

CITY OF TANEYTOWN – PLAN REVIEW TRANSMITTAL

Directions for Use

Note: This form shall be used when submitting plans to the City of Taneytown Planning Department for distribution to review agencies. Please 1) **Fill out the transmittal placing a checkmark next to each agency to review plans**, 2) **Make one copy of completed transmittal for each agency and attach the number of plans required by the agency, (fold plans to a size no larger than 8.5x11")**, 3) **Highlight the name of the agency receiving each set on the transmittal**, 4) **File all plans, transmittal, fees etc. for the City of Taneytown at 17 East Baltimore Street, Taneytown, MD.** 5) **File all plans, transmittal, fees etc. for Carroll County at 225 North Center Street, Westminster, MD, Room 204.**

DATE: _____ COUNTY FILE #: _____

PROJECT NAME: _____

SURVEYOR: _____

TYPE OF SUBMITTAL: SITE PLAN:	SUBDIVISION PLAN:
___ Concept Plan, (rev. date _____)	___ Concept Plan, (rev. date _____)
___ Site Plan, (rev. date _____)	___ Preliminary Plan, (rev. date _____)
___ Other	___ Final Plat, (rev. date _____)

CITY OF TANEYTOWN (Applies to all plans):

Check One	City Review Agency	#Plans w/Supporting Data	Check One	City Review Agency	# Plans w/Supporting Data
	City Manager	1		Mayor	1
	City Engineer	1		Planning Commission	6
	Zoning Administrator	1		Taneytown Fire Dept.	1

CARROLL COUNTY (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Development Review	2		Fire Protection Engineer	1
	Water Resource Management	1		Soil Conservation District	1
	Floodplain	1		Health Department	2
	Landscape/Forest Conservation	1		State Highway Administration	1/5**
	Environmental Inspection Services Division	1		Allegheny Power	1
	Comprehensive Planner	1		Verizon (final only)	1
	Site Compliance Inspection	1		Board of Education – Facilities Planner	1
	Engineering Review	1		Design Review Committee (site plans only)	6

**** If 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.**

All Review Agencies: Please review the attached plans and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, City of Taneytown, and the Carroll County Bureau of Development Review.