

TOWN OF MANCHESTER – PLAN REVIEW TRANSMITTAL

Directions for Use

Note: This form shall be used when submitting plans to the Town of Manchester for distribution to review agencies. Please 1) **Fill out the transmittal placing a checkmark next to each agency to review plans.** 2) **Make one copy of completed transmittal for each agency and attach the number of plans required by the agency (fold plans to a size no longer than 8.5x11").** 3) **Highlight the name of the agency receiving each set on the transmittal.** 4) **File Town plans, transmittals, fees etc. at Manchester Town Office, 3208 York Street, Manchester, Maryland, MD 21102.** 5) **File County plans, transmittals, fees etc. at County Office Building, 225 N. Center Street, Room 201, Westminster, MD 21157.**

DATE: _____

COUNTY FILE #: _____

PROJECT NAME: _____

SURVEYOR: _____

TYPE OF SUBMITTAL: SITE PLAN:

- ___ Concept Plan (rev. date _____)
- ___ Site Plan (rev. date _____)
- ___ Other

SUBDIVISION PLAN:

- ___ Concept Plan (rev. date _____)
- ___ Preliminary Plan (rev. date _____)
- ___ Final Plat (rev. date _____)

TOWN OF MANCHESTER (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Town Administrator	1		Planning Commission	6
	Zoning Administrator	1		Manchester Police Department	1
	Director of Public Works	1		File	1

CARROLL COUNTY (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Development Review	2		Soil Conservation District	1
	Water Resource Management	1		Health Department	2
	Stormwater Management	1		State Highway Administration	1/5*
	Floodplain	1		BGE	1
	Landscape/Forest Conserv.	1		Verizon (final only)	1
	Environmental Inspection Services Division	1		Design Review Committee (site plans only)	6
	Comprehensive Planner	1		Public (TRC)	5
	Site Compliance Inspection	1		Board of Education	1
	Engineering Review	1		Other (specify):	
	Fire Protection Engineer	1			

*** If subject property is located on a State road or is involved with a State Highway Administration project, five sets of plans and supporting data are required.**

Technical Review Committee Meeting:

(For Office Use Only)

All Review Agencies: Please review the attached plans and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, Town of Manchester and Carroll County Bureau of Development Review.