

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. The application is also available at www.Emmitsburgmd.gov
2. Read the instructions and the list of information that is needed for your type of project, and secure all materials as required.
3. Application form. Fill out all information that pertains to your project, *including landowner's signature*. Town staff can assist with tax parcel numbers.
4. Return the completed application to the Town Office during normal business hours of 8 - 4:30, by fax, 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.*

EMMITSBURG TOWN CODE - CHAPTER 15.04

15.04.010 Permits for building, altering or improving.

No structure of any kind shall be built, enlarged, altered, replaced, removed, constructed, placed and/or located in the town without a building permit. Said building permit to be approved by the town manager and obtained through Frederick County department of permits and inspections. All building permits shall adhere to the state building code as administered by the county of Frederick. All applications must be signed by the owner of the premises or his authorized representative or agent and shall have his/her address and/or lot number written under his/her signature.

15.04.020 Permits for use of land and buildings.

The use or uses to which land and/or buildings in the town is or are put as of May 1 1961 shall not be changed without a permit. Said permit must be approved by the town manager. Blank forms for applications for permits shall be furnished at the town office for all persons applying for the same. All applications must be signed by the owners of the premises or his/her authorized representative or agent and shall have his/her address and/or lot number written under his/her signature.

TOWN OF EMMITSBURG ZONING PERMIT APPLICATION

1. NEW CONSTRUCTION / INSTALLATION / PLACEMENT

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** (*If applicable*)
- **Cost Estimate**

2. ADDITION/RENOVATION *REQUIRES*

- **Location Certification as in #1**
- **If interior renovation, drawing of proposed work**
- **Plumbing Plan** (*if applicable*)
- **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 the building & the location of the sign
- Elevation sketch showing location of sign on building
- Drawing or photo of the 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 for assistance with permits.

An appointment is not required, but would assure that a staff person would be available to assist you.