



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

SITE PLAN APPLICATION

Please print clearly or type the following site plan application in its entirety. Incomplete applications will not be accepted. Submit the application, along with fees, 15 copies of the plan, 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
Adequate Public Facilities Ordinance Application	\$1,000.00
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



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Site Plan Checklist

The following information shall be included as part of the site plan 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 next if needed)
Submit 15 copies of the plan, 3 copies of all reports, notifications, & certifications, one application form, fee(s), and an electronic PDF copy of plan & all documents.	<input type="checkbox"/>	
Details shall include all applicable information in accordance with Town Code §17.48.050:	<input type="checkbox"/>	
A. Site plan shall have the same format as the preliminary plat as required in Town Code §16.24.020.	<input type="checkbox"/>	
B. The following information shall be provided by the site plan:	<input type="checkbox"/>	
1. Site location;	<input type="checkbox"/>	
2. Dimensions of the lot to be built upon;	<input type="checkbox"/>	
3. Size, height, and location of the structure(s) to be erected;	<input type="checkbox"/>	
4. Nature of materials to be used on structure's exterior;	<input type="checkbox"/>	
5. Parking. Location, surface material, and road network;	<input type="checkbox"/>	
6. Water and sewer. On-site location and alignment;	<input type="checkbox"/>	
7. Storm drainage facilities;	<input type="checkbox"/>	
8. Sidewalks;	<input type="checkbox"/>	
9. Landscape plan;	<input type="checkbox"/>	
10. Signs. Location, size, height, and design of all signs;	<input type="checkbox"/>	

