

**CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW
OFF-CONVEYANCE SUBMITTAL CHECKLIST AND REVIEW FEE SHEET**

An off-conveyance submittal shall include all items as specified in Section 103-7 of the *Code of Public Local Laws and Ordinances of Carroll County, Maryland*. The following is an abridged list of specified items and is provided for the applicant's use in preparing a submittal. Check off all items completed and return with submittal.

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED

Owner's Name: _____

- ____ 1. Completed off-conveyance application signed by an attorney.
- ____ 2. Attorney's opinion.
- ____ 3. Sight distance certification or waiver approved.
- ____ 4. Six copies of plan; plans should include all details as specified by the current off-conveyance/accessory dwelling requirements checklist. Plan prepared by engineer/surveyor.
- ____ 5. Copy of current title deed and certificate of title.
- ____ 6. Copy of title deed history as of April 23, 1963.
- ____ 7. Check made payable to the **Commissioners of Carroll County** for review fees.
- ____ 8. Copy of approved Environmental Site Delineation (ESD) letter.
- ____ 9. Copy of road deed (if required).

REVIEW FEES

Concurrency Management Fee = \$97 x _____ (# of lots) = \$ _____

Application Fee = \$ 100

Stormwater Management Fee = \$125 x _____ (# of lots) = \$ _____

Floodplain Review Fee (if applicable) = \$ _____

A. Unmapped "County" Floodplains

- a. No impact to floodplain or setback (\$500)
- b. Impacted floodplain or setback (\$1,000)

B. Mapped "FEMA" Floodplain

- a. Previously mapped, accuracy confirmed by County(no charge)
- b. All other FEMA Floodplains (\$4,000)

TOTAL = \$ _____

Write this amount on the Review Fee Deposit Form on the line referring to Bureau of Development Review Fees for Project 0145 - Object 462623. Follow directions on that form for deposit.

County Receipt Number _____