



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

SUBDIVISION APPLICATION

Sketch Preliminary Final Combined Prelim. / Final Addition Corrective

Please print clearly or type the following subdivision application in its entirety. Incomplete applications will not be accepted. Submit the application, along with fees, 15 copies of the subdivision 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:
Existing # of Lots:	Proposed # of Lots:

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(s) 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 # _____

LEGAL AGREEMENTS, CONDITIONS OF APPROVAL & IMPROVEMENT PLANS:

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

- 1. Will any legal agreements be required for easements, forest conservation, etc.?
 Yes No Notes: _____
- 2. If yes, are the agreements being submitted with this application?
 Yes No Notes: _____
- 3. Have the improvement plats been approved? If yes, indicate approval date.
 Yes No Notes: _____
- 4. Have all conditions of preliminary and site plan approval been met? Indicate approval date.
 Yes No Notes: _____

ENGINEERING INFORMATION (for final subdivision use only):

- 1. Improvement Plat Information:
 - a. Title: _____
 - b. Section: _____ Phase: _____
 - c. Date: _____ # of Sheets: _____
 - d. Name of Engineering Firm: _____
- 2. Date of Public Works Agreement: _____

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

Signature of Applicant/Agent

Date

FEES:

Type of Review	Base Fee	Fee per Lot & Acre	# of Lots / Acres	Total Lot / Acre Fee	Total Fee
Sketch Plat	\$350.00	-	-	-	
Preliminary Plat*	\$1,000.00	+ \$25.00/lot + \$10.00/acre			
Final Plat*	\$500.00	+\$25.00/lot			
Combined Prelim. / Final Plat*	\$850.00	+\$50.00/lot			
Addition Plat*	\$350.00	+\$25.00/lot			
Corrective Plat*	\$500.00	+\$25.00/lot			
GIS Map Update Fee	\$1,200.00	-	-	-	
Legal Documents (per doc.)	\$300.00	-	-	-	
Public Works Agreement	\$750.00	-	-	-	
APFO	\$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	-	-	-	
Plat Recordation	\$75.00	+\$15.00/lot +\$5.00/sheet to County Clerk			

*Frederick County Health Dept. \$100.00 check made payable to Frederick County Health Dept.

DETACH FORM FOR FINAL SUBDIVISION PLAT RECORDATION USE ONLY

Town File #	
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APPLICATION FOR FINAL PLAT RECORDATION

To be applied for only after receiving unconditional approval of FINAL PLAT

Submit the following copies of the approved final plat:

- Three (3) mylar prints for the Frederick County Clerk of Court;
- One (1) mylar & one (1) paper print for the Frederick County Health Department;
- One (1) mylar & one (1) paper print for the Town's Zoning Administrator; and
- If applicable, one (1) mylar & one (1) paper print for the State Highway Administration (SHA).

SUBMIT FEES:

\$75.00 + \$15.00/Lot Processing Fee: _____ Check # (Payable to the Town of Emmitsburg)

\$5.00 / Sheet Court Fee: _____ Check # (Payable to Clerk of the Circuit Court)

Applicant Signature

Date Received by Planning Department