



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

Sketch Plat Checklist

The following information shall be included as part of the sketch 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 page 2 if needed)
Submit 10 copies of the plat, one application form, fee(s), and an electronic copy of plat & all documents (PDF).	<input type="checkbox"/>	
Narrative describing the following items:	<input type="checkbox"/>	
A. Purpose & scope of the subdivision or improvement.	<input type="checkbox"/>	
B. Existing land use patterns & conditions of subject tract area and contiguous parcels.	<input type="checkbox"/>	
C. Major development feature(s).	<input type="checkbox"/>	
D. Provisions for water supply & sewage disposal.	<input type="checkbox"/>	
E. Historical sites.	<input type="checkbox"/>	
Location map, minimum scale of 1" = 2,000', showing the proposed subdivision or improvement's location with respect to the existing community facilities, local street systems, and municipal boundaries.	<input type="checkbox"/>	
Sheet size of 24" by 36".	<input type="checkbox"/>	
Scale of 10', 20', 30', 40', or 50' to 1"	<input type="checkbox"/>	
Name and address of developer and/or owner, name of municipality, proposed name of the development, north arrow, and date.	<input type="checkbox"/>	
Tract boundaries.	<input type="checkbox"/>	
Number of acres in tract, average lot size, approximate number of lots, and anticipated type of development.	<input type="checkbox"/>	
Existing and proposed streets, highways, rights-of-way, sewers, water mains, fire hydrants, and storm sewers.	<input type="checkbox"/>	

