



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

IMPROVEMENT PLAT APPLICATION

Please print clearly or type the following improvement plat application in its entirety. Incomplete applications will not be accepted. Submit the application, along with fees, 15 copies of the plat, and three (3) copies of all reports, notifications, and certifications at least (30) days prior to a regularly scheduled meeting of the Planning Commission. An electronic copy of the plat must be submitted to zgulden@emmitsburgmd.gov.

APPLICANT INFORMATION:	
Contact Name:	
Firm/Company:	
Address:	
Phone:	Email:
PROPERTY OWNER INFORMATION:	
Name:	
Firm/Company:	
Address:	
Phone:	Email:
ENGINEER / SURVEYOR INFORMATION:	
Name:	
Firm/Company:	
Address:	
Phone:	Email:

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box:

PROJECT INFORMATION:	
Project Name:	
Project Location:	
Site Size (acres):	Project Size (acres or sq. ft.):
Existing Zoning:	Existing Land Use:
Proposed # of Unit: (Residential/Mixed Use)	Proposed Square Footage: (Nonresidential)

PROJECT DESCRIPTION:

FOREST CONSERVATION INFORMATION:

Please answer the following questions, and provide additional information where requested.

1. This project is exempt from Forest Conservation requirements per Town Code §16.48.030.B. Indicate if an exemption request has been submitted and approval date if applicable.
 Yes No Notes: _____
2. This project is not exempt from Forest Conservation requirements, and the appropriate Forest Conservation Plan has been submitted. Indicate approval date if applicable.
 Yes No Notes: _____

FLOODPLAIN & WETLANDS INFORMATION:

Please answer the following questions, and provide additional information where requested.

1. Does the lot contain any non-tidal wetlands?
 Yes No Notes: _____
2. If yes, will there be any wetland disturbance?
 Yes No Notes: _____
3. Does the lot contain any 100-year floodplain areas?
 Yes No. Notes: _____
4. If yes, will there be any floodplain disturbance?
 Yes No Notes: _____
5. Has a floodplain permit application been submitted to MDE? Note application # if applicable.
 Yes No Notes: _____ MDE Application # _____

EASEMENTS:

Please answer the following questions, and provide additional information where requested.

1. Will any easements be required on the property? Specify type of easement(s).
 Yes No Notes: _____
2. If yes, are the legal agreements being submitted with this application?
 Yes No Notes: _____

FEES:

Sketch Plat	\$350.00
Site Plan	\$1,000.00
Improvement Plat	\$200.00 per page
Legal Documents (per document)	\$300.00
Public Works Agreement (per document)	\$750.00
Geographic Information System (GIS) Map Update Fee	\$1,200.00
Forest Stand Delineation Plan	\$350.00
Preliminary Forest Conservation Plan	\$350.00
Final Forest Conservation Plan	\$350.00
Combined Preliminary / Final Forest Conservation Plan	\$700.00
Request for Forest Conservation Exemption	\$35.00 per exemption

I hereby attest that the information provided on and attached to this application is complete and correct.

Signature of Applicant/Agent_____
Date