainage Plan shall provide for water drainage measures that retain all storm water from all new impervious surfaces within a property for 24 hours for a three month storm event, which produces 1.75 inches of rain over a 24 hour period. For a storm event greater than a three month storm event, but not more than a ten year storm event, which produces 5.1 inches of rain over a 24 hour period, a water drainage system shall be designed and constructed so as not to allow site runoff to flow to any adjacent or nearby property at a rate greater than the pre-construction rate.

Technical Specifications

- Retention and detention open-water ponds shall not be allowed on residential property.
- During development activity, excavated soil used for foundation backfill shall be the only soil stored on the property. The applicant shall cover this soil to prevent migration onto adjacent properties.
- All overflow pipes from containment vessels or other mechanisms that discharge water into the street shall pass under sidewalks and through curbing.
- An infiltration system may not receive runoff until the entire contributory drainage area to the infiltration system has received final stabilization and permission is granted by the Town engineer. An infiltration system shall be installed as late as possible in the sequence of construction.
- Supplementary guidelines for water drainage plans are contained in the document *Town of Chevy Chase Water Drainage Plan Guidelines for Single Lot Residential Construction*

How can I submit an application for a Water Drainage Plan?

If your project requires a Water Drainage Plan, you must submit a completed Water Drainage Plan Application Form, available in the Town Office, or on the Town's website, www.townofchevy.org. If a drainage plan is applicable, the Town cannot approve a building permit without an approved water drainage plan. Submittal requirements for a drainage plan application are listed below for your information.

Water Drainage Plan Submittal Requirements – You must submit 2 paper copies and an electronic copy (.pdf)

- ___ \$500 Application Fee
- ___ Completed Water Drainage Plan Application
- ___ Performance Bond equal to estimated construction costs of drainage system (Include notarized Surety or Cash Bond Documents (attached) or Letter of Credit (on Bank Letterhead, sample attached))
- ___ Hydrologic and hydraulic computations for a three-month storm event
- ___ Hydrologic and hydraulic computations for a ten-year storm event
- ___ Construction Drawings
- ___ Soil Boring Logs (if applicable)
- ___ Unified sizing criteria volume computations (if applicable)
- ___ Right-of-Way usage agreement if overflow pipes from containment vessels discharge water into the street (available in office)
- ___ Maintenance Schedule
- ___ Notarized Maintenance Agreement (attached)
- ___ Report on the potential impacts of the proposed development activity on adjacent and nearby properties, including the public right-of-way
- ___ Report on the effectiveness and acceptability of measures proposed for managing water drainage

For a proposed infiltration system:

- ___ Results of soil tests, certified by a MD licensed geotechnical engineer, supporting the proposed design