

**CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW
PRE-SUBMITTAL CONFERENCE FORM**

A scaled plan/sketch of the proposed project must be submitted with this form.

A. MEETING INFORMATION - TO BE COMPLETED BY BDR STAFF	
Conference Date & Time:	County Project Manager:
Meeting Location:	County File Number:
In Attendance:	
B. PROJECT INFORMATION - TO BE COMPLETED BY SURVEYOR/ENGINEER	
Project Name:	
Project Type (Check One): <input type="checkbox"/> Subdivision <input type="checkbox"/> Amended Plat <input type="checkbox"/> Site Plan	
Project Location:	Municipality:
Election District: Tax Map:	Block: Parcel:
Property Zoning:	
Property Owner Name & Phone Number:	
Address:	
Developer Name & Phone Number:	
Address:	
Surveyor/Engineer Name & Phone Number:	
Address:	
C. SUBDIVISION INFORMATION - TO BE COMPLETED BY BDR STAFF	
Number of Proposed Lots:	
Property History/Off-Conveyances:	
Access:	
Planned Major Streets:	
Water/Sewer:	
Concurrency Management:	TRC/Public Involvement:
Notes:	
D. SITE PLAN INFORMATION - TO BE COMPLETED BY BDR STAFF	
Proposed Development:	
Access:	
Planned Major Streets:	
Water/Sewer:	
Building Elevations:	
Signage:	Lighting:
Board of Zoning Appeals:	TRC/Public Involvement:
Notes:	

*The Pre-Submittal Conference is for informational purposes only and in no way constitutes plan approval.
Pre-Submittal Conference is valid for six (6) months only. Revised 5-18-11*