

CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW

SUBDIVISION PLAN SUBMITTAL CHECKLIST

The following information is required in order for the Bureau of Development Review to process a subdivision plan for approval by the Carroll County Planning and Zoning Commission. Check all items completed and return with submittal.

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED.

Subdivision Name: _____ File Number: _____
(including section number)

- _____ 1. Pre-submittal conference held on _____ with _____.
- _____ 2. Completed application.
- _____ 3. A check for all review fees along with computation sheets.
- _____ 4. Required number of copies of plans, supporting data, and transmittals. Plans shall include all details as specified by the applicable review agency's subdivision plan requirements checklist. Where applicable, plans shall include details as specified by the checklist for contract drawings for new roads and improvements to existing roads.
- _____ 5. Copy of current title deed, any approved off-conveyances, and certificate of title.
(Not applicable to final plan submittals.)
- _____ 6. Deed history. (Not applicable to final plan submittals.)
- _____ 7. A list of adjoining property owners' names and addresses for notification of public involvement at Subdivision Advisory Committee meeting. Provide 10 sets of plans for public. (Not applicable to final plan submittals.)
- _____ 8. Three copies of a hydrogeologic study or a letter from the Health Department stating that a hydrogeologic study is not required. (Not applicable to final plan submittals.)
- _____ 9. Stormwater management analysis with computation, requests for variance, or letter of exemption.
- _____ 10. Signed Forest Conservation exemption letter from the Division of Landscape and Forest Conservation **OR** two copies of the Forest Conservation Plan and a copy of the Division of Landscape and Forest Conservation's approval letter for the Forest Stand Delineation. (Not applicable to final plan submittals.)
- _____ 11. Traffic study if required.
- _____ 12. Concurrency management application.