



Town of Chevy Chase
 4301 Willow Lane
 Chevy Chase, MD 20815

301-654-7144 (phone)
 301-718-9631 (fax)
townoffice@townofchevychase.org

Town Permit No.: _____

Pre-Permit Application Consultation Application

A preliminary plan shall be filed with the Town before a person may file a building permit application for:

1. A new building in excess of five hundred (500) square feet;
2. One (1) or more addition(s) or alteration(s) to a building that individually or cumulatively increase(s) the square footage of any floor of an existing building by more than five hundred (500) square feet; or
3. The demolition of more than fifty (50) percent of the exterior walls of a structure (measured in linear feet and including only that area which is entirely above grade).

Please submit a complete application, as incomplete applications will not be reviewed. If you have any questions about the permitting process, please call the Town Office at 301-654-7144.

Street Address: _____ Date: _____

Applicant Information:

Name _____		Phone _____	
Address _____		Cellular Phone _____	
City _____	State _____	Zip _____	E-Mail _____

Pre-Permit Application Submittal Requirements

- ___ Schematic (conceptual) floor plans and elevations for buildings and for any planned decks, porches, or patios, drawn to scale.
- ___ A preliminary site plan showing the front, back, and side setbacks and the location of any trees, right-of-ways, walkways, driveways, retaining walls, and 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

(Office use only)

Date Meeting Scheduled: _____

Date Notices Delivered/Property Posted: _____ (at least 10 days prior)

Date Posted on Town Website: _____ (at least 10 days prior)

Notes: _____

Additional Notes Attached