

AMENDED PLAT REVIEW TRANSMITTAL

Directions for Use

This form shall be used when submitting paper copies of proposed amended plats to the Bureau of Development Review for distribution to the review agencies. **Please fill out a transmittal for each agency.** Attach applicable transmittals to the appropriate number of plans and supporting data. Fold each set of plans to a **maximum size of 8½ X 11 inches.** File all plans, transmittals, fees, etc., with the Bureau of Development Review at the County Office Building, 225 North Center Street, Westminster, Maryland 21157. The Bureau of Development Review will be responsible for distributing all plans to the agencies according to the information provided on the transmittals. Be sure the project name is the same as printed on the plan. Be sure to call the Bureau of Development Review for a County file number if one has not been assigned.

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

Check Type of Submittal: Initial Submittal Revised Plans Information Only

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Development Review	2		Zoning Administrator	1
	Water Resource Management	1		Fire Protection Engineer	1
	Stormwater Management	1		Parks and Recreation	1
	Floodplain	1		Facilities (if open space and/or SWM parcel is deeded to the County)	1
	Landscape/Forest Conservation	1		Health Department	2
	Grading and Sediment Control	1		State Highway Admin.	1/5**
	Comprehensive Planner	1		City or Town of	2
	Soil Conservation	1		BGE/Allegheny Power (circle one)	1*
	Utilities	1		Verizon	1*
	Roads Operations/Traffic	1		Board of Education	1*
	Engineering Review	1		Fire Chief	1
				Other	1

TO ALL REVIEW AGENCIES:

Please review the enclosed Amended Plat and any accompanying data. Please forward correspondence requesting additional revisions or statement that all comments have been addressed. Comments should be sent to the Owner/Developer, Surveyor/Engineer, municipality (if applicable), and the Bureau of Development Review.

***To be determined at pre-application meeting. **If the subject is located on a State road or is involved with a State Highway Administration project, five sets of plans are required.**