



TOWN OF EMMITSBURG
300A South Seton Avenue
Emmitsburg, MD 21727

301 – 600-6300
fax 301-600-6313

TOWN OF EMMITSBURG ZONING PERMIT APPLICATION

Procedures:

1. Pick up application at Town Office or request that it be mailed or faxed to you.
2. Page 1 of application. Fill out all information that pertains to your project, *including landowner's signature*. Town staff can assist with tax parcel numbers, if necessary.
3. Page 2. Find the list of information that is shown for your type of project, and secure all materials as required.
4. Return the completed application to the Town Office during normal business hours of 8 - 4:30, or by mail. The Senior Inspector will determine the required fee after an initial review of the materials provided, and will advise you regarding the amount. **Applications will not be considered complete until all the information is provided and the application fee has been paid.** *See Page 2 of application for Senior Inspector's hours.*
5. Once the application has been deemed **complete**, your permit will be reviewed and processed within one week in most cases.

If additional permits are required by Frederick County, the time-frame and process will vary from that described above.

If you have any questions, please call Frank Henry, Senior Inspector, at the Town Office – 301-600-6309