# **Board of County Commissioners**

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# **Department of Public Works**

Bryan Bokey, PE Director

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**DRIVEWAY ENTRANCE AFFIDAVIT FOR PERMIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Every new driveway that connects to an existing County road or County street shall have a driveway “entrance” (commonly called an apron) constructed and approved in accordance with County specifications and the Code of Public Local Laws and Ordinances of Carroll County, Chapter 170 before a final Use and Occupancy Certificate is issued for the above permits.**

**If the “entrance” is not constructed before the final Use and Occupancy Certificate is requested, a driveway entrance bond in the form of a cash payment shall be posted with this office in the amount of $700.00 guaranteeing the entrance will be completed within six (6) months from the date of posting of the bond. The bond amount may be posted by anyone. Failure to complete the “entrance” within the six-month period will result in forfeiture of the entire amount posted, the apron being installed by the county or contractor with the expense being the responsibility of the owner \*plus an additional $500 administrative fee. This entire amount shall be utilized by the County to complete the “entrance” construction in the County right-of-way, according to the type of “entrance” required.**

**Before the final stages of the building project, the Roads or building inspector may be consulted to advise the contractor or his agent as to what type of driveway “entrance” will be required depending on site conditions. Drawings will be provided to indicate sizes and proper materials. It is the responsibility of the owner/contractor to construct “entrance” according to County specifications. When driveway “entrance” is in place and complete the building inspector must be called to make final inspection.**

**I/WE AM/ARE AWARE OF THE DRIVEWAY “ENTRANCE” REQUIREMENTS AND WILL COMPLY FULLY. I/WE AM/ARE ALSO AWARE THAT REGARDLESS OF WHO SIGNS THIS AFFIDAVIT THE DRIVEWAY “ENTRANCE” HAS TO BE EITHER COMPLETED AND APPROVED PRIOR TO ISSUANCE OF A USE AND OCCUPANCY CERTIFICATE OR POST A BOND GUARANTEEING THAT AN “ENTRANCE” WILL BE COMPLETED AND APPROVED WITHIN SIX (6) MONTHS FROM DATE BOND IS POSTED.**

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**Print Name Signature**

**Check One:  Builder  Owner**

**See Chapter 170 Construction codes R331(B) for information related to this requirement.**

H:\Permits\Forms\Driveway Entrance Affidavit Revised 9-25-25.docx

225 North Center Street Westminster, Maryland 21157 410-386-2400; 1-888-302-8978

MD Relay 711/800-735-2258