

CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW

OFF-CONVEYANCE SUBMITTAL CHECKLIST AND REVIEW FEE SHEET

An off-conveyance submittal shall include all items as specified in Section 103-7 of the Code of Public Local Laws and Ordinances of Carroll County, Maryland. The following is an abridged listing of specified items and is provided for the applicant's use in preparing a submittal. Check off all items completed and return with submittal.

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED

Owner's Name: _____

- _____ 1. Completed off-conveyance application signed by an attorney.
- _____ 2. Attorney's opinion.
- _____ 3. Sight distance certification.
- _____ 4. Six copies of plan; plans should include all details as specified by the current off-conveyance/ accessory dwelling requirements checklist. Plan prepared by engineer/surveyor.
- _____ 5. Copy of current title deed.
- _____ 6. Copy of title deed history as of April 23, 1963.
- _____ 7. Check made payable to the **Commissioners of Carroll County** for review fees.
- _____ 8. Copy of approved Environmental Site Delineation letter.

REVIEW FEES

OFF-CONVEYANCE REVIEW FEE

Concurrency Management Fee = \$97 X _____ (**# of lots**) = \$ _____

Application Fee = **\$100**

TOTAL = \$ _____

County Receipt Number: _____

Write this amount on the Review Fee Deposit Form on the line referring to Bureau of Development Review Fees for Project 0145 - Object 462623. Follow directions on that sheet for deposit.

OFF-CONVEYANCE PLAN REVIEW TRANSMITTAL

Directions for Use

This form shall be used when submitting off-conveyance plans to the Bureau of Development Review for distribution to the review agencies. **Please fill out a transmittal for each agency.** Attach applicable transmittal to the appropriate number of plans and supporting data. Fold each set of plans to a **maximum size of 8½ X 11 inches**. File all plans, transmittals, fees, etc., with the Bureau of Development Review at the County Office Building, 225 North Center Street, Westminster, Maryland 21157. The Bureau of Development Review will be responsible for distributing all plans to the agencies according to the information provided on the transmittal. Be sure the project name is the same as printed on the plan.

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

Check Type of Submittal: Initial Submittal Revised Plans

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Development Review	3		Other	1 (if needed)
	Water Resource Management	1			
	Stormwater Management	1			
	Floodplain	1			
	Landscape/Forest Conservation	1			

TO ALL REVIEW AGENCIES:
 Please review the enclosed development plan and any accompanying data. Please forward correspondence requesting additional revisions or statement that all comments have been addressed. Comments should be sent to the Owner/Developer, Surveyor/Engineer, municipality (if applicable), and the Bureau of Development Review.

**CARROLL COUNTY PLANNING AND ZONING COMMISSION
APPLICATION FOR THE CREATION OF OFF-CONVEYANCE LOT(S)**

Please complete this form in its entirety and attach all other applicable information as required by Chapter 103.

A. Current Property Tax Map Reference: Map: _____ Block: _____ Parcel: _____
Tax Identification Number: _____

B. Current Property Owner: _____
Address: _____

C. Current Title Deed Reference: _____
(provide copy of deed)

D. Property Owner(s) on April 23, 1963: _____

E. April 23, 1963 Title Deed Reference: _____
(provide copy of deed)

F. Divisions Created from the Property Since April 23, 1963: (CODE: A = Off-conveyance B = Remainder)
(use additional sheet if necessary)

1. Date of Deed: _____ Deed Reference: _____ Code: _____
Acreage: _____ Tax Map/Block/Parcel: _____ / _____ / _____
Purpose: _____
Grantor: _____
Grantee: _____

2. Date of Deed: _____ Deed Reference: _____ Code: _____
Acreage: _____ Tax Map/Block/Parcel: _____ / _____ / _____
Purpose: _____
Grantor: _____
Grantee: _____

3. Date of Deed: _____ Deed Reference: _____ Code: _____
Acreage: _____ Tax Map/Block/Parcel: _____ / _____ / _____
Purpose: _____
Grantor: _____
Grantee: _____

G. Location:

1. ___ North ___ South ___ East ___ West side of: _____ Road

2. Election District: _____

H. Details of Lots to be Created for Which Approval is Desired:

	<u>Zoning</u>	<u>Proposed Width at Midpoint</u>	<u>Proposed Size (acreage/sf)</u>
Off-Conveyance	_____	_____	_____
Off-Conveyance	_____	_____	_____
Remainder	_____	_____	_____

I. Attorney's Certification: I accept full responsibility for and certify that the information provided herein is true and correct. I further understand that the said information provided herein, together with any applicable provision of State and County law, constitutes the basis upon which the Department of Planning may approve the proposed off-conveyance(s).

Attorney: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

J. Owner(s) Certification: I/We hereby certify that the information contained in this application is complete and accurate.

Owner(s) Signature/Date

Owner(s) Signature/Date

OFFICIAL USE ONLY

ZONING: _____ MAP NO.: _____ WATER: _____ SEWER: _____

AERIAL: _____ MIN. LOT AREA: _____ MIN. LOT WIDTH: _____

OTHER: _____

This office approves the transfer by metes and bounds description of the lot detailed above for the purpose(s) stated herein, subject to the Carroll County Zoning Ordinance.

