

LANDSCAPE AGREEMENT PROCESS

Note: A Landscape Agreement is only used when no other items are to be covered under a Public Works Agreement.

1. The applicant submits a completed Landscape Agreement Questionnaire along with a Landscaping Contract and Contract Clause or Estimate, copy of Final Subdivision Plat and approved Landscaping Plan, or copy of Final Site Development Plan, and Legal Document Preparation Fees to the Bureau of Development Review, Room 201, Carroll County Office Building, 225 North Center Street, Westminster, MD 21157.
2. The Bureau of Development Review checks the package for completeness. The package is released to Landscape and Forest Conservation - Bureau of Resource Management to determine bond amount, calculate inspection fee and then forwards the package back to the Bureau of Development Review. The Bureau of Development Review checks calculations, makes appropriate number of copies, and releases package to the County Attorney's Office for document preparation.
3. The County Attorney's Office prepares the Landscape Agreement and forwards it to the owner. The owner is advised of the bond amount, inspection fees, and other applicable fees.
4. The owner returns the executed legal documents, bond and other fees to the County Attorney's Office.
5. The County Attorney's Office reviews and approves the executed documents, bond, and fees. The approved documents are presented to the County Commissioners' agent for signature.
6. The County Attorney's Office notifies the Bureau of Development Review when all legal documents have been executed and all applicable fees have been collected.
7. The Bureau of Development Review will forward Final Plats or Site Development Plans to the Planning Commission for signature approval upon receiving notification from the County Attorney's Office. Final Plats and applicable legal documents will then be recorded in the Land Records. The Bureau of Development Review will also sign and forward *pending Site Development Plan Building Permits* to the Bureau of Permits and Inspections.