



Right-of-Entry Permit Information

What is a Right-of-Entry Permit and when is one required?

A Right-of-Entry Permit is a document that allows development activities on M-NCPPC property. It is required whenever a public or private entity desires to perform temporary or permanent work on M-NCPPC property.

What are the different types of Right-of-Entry Permit?

There are two different types of Right-of-Entry Permits:

- 1) Basic Right-of-Entry (ROE) Permit
A basic Right-of-Entry Permit covers **temporary** work on M-NCPPC property such as field studies, geotechnical studies, topographic surveys, environmental surveys, wetland delineations, forest stand delineations, staging and storage areas, etc.
- 2) Construction & Maintenance (C&M) Agreement.
A Construction & Maintenance Agreement is required for construction and maintenance of **permanent** development projects such as the installation of water and sewer lines, installation of storm drain outfalls, etc.

What is the process to get a Right-of-Entry Permit?

To begin the Right-of-Entry Permit process, the applicant must complete the Right-of-Entry Application form via the [online portal here](#) and submit all required documentation. Once all documents have been submitted, an internal stakeholder review is conducted. After the stakeholder review is completed, a Notice of Intent (NOI) letter is issued to the permittee. THE NOTICE OF INTENT LETTER IS NOT THE PERMIT TO PERFORM WORK. The Notice of Intent letter is a document that shows the intent of the Commission to issue a permit for your project, pending the submittal of any additional documents outlined in the NOI letter.

What documents are required to begin the Right-of-Entry Permit process?

To begin processing the Right-of-Entry Permit request, the Right-of-Entry Permit Application form must be completed via the [online portal here](#). The full list of required documents will be shown during completion of the form. Documents may include:

- Site map showing study area and project location
- Design drawing(s)
- Project Schedule
- Certificate of Insurance (COI) - The Maryland – National Capital Park and Planning Commission as Additional Insured. M-NCPPC reserves the right to require increased coverage and coverage amounts if those provided are deemed inadequate.
- Cost Estimate



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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What documents are required to obtain the final Right-of-Entry permit?

The document checklist section of the Right-of-Entry application [form](#) lists all the basic documents required for each type of Right-of-Entry permit. The Notice of Intent letter (that will be issued after the stakeholder review is complete) will list any additional documentation required (such as a Performance Bond) to complete the permit process.

My Right-of-Entry permit has expired but the project is still not complete. Can I get an extension?

A permit extension may be granted on a case-by-case basis for incomplete projects. It is important that a project schedule is provided as part of the permit application so that appropriate permit expiration dates may be set.

I received a Right-of-Entry permit for field studies, and now I am ready to start construction. Can I use the same permit?

The requirements for permanent construction are different from those for temporary field studies. If you previously obtained a Right-of-Entry permit to conduct temporary field studies, a new permit is required for the Construction phase of your project.