



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 Zoning Staff 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.**
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 the Town Office at 301-600-6300.

TOWN OF EMMITSBURG ZONING PERMIT APPLICATION

1. NEW CONSTRUCTION *REQUIRES*

- **Location Certification *showing***
 - Property boundaries
 - Easements
 - Building Restriction Lines
 - Any Existing buildings
 - Proposed building location
 - Existing & proposed water/utility lines
 - Scale of drawing
 - Preparer and date
- **Plumbing Plan**
- **Cost Estimate**

2. ADDITION/RENOVATION *REQUIRES*

- **Location Certification as in #1**
- **If interior renovation, drawing of proposed work**
- **Plumbing Plan – *if required***
- **Cost estimate**

3. REPAIR *REQUIRES*

- **Description of repair**
- **Cost estimate**

4. CHANGE OF USE *REQUIRES*

- **Location map** showing building & portion intended to be occupied.
- **Interior layout** including existing & new water/sewer fixtures

5. HOME OCCUPATION *REQUIRES*

- Location Certification showing residence, parking as required, notes regarding meeting conditions required for home occupation per town zoning ordinance Sections 17.04.020 & 17.32.060.
- Plumbing plan, if new facilities are involved.

6. SIGN PERMIT *REQUIRES*

- Location Certification showing building, location of sign
- Elevation sketch showing location of sign on building
- Drawing of sign, with dimensions shown.

7. SIDEWALK COMMERCIAL PERMIT

- Request Sidewalk Commercial application

FEES : Information regarding the fee for each type of project is available by calling the Town Office at 301-600-6300

HOURS: The Town Office is open from 8 - 4:30 M-F. On Tuesdays there are extended hours for limited services until 7 p.m.