



TOWN OF EMMITSBURG
300A South Seton Avenue, Emmitsburg, MD 21727
www.emmitsburgmd.gov • (301) 600-6300

Final Plat Checklist

The following information shall be included as part of the final plat application when submitting to the Town. Please include a copy of this checklist when submitting the application.

Project Name:	
Address/Location:	
Property Owner(s):	
Applicant:	

Item Description	Provided (✓)	Applicant Comments (continue on pages 3 & 4 if needed)
Submit 15 copies of the plat, 3 copies of all reports, notifications, & certifications, one application form, fee(s), and an electronic PDF copy of plat & all documents.	<input type="checkbox"/>	
Sheet size of 18" by 24".	<input type="checkbox"/>	
Details shall include all applicable information in accordance with Town Code Chapter 16.24.	<input type="checkbox"/>	
Certification of title showing that the applicant is the owner of the land.	<input type="checkbox"/>	
Certification by a licensed surveyor and licensed engineer certifying to the accuracy of survey and plat.	<input type="checkbox"/>	
Primary control points, approved by the Town Engineer, or description and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.	<input type="checkbox"/>	
Sufficient data to determine readily the location, bearing and length of every street, lot and boundary line and to reproduce such lines upon the ground. Such data to be tied in to monuments as required.	<input type="checkbox"/>	
All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use and the purpose for such areas.	<input type="checkbox"/>	
All dimensions shall be shown in feet and hundredths of a foot.	<input type="checkbox"/>	
The location and materials for permanent reference monuments shall be shown on the plat.	<input type="checkbox"/>	
Statement of owner dedicating streets, rights-of-way, and any sites for public use which are to be dedicated.	<input type="checkbox"/>	

