



**ZONING MAP/TEXT AMENDMENT APPLICATION**  
**TOWN OF EMMITSBURG**  
300A South Seton Avenue, Emmitsburg, MD 21727  
[www.emmitsburgmd.gov](http://www.emmitsburgmd.gov) · (301) 600-6300

**SECTION A – DATA**

**PURPOSE OF THE PETITION:**  Text Amendment       Map Amendment

**Applicant:**

Name: \_\_\_\_\_

Address (full): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Owner(s) (if applicable & different from the Applicant):**

Name(s): \_\_\_\_\_

Address (full): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Signature**

I/We the undersigned applicant(s) do hereby make application to the Town of Emmitsburg's Mayor and Board of Commissioners for considering a petition to amend the text of the zoning ordinance and/or zoning map for the above referenced property pursuant to Town Code Chapter 17.44, as amended. My/Our signatures below certify that all of the above referenced statements and information and any additional information submitted and made part of this application are true and complete to the best of my/our knowledge and belief. By signing below, I also certify that I have read and understand the application procedures, and agree to pay all fees required to review and process this application.

\_\_\_\_\_  
Signature of Applicant/Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## **SECTION B – INSTRUCTIONS**

This section is to assist applicants in petitioning the Town. The process is explained in detail in Chapter 17.44 of the Town's Code. Any information provided in this list is intended only as a guide. The applicant is advised to consult this Chapter as well as obtain the services of an attorney, engineer, or other professionals in completing this application and presenting evidence before the Mayor and Board. The applicant is not required to be represented by third parties.

1. Complete the application. Please print legibly or type the information.
2. Sign and date the application.
3. Submit the application to the Town's Zoning Administrator with original signatures of the applicant(s) and/or the owner(s). The application must contain written documentation for the proposal to amend, supplement, change, modify, or repeal the Town of Emmitsburg's Zoning Ordinance and/or Zoning Map.
4. Attach appropriate drawings, plans, and/or illustrations, which help explain your request. Fifteen (15) copies of the proposed plan, a minimum size of 18" x 24", must be submitted with the application. All materials submitted with this application or entered as Exhibits during the hearing become the property of the Town of Emmitsburg and are kept with this application.
5. The application and all additional materials submitted with the application must be originals. The Town will not accept faxed copies of any materials associated with this application.
6. If the application submitted is not complete, the Town reserves the right to immediately deny the application and return it to the applicant without the Planning Commission's and the Board of Commissioner's review and action on the application.
7. There is an application fee for a petition to rezone and/or amend the Zoning Ordinance. The application will not be accepted if the fee is not included. The applicant must pay all additional fees in full. Fees are subject to change at any time by policy, resolution, or ordinance from the Board of Commissioners. Checks shall be made payable to the Town of Emmitsburg.
8. Attach appropriate written explanation / arguments that indicate how the applicant's request meets the requirements set forth for a zoning classification change (Section D) **OR** requirements set forth for a zoning text change (Section E).
9. For additional information regarding a zoning amendment, please visit our website at [www.emmitsburgmd.gov](http://www.emmitsburgmd.gov) or contact the Town Planner at 301-600-6300.

**SECTION C – FEES**

**Zoning Text Amendment:** \$1,000.00

**Zoning Map Amendment:** \$1,000.00 plus \$15.00 per acre

**SECTION D – MAP AMENDMENT PETITIONS ONLY**

**Property Description:**

Address (full): \_\_\_\_\_

Tax Map / Parcel No: \_\_\_\_\_ Current Zoning Classification: \_\_\_\_\_

Proposed Zoning Classification: \_\_\_\_\_

Where the purpose and effect of the proposed amendment is to change the zoning classification, the Mayor and Board of Commissioners shall make findings of fact, **to be explained by the applicant**, in each specific case including the following matters:

1. Population Change: \_\_\_\_\_

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2. Availability of public facilities: \_\_\_\_\_

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3. Present & future transportation patterns: \_\_\_\_\_

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4. Compatibility with existing & proposed development for the area: \_\_\_\_\_

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5. Relationship of such proposed amendment to the Town's Comprehensive Plan: \_\_\_\_\_

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6. Recommendation of the Town's Planning Commission.



