

# ZONING PERMIT APPLICATION

Property Address: \_\_\_\_\_

Tax Map / Parcel No: \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

Owner is the same as the Applicant

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Project Cost:** \$ \_\_\_\_\_

**Zoning Permit Fee:** \$ \_\_\_\_\_

**Change of Use** = \$50

**Sign Permit** = \$50 per sign

**Additions, Fences, Pools, Accessory Structures, Alterations, Etc.**

**Residential**

\$5,000 or less = \$40

\$5,001 - \$15,000 = \$45

\$15,001 - \$30,000 = \$50

\$30,001 - \$50,000 = \$55

\$50,001 - \$75,000 = \$60

\$75,001 and over = \$65

**Non-Residential**

\$50,000 or less = \$95

\$50,001 - \$75,000 = \$100

\$75,001 - \$100,000 = \$105

\$100,001 - \$150,000 = \$110

\$150,001 - \$175,000 = \$120

\$175,001 and over = \$125

**New Construction**

**Single-Family Dwelling** = \$200 + impact & tap fees

**Multi-Family Dwelling** = \$200 per unit + impact & tap fees

**Non-Residential**

\$200,000 or less = \$1,000 + tap fees

\$200,001 - \$1,000,000 = \$2,600 + tap fees

\$1,000,001 and over = \$3,600 + tap fees

**Proposed Use:**

- Residential
- Non-Residential
- New Construction
  - Single-Family Dwelling
  - Multi-Family Dwelling \_\_\_\_\_ units
  - Non-Residential
- Replacement (no change in size or location)
- Addition to Principle Structure
- Renovation
- Garage (detached)
- Shed
- Fence  4' (height)  6' (height)  other: \_\_\_\_\_
- Pool
- Change of Use / Use & Occupancy
- Sign Permit (permanent) # \_\_\_\_\_ Signs
- Solar Panel Installation
- Repair (describe): \_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_  
\_\_\_\_\_

**Town Use Only**

Zoning \_\_\_\_\_

Date \_\_\_\_\_

Approved

Denied \_\_\_\_\_

Fee \$ \_\_\_\_\_

Cash     Check # \_\_\_\_\_     Credit Card

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



**Permit Instructions:**

- All applications must be completed in full along with the owner's signature.
- A site plan must be submitted with all zoning permit applications and must include the following information:
  - Proposed work location and dimensions;
  - All existing structures with their dimensions;
  - Percent of existing and proposed lot coverage and building coverage;
  - All existing impervious (paved / concrete / stone drives, sidewalks, and patio surfaces) with their dimensions;
  - Known easements and setbacks;
  - Streets and alleys; and
  - Property lines with dimensions (length, width, and parcel square footage).
- Home occupation & non-residential uses only: If one has not already been secured, a change of use is required.
- Incomplete applications will result in denial or delayed processing.

**Zoning Permit Fees:**

- Payment may be made by cash, check, or credit card (add \$5 fee for credit card processing).
- Fees are subject to change by policy, resolution, or ordinance by the Mayor and Board of Commissioners.

**Please Note:**

- This permit expires one (1) year from the date of approval. This permit does not exclude the applicant / owner from acquiring other necessary local, state, or federal permits prior to starting construction.
- Any unauthorized use of a fire hydrant and/or tapping into the sewer/water systems is subject to local, state, and federal penalties, fines, and/or other sanctions.
- The property owner and authorized agent (applicant) hereby agrees to comply with all applicable Town, State, and Federal laws, policies, resolutions, ordinances, and regulations. The property owner alone bears the responsibility of ensuring their lot, structures, and uses thereon do not violate other laws, regulations, or the rights of neighbors and other parts.
- I hereby certify the information with this application to be true and correct, and I further agree to pay all costs as stated in the Town's fee schedule.
- I hereby agree to identify all property lines and markers. If markers cannot be located on the property, the property shall be surveyed to determine the property boundaries before building or altering anything on or near the property line. For fences and walls that are to be installed on a lot line, a survey can be required to determine proper placement. Fences, walls, or other structures, which may be required to be relocated, will be done so at the owner's expense, unless a recorded consent and easement agreement, signed by all affected lot owners, accompanies the permit application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_