



TOWN OF EMMITSBURG
300A South Seton Avenue, Emmitsburg, MD 21727
www.emmitsburgmd.gov · (301) 600-6300

Preliminary Plat Checklist

The following information shall be included as part of the preliminary plat application when submitting to the Town. Please include a copy of this checklist when submitting the application.

Project Name:	
Address/Location:	
Property Owner(s):	
Applicant:	

Item Description	Provided (✓)	Applicant Comments (continue on pages 3 & 4 if needed)
Submit 15 copies of the plat, 3 copies of all reports, notifications, & certifications, one application form, fee(s), and an electronic PDF copy of plat & all documents.	<input type="checkbox"/>	
Scale of 10', 20', 30', 40', or 50' to 1"	<input type="checkbox"/>	
Sheet size of 24" by 36".	<input type="checkbox"/>	
Subdivision name or identifying title.	<input type="checkbox"/>	
Municipality or municipalities in which the subdivision is located. If project is located in the vicinity of a municipal boundary, the location of said boundary shall be shown on the plan.	<input type="checkbox"/>	
North point, scale, & date.	<input type="checkbox"/>	
Name and address of the owner of the property or authorized agent.	<input type="checkbox"/>	
Name, seal, and signature of the registered engineer and registered surveyor responsible for the plan.	<input type="checkbox"/>	
Total acreage of the tract.	<input type="checkbox"/>	
Maximum building height, number of lots, proposed density, and minimum lot size.	<input type="checkbox"/>	
Signature blocks for approval by the Mayor, Planning Commission Chairperson, and Frederick County Dept. of Health.	<input type="checkbox"/>	
Length, width, and tentative grades of new streets proposed.	<input type="checkbox"/>	
Type and locations of water supply and sewage disposal facilities proposed.	<input type="checkbox"/>	
Proposed use of land, existing zoning classification for the property and all surrounding properties, and proof of any variances or special exceptions which may have been granted.	<input type="checkbox"/>	

A location map for the purpose of locating the site in relation to the surrounding neighborhood and community. The location map should be at a scale of not less than 2000' to 1".	<input type="checkbox"/>	
Tract boundaries clearly showing bearings and distances. Lot line descriptions shall read in a clockwise direction.	<input type="checkbox"/>	
Source of title of all existing lots.	<input type="checkbox"/>	
Proposed contours at 5' vertical intervals or as authorized by the Town Engineer.	<input type="checkbox"/>	
Datum to which contour elevations refer. Where reasonably practicable, data shall refer to the U.S. Coastal and Geodetic Survey Datum.	<input type="checkbox"/>	
The names of owners immediately adjacent land, the names of proposed or existing developments immediately adjacent, and the locations and dimensions of any streets or easements shown thereon which abut the land to be developed.	<input type="checkbox"/>	
Soil types.	<input type="checkbox"/>	
All existing watercourses, tree masses, and other significant natural features, such as rock outcrops, springs, seeps, wetlands, and floodplains.	<input type="checkbox"/>	
All existing buildings, sewers, water mains, culverts, petroleum lines, telephone and electrical lines, gas lines, fire hydrants, and other man-made features, including size, type, location, and ownership.	<input type="checkbox"/>	
All existing streets on, adjacent to, or within 200' of any part of the tract, including name, right-of-way width, and cartway width.	<input type="checkbox"/>	
All existing property lines, easements, and rights-of-way and the purpose for which the easements or rights-of-way have been established, with accurate dimensions, bearings or deflection angles and radii, arcs, and central angles of all curves. Transmission line easements for gas, electric, and petroleum lines shall be specifically noted as such. Special conditions required by these easements shall be noted on the plan.	<input type="checkbox"/>	
Blocks and lots shall be numbered in consecutive order (E.G., Block A, Lots 1-10; Block B, Lots 11-22).	<input type="checkbox"/>	
Location of all proposed buildings and other significant proposed man-made features.	<input type="checkbox"/>	
Location, dimensions, and purpose of all proposed streets, alleys, sidewalks, rights-of-way and easements, proposed lot lines with dimensions, driveway access points on all lots where proposed, proposed minimum building setback line and dimensions for each street, playgrounds, public buildings, public areas, and parcels of land proposed to be dedicated or reserved for public use.	<input type="checkbox"/>	
The location of existing lot line markers along the perimeter of the entire existing tract.	<input type="checkbox"/>	
Location, dimensions, and purpose of all proposed sanitary sewer, water, storm sewer, and stormwater management facilities.	<input type="checkbox"/>	

Where the preliminary plat covers only a part of the developer's entire holdings, a sketch shall be required of the prospective street layout for the remainder.	<input type="checkbox"/>	
The location and configuration of proposed parking facilities and access drives.	<input type="checkbox"/>	
A notarized statement to the effect that the applicant is the owner of the land proposed to be developed and that the improvements shown on the preliminary plat are made with the applicant's free consent.	<input type="checkbox"/>	
Recreation and open space areas.	<input type="checkbox"/>	
Location and sight distances of driveway access points.	<input type="checkbox"/>	
When phasing of the development is proposed, plans shall illustrate a phasing plan that includes all plan elements required by Town Code.	<input type="checkbox"/>	
Where the plan proposed the creation of any new streets, the application shall be accompanied by a listing of proposed street names, which shall be reviewed by the appropriate officials of the Town and the US Postal Service to determine that the same are not identical or deceptively similar to any existing street name.	<input type="checkbox"/>	
A statement on the plan indicating any zoning amendment, special exception, or variance, if applicable.	<input type="checkbox"/>	
A statement on the plan indicating any existing or proposed modifications granted by the Planning Commission.	<input type="checkbox"/>	
Radiuses of streets and turnarounds.	<input type="checkbox"/>	
If applicable, the preliminary plat shall be accompanied by:	<input type="checkbox"/>	
1. Adequate public facilities determination of adequacy report in accordance with Chapter 14.04.	<input type="checkbox"/>	
2. Forest stand delineation and forest conservation plans in accordance with Chapter 16.44.	<input type="checkbox"/>	
3. Maximum density and/or unit yield plan in accordance with Title 17, showing the total acreage of the tract and constrained land area, with detailed supporting calculations.	<input type="checkbox"/>	
4. Community association document, also known as a homeowner's association document or a condominium association document, shall be provided for all subdivision applications which propose lands or facilities to be used or owned in common by all the residents of that subdivision and not deeded to the municipality. The elements of this document shall be in accordance with Town Code §16.24.020.C.4.	<input type="checkbox"/>	

Additional Comments: _____
