



TOWN OF NORTH EAST

OFFICE OF PLANNING AND ZONING

106 South Main Street
P. O. Box 528
North East, Maryland
21901-0528



410-287-5801
410-287-8267 Fax



www.northeastmd.org

Town of North East Construction Authorization Instructions

1. A site plan, plot plan, or plat with lot lines shown, and dimensions of the property labeled.
2. Show the location of existing and proposed buildings on the lot, indicating how far the proposed structure is set back from the front, rear and side yards lines. Include suitable notations indicating the proposed use of all land and buildings on the property.
3. Show the topographic features of property.
4. Complete construction plans. *
5. If the construction is proposed inside a building already located on the site, the plans shall be submitted with a layout of the existing structure, indicating the specific location and proposed use(s) of the addition.
6. Current deed of the property where the construction is to take place.
7. Please note that in some instances in order for the Town to verify the property lines for the purpose of the enforcement of the Zoning Regulations, the applicant may be required to submit a boundary survey or location survey, or may be required to have the lot staked by a competent surveyor.
8. Number of construction plans to submit: To determine the quantity of plans to submit to the Town, applicant must contact the Cecil County Office of Permits and Inspections at 410-996-5235 to find out the quantity of construction plans required for the specific project. Applicant shall also inquire from the office of Permits and Inspections whether the construction plans require an engineer seal or architect seal.

The submission package to the Town of North East shall include the quantity required by the County PLUS one additional set (which the Town shall retain). Upon approval from the Town, the construction plans deemed for the County shall be endorsed with the Town's approval stamp and shall be given to the applicant to bring to the County along with the Town's Construction Authorization and approval letter.

9. Signature on the application: Please note that this office shall require that the signature of the applicant is that of the property owner(s) outlined on the deed. If the property owner is not able to come in and sign the application, the Town shall accept an original letter from the owner of the property, with signature(s) from all owners listed on the deed which grants authority for the construction. If the property owner is a corporation and/or agency, the applicant shall submit an original letter with the letterhead of the corporation/agency and the letter shall outline who will have the authority to apply for the construction authorization(s), and the letter shall be signed by all owners of the corporation.
10. Construction Authorization Fee of \$35.00 shall be included with submittal. Make check payable to the Town of North East.

***Please note:** If it is determined that water and/or sewer allocation is required for the proposed use, allocation shall be secured before release of Construction Authorization/ approval.