



APPLICATION FOR MINOR PRIVILEGE

DEPARTMENT OF TRANSPORTATION
 MINOR PRIVILEGE SECTION
 401 East Fayette Street, Suite 101
 Baltimore, Maryland 21202

410-396-3346 • minorprivilege@baltimorecity.gov



Date: _____

To the Board of Estimates:

Application is hereby made for a permit to:

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Location	Property Owner
Address	Phone Number
Size	
Projection from Property Line	Width of Sidewalk
Purpose	

I hereby agree to the granting of this permit, under the provisions of the Baltimore City Charter, Article VIII, Section 9. I understand and agree that all charges arising by reason of the granting of this permit will constitute liens upon the above property. I further agree that if the above application is granted, the permit shall at all times be subject to revocation and change of rate by the Board of Estimates.

Witness	Owner
Address	Address

I hereby certify that copies of this application have been served upon the adjoining property owners:

Name	Address
Name	Address

Consideration of the granting of the permit applied for, the applicant hereby agrees to pay, indemnify, and save harmless the Mayor and City Council of Baltimore, its officers, agents, and employees, from any and all suits, actions, demands, damages, expenses, and costs of every kind and description for which said municipality, its officers, agents, or employees may be liable as a result of, or in connection with, the issuance of said permit or any work or operation done or performed in connection with the erection, construction, installation, existence, maintenance or removal of the subject matter of said permit.

It is further understood that the Board of Estimates reserves the right, in its discretion, to terminate the privilege at any time or to increase the charges for the privilege granted on thirty days' notice.

Witness	Owner
Address	Address

Any objection to the issuance of this permit must be filed in writing with the Board of Estimates within three (3) days from the date of delivery on "return receipt," which shows receipt of this application by certified mail.

First Year Charge	Annual Charge	Flat Charge
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Approved by the Board of Estimates upon payment of charge indicated above and subject to revocation at all times by the Board of Estimates. Adjustments and cancellations of minor privilege charges will be made only from the date of written request.

Approved	Permit Number	<input type="checkbox"/> Temporary	<input type="checkbox"/> Permanent
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APPLICATION PROCEDURES

The use of the public right-of-way for the placement of various encroachments falls within Article VIII of the Baltimore City Charter. Encroachments are private items placed in the public right-of-way such as awnings, lanterns, decorative items, and tables or chairs.

Before an encroachment can be placed in the public right-of-way the Charter requirements must be followed. An application and evidence that the adjoining property owners have been notified must be filed by the property owner.

Encroachments require Minor Privilege Permits. The following procedures have been established:

1. An application is submitted for a Building Permit or a Use & Occupancy Permit for Outdoor Seating/Display of Merchandise, etc., if required (HCD Permit Office - Benton Building 417 E. Fayette St. Room 100, Baltimore, MD 21202).
2. The applicant fills out the Minor Privilege Permit Application and reviews the process on the back of the application.
3. The applicant contacts the Minor Privilege Section about their intent and brings them a copy of the Minor Permit Application for review.
4. The Minor Privilege Section staff provides the adjoining property owner information to the applicant from the information in the City's Real Property Database. The staff member will also inform the applicant what will be required to obtain this permit (Site Plans, etc.).
5. The applicant notifies the adjoining property owners of their intent to apply for the minor privilege. Notification to the adjoining property owners shall consist of sending a copy of the completed application by "Certified Mail, Return Receipt Requested."
6. The applicant submits the Application to the Minor Privilege Section. The applicant should attach the following items with their Minor Privilege Application:
 - a. The green "Return Receipt" cards to the Minor Privilege Section, showing that notification was made. If the adjoining property owner fails to pick up the certified letter, the minor privilege applicant brings it to the Minor Privilege Section to be included in their file, indicating their good faint attempt to notify.
 - b. Ten (10) copies of a Site Plan.
 - c. A copy of the Use & Occupancy Permit Application – pending approval.
7. The Minor Privilege Section staff inputs the information into an Access file for Minor Privilege Applications.
8. The Minor Privilege Section staff forwards the application to various agencies for review. Below are the review times for each agency:

APPLICATION FOR MINOR PRIVILEGE (CONT'D)

- a. Department of Transportation (various sections) – 4-6 weeks
 - b. Police Department – 3 weeks
 - c. Health Department – 3 weeks
 - d. Fire Department – 3 weeks
9. After all reviews are completed and comments addressed, the Minor Privilege Section staff will type the letter to the Board of Estimates (BOE) and send it to the Right of Way Services Division Chief for review. Once approved by the Chief, the BOE letter is forwarded to the DOT Director for his signature.
10. The BOE letter is signed by the DOT Director and returned to the Minor Privilege Section. A staff member takes the BOE letter to the Comptroller's Office to be placed on the BOE agenda. This letter must be submitted to the Comptroller's Office at least one week before the BOE meeting.
11. When approved by the BOE, the Minor Privilege Section notifies the applicant that the permit is ready for pickup. There is no application fee for a Minor Privilege Permit, but there is a fee for the permit. The staff will assign a Minor Privilege Permit number and collect the fee based on the Minor Privilege Fee Schedule.
- a. The BOE approval does not negate any requirements for other permits or approvals such as from the Health Department Permits, Liquor Board, Commission for Historical and Architectural Preservation (CHAP), etc.
12. The applicant takes the Minor Privilege Permit to the cashier in the Abel Wolman Municipal Building lobby. They return to the Minor Privilege Section for a staff member to make a copy of their receipt for their files.
13. The Minor Privilege Section then signs off on the Building Permit with the Minor Privilege Permit number, and the applicant goes to the HCD Permit Office (Benton Building 417 E. Fayette St. Room 100, Baltimore, MD 21202).
14. A Minor Privilege Permit is required **before** placing encroachments in the public right-of-way.
15. A Minor Privilege Section Inspector is notified of the new permits and verifies compliance with the requirements set for in the permit.
- a. The permit holder is responsible for all damages and repairs to the public-right-of-way that directly relate to the use of the permitted space.