

## SUBDIVISION PLAN REVIEW TRANSMITTAL

Check one: Minor \_\_\_\_\_ Major Concept \_\_\_\_\_ Major Preliminary \_\_\_\_\_ Final Plan \_\_\_\_\_

### Directions for Use

This form shall be used when submitting subdivision 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 8½ 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 subdivision plan submittal.

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

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

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

Type of Submittal:                     Initial                     Revised

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Development Review	2		Parks and Recreation	1
	Water Resource Management	1		Fire Protection Engineer	1
	Stormwater Management	1		Soil Conservation	1
	Floodplain	1		Health Department	2
	Landscape/Forest Conservation	1		State Highway Admin.	1/5*
	Environmental Inspection Services Division	1		City or Town of	2
	Engineering Review	1		Fire Chief	1
	Utilities	1		Board of Education	1
	Roads Operations/Traffic	1		BGE/Allegheny Power	1
	Facilities (if open space and/or SWM parcel is deeded to the County)	1		Verizon (final only)	1
	Site Compliance Inspector	1			
	Zoning Administration	1		TRC (concept & prelim. only)	5

**All Review Agencies:** Please review the attached subdivision 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 property is located on a State road or is involved with a State Highway Administration project, five sets of plans are required.

**Technical Review Committee Meeting:**

**(For Office Use Only)**

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