- 1. This approval is contingent upon receipt by this office of a copy of the deed conveying all property of the owner between the center and thirty feet from the center line of _____ to the governmental entity which maintains the road for the full extent of the frontage of the off-conveyance.
- 2. _____

Approval of this application does not imply that such lot(s) has met or will meet Health Department standards and requirements for water and sewer or other applicable governmental requirements which must be obtained prior to the granting of a building permit.

Please mark your records accordingly in that any further subdivision may require preparation of a preliminary subdivision plan and approval of same by the Carroll County Planning and Zoning Commission pursuant to the Code of Public Local Laws and Ordinances of Carroll County.

Approved by: _____
Department of Planning Date

This approval expires: _____.

CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW

ACCESSORY DWELLING SUBMITTAL CHECKLIST AND REVIEW FEE SHEET

An accessory dwelling submittal shall include all items as specified in Section 103-8 of the Code of Public Local Laws and Ordinances of Carroll County, Maryland. The following is an abridged listing of specified items and is provided for the applicant's use in preparing a submittal. Check off all items completed and return with submittal.

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED

Owner's Name: _____

- _____ 1. Completed accessory dwelling application signed by an attorney.
- _____ 2. Attorney's opinion.
- _____ 3. Sight distance certification.
- _____ 4. Five copies of plan; plans should include all details as specified by the current off-conveyance/accessory dwelling requirements checklist.
- _____ 5. Copy of current title deed.
- _____ 6. Copy of title deed as of April 23, 1963.
- _____ 7. Check made payable to the Commissioners of Carroll County for review fees.
- _____ 8. Documentation dwelling existed prior to November 30, 2000.
- _____ 9. Health Department approval.

REVIEW FEES

ACCESSORY DWELLING REVIEW FEE = \$100.00 PER APPLICATION

County Receipt Number: _____

Write this amount on the Review Fee Deposit Form on the line referring to Bureau of Development Review Fees for Project 0145 - Object 462623. Follow directions on that sheet for deposit.

CARROLL COUNTY PLANNING AND ZONING COMMISSION

APPLICATION FOR THE CREATION OF DETACHED ACCESSORY DWELLING LOT

Please complete this form in its entirety and attach all other applicable information. An amended subdivision plat must be filed when the creation of a new lot containing an accessory dwelling is from a lot as shown on a previously recorded subdivision. Prior to Bureau of Development Review approval, the lots must meet all Maryland Department of Health and Mental Hygiene and Maryland Department of Environment Regulations.

A. Current Property Tax Map Reference: Map: _____ Block: _____ Parcel: _____

B. Current Property Owner: _____

Address: _____

Phone: _____

C. Current Title Deed Reference: _____
(provide copy of deed)

D. Property Owner(s) on April 23, 1963: _____

E. April 23, 1963 Title Deed Reference: _____
(provide copy of deed)

F. List All Divisions Created from the Property Since April 23, 1963:

1. Date of Deed: _____ Deed Reference: _____ Code: _____

Tax Map/Block/Parcel: _____ / _____ / _____

Grantor: _____

Grantee: _____

2. Date of Deed: _____ Deed Reference: _____ Code: _____

Tax Map/Block/Parcel: _____ / _____ / _____

Grantor: _____

Grantee: _____

3. Subdivision Name: _____ Plat Book Reference: _____

Tax Map/Block/Parcel: _____ / _____ / _____

Date Recorded: _____

USE ADDITIONAL SHEET IF NECESSARY

G. Location:

1. Road: _____ 2. Election District: _____

H. Details of Lot to be Created for Which Approval is Desired:

	<u>Zoning</u>	<u>Width at Midpoint</u>	<u>Size (acreage)</u>
Detached Accessory Dwelling lot	_____	_____	_____
Remainder	_____	_____	_____

I. Attorney's Certification:

I accept full responsibility for and certify that the information provided herein is true and correct. I further understand that the said information provided herein, together with any applicable provision of State and County law, constitutes the basis upon which the Bureau of Development Review may approve the proposed accessory dwelling lot.

Attorney: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

OFFICIAL USE ONLY

ZONING: _____ MAP NO.: _____ WATER: _____ SEWER: _____

AERIAL: _____ MIN. LOT AREA: _____ MIN. LOT WIDTH: _____

HEALTH DEPARTMENT APPROVAL: _____

OTHER: _____

This office approves the transfer by metes and bounds description of the lot detailed above for the purpose(s) stated herein, subject to the Carroll County Zoning Ordinance.

1. This approval is contingent upon receipt by this office of a copy of the deed conveying all property of the owner between the center and thirty feet from the center line of _____ to the governmental entity which maintains the road for the full extent of the frontage of the accessory dwelling lot.

2. _____

Please mark your records accordingly in that any further subdivision may require preparation of a preliminary subdivision plan and approval of same by the Carroll County Planning and Zoning Commission pursuant to the Subdivision Regulations of Carroll County.

Approved by: _____
Bureau of Development Review Date

OFF-CONVEYANCE/ACCESSORY DWELLING REQUIREMENTS CHECKLIST

A. Title Block (located in lower right corner of plan):

- _____ 1. Development name.
- _____ 2. State, County, Election District.
- _____ 3. Scale at 1" = 20' to 1" = 100'; plan must be clear and legible.
- _____ 4. Date of plan with subsequent revision dates as accomplished.
- _____ 5. Property tax map reference by map, block, and parcel number.
- _____ 6. Owner's name and address.
- _____ 7. Developer's name, address, and phone number.
- _____ 8. Surveyor's name, address, and phone number.

B. Data Block:

- _____ 1. Zoning district(s).
- _____ 2. Soil classification map number.
- _____ 3. Number of lots proposed.
- _____ 4. Total area of property.

C. Individual items or statements to be included on the plan (18" X 24" minimum size):

- _____ 1. Title reference: owner, deed reference, and scale.
- _____ 2. Vicinity map: Preferable scale 1" = 1 mile or 1" = 2000'. Located in upper right corner of plan, with property outline noted.
- _____ 3. North point of plan and vicinity map, oriented to top of plan.
- _____ 4. Proposed property lines and acreage of lot.
- _____ 5. Show soil boundaries and symbols as found in the Soil Survey of Carroll County, Maryland.
- _____ 6. Location and distance to the nearest existing or proposed water supply, reservoir, stream, and intake facilities.
- _____ 7. One hundred year floodplain from all streams.
- _____ 8. Delineate non-tidal wetlands.
- _____ 9. Identify overhead and underground gas, electric, and telephone transmission lines, pipes, and/or poles by ownership and number.
- _____ 10. Bearings and distances of perimeter of plan (may be from deed description).

- _____ 11. Show all existing easements and right(s)-of-way. Indicate any proposed easements, i.e., water resources, floodplain, stormwater, etc.
- _____ 12. Show existing natural features, i.e., sinkholes, springheads, ponds, rock outcrops.
- _____ 13. Show existing and proposed structures and distances to property lines.
- _____ 14. Wooded areas, outlined.
- _____ 15. Contours, five foot interval by field run survey or aerial photogrammetrics, and so noted on the plan.
- _____ 16. Slopes of 25 percent or greater, outlined and shaded. Slopes 15-25 percent outlined and shaded differently.
- _____ 17. In the "Agricultural" district, all plans must show the outline of the total tract at a scale so as to be accurate and legible. The "remainder" shall be so labeled and the acreage of the remainder shown.
- _____ 18. Zoning district boundary lines and acreage breakdown.
- _____ 19. Show all existing or proposed structures on adjoining properties which are located within 100 feet of the boundaries of the proposed division.
- _____ 20. Show adjacent property names and addresses on plan.
- _____ 21. Show how stormwater management is provided.
- _____ 22. Show and label all existing and proposed wells and septic areas on adjoining properties within 100 feet of the boundaries of the proposed division.
- _____ 23. Board of Zoning Appeals case number and decision noted, if applicable.
- _____ 24. All minimum front, rear, and side building setback lines (building envelope) dimensioned and labeled on every lot.
- _____ 25. All proposed grading.
- _____ 26. Location of all existing and proposed driveways.
- _____ 27. All items as may be required by review agencies.

D. Supporting Data:

- _____ 1. Copy of Forest Stand Delineation Plan/Environmental Site Delineation Plan.

CARROLL COUNTY PLANNING AND ZONING COMMISSION

SUBDIVISION APPLICATION

To be completed and submitted to the Carroll County Bureau of Development Review at the County Office Building, 225 North Center Street, Westminster, Maryland, 21157. **If ownership changes during the development review process, a new application will be required.**

1. Subdivision Name: _____ File Number: _____

Check one: Minor Major Concept Major Preliminary Final

2. Property Tax Account Numbers: _____

3. Title Information:

A. Current Deed Reference: Liber: _____ Folio: _____ Date: _____

B. Acreage of Current Deed: _____ Acreage of Plan: _____

C. Acreage of Remaining Portion: _____

4. Location Information: ___ North ___ South ___ East ___ West

Side of (road name): _____

Community Planning Area: _____

Nearest Intersecting Road: _____ Distance: _____

Election District No.: _____ Tax Map/Block/Parcel: _____ / _____ / _____
(as shown on tax records)

5. Existing Zoning Districts with Map Numbers: _____

6. Planned Use: ___ Residential ___ Commercial ___ Industrial ___ Other _____

7. Number of Lots: _____ Number of New Dwelling Units: _____

Number of: _____ Single-family _____ Two-family _____ Townhouse _____ Apartments

8. Water: ___ Public ___ Private Sewer: ___ Public ___ Private

9. Owner: _____ Phone: _____

Address: _____

10. Developer: _____ Phone: _____

Address: _____

11. Surveyor: _____ Phone: _____

Address: _____

Subdivision Name: _____ File Number: _____

Owner/Developer and Surveyor Certification: I HEREBY CERTIFY THAT THE INFORMATION SHOWN HEREON IS COMPLETE AND CORRECT AND THAT