

TOWN OF MOUNT AIRY – PLAN REVIEW TRANSMITTAL

Directions for Use

Note: This form shall be used when submitting plans to the Town of Mount Airy Planning Department 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 all plans, transmittals, Town fees etc. at the Mount Airy Town Hall, 110 South Main Street, Maryland, MD 21771**, 5) **Once plans are accepted by the Town, the developer may deliver plans to the county and pay the county review fees.**

DATE: _____ COUNTY FILE #: _____

PROJECT NAME: _____

SURVEYOR: _____

<p>TYPE OF SUBMITTAL: SITE PLAN:</p> <p>____ Concept Plan, (rev. date _____)</p> <p>____ Site Plan, (rev. date _____)</p> <p>____ Other _____</p>	<p>SUBDIVISION PLAN:</p> <p>____ Concept Plan, (rev. date _____)</p> <p>____ Preliminary Plan, (rev. date _____)</p> <p>____ Final Plat, (rev. date _____)</p> <p>____ Improvement Plans, (rev. date _____)</p> <p>____ Other _____</p>
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TOWN OF MOUNT AIRY (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Town Planner	2		Town Council, Parks & Recreation	1
	Town Engineer	1		Mt. Airy Vol. Fire Company	1
	Zoning Administrator	1		Planning Commission	8
	Mayor	1		MDP-Regional Planner	1
	Town Water/Sewer Dept.	1		Town Council, Water/Sewer	1
	Town Council, Streets/Roads	1		Other (specify)	

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		Fire Protection Engineer	1
	Water Resource Management	1		Soil Conservation District	1
	Stormwater Management	1		Health Department	2
	Floodplain	1		State Highway Administration	1/5**
	Landscape/Forest Conservation	1		Board of Education – Facilities Planner	1
	Environmental Inspection Services	1		Allegheny Power	1
	Comprehensive Planner	1		BGE	1
	Engineering Review	1		Verizon (final only)	1
	Site Compliance Inspection	1		Other (specify)	
	Design Review Committee (site plans only)	6			

**** 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.**

FREDERICK COUNTY (Applies to projects only on Frederick County side of Town):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Planning Department	1		Board of Education – Facilities Planner	1
	Health Department	1			

Technical Review Committee Meeting:	(For Office Use Only)
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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 Mt. Airy, and Carroll County Bureau of Development Review.