

## SITE DEVELOPMENT PLAN REVIEW TRANSMITTAL

### Directions for Use

This form shall be used when submitting site development plans to the Bureau of Development Review for distribution to the review agencies. **Please complete a transmittal for each agency.** Attach applicable transmittal to the appropriate number of plans and any supporting data. Fold each set of plans to a **maximum size of 8 ½ x 11 inches.** Submit all plans to the Bureau of Development Review at the Carroll County Office Building, 225 North Center Street, Westminster, Maryland 21157. The Bureau of Development Review is responsible for distributing all plans to the agencies according to the information provided on the transmittal. The County file number assigned at the pre-submittal conference must be noted on this form and all sheets of the site plan submittal.

Date: \_\_\_\_\_ County File Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Type of Plan:  Concept                       Final                       Revised

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Development Review	2		Zoning Administration	1
	Water Resource Management	1		Site Compliance Inspector	1
	Stormwater Management	1		Fire Protection Engineer	1
	Floodplain	1		Soil Conservation	1
	Landscape/Forest Conservation	1		Health Department	2
	Environmental Inspection Services Division	1		State Highway Administration	1/5*
	Engineering Review	1		City or Town of	2
	Utilities	1		Fire Chief	1
	Roads Operations/Traffic	1		BGE/Allegheny Power	1
	Comprehensive Planning (concept only)	1		Verizon (final only)	1
	Design Review Committee	6		Public (TRC)	5

**All Review Agencies:** Please review the attached site development plan and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, municipality (if applicable) and the Bureau of Development Review.

\* If the 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.

<b>Technical Review Committee Meeting:</b>	<b>(For Office Use Only)</b>
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Carroll County Bureau of Development Review  
225 North Center Street, Westminster, Maryland 21157  
Phone: 410-386-2145 Toll Free: 1-888-302-8978 Fax: 410-386-2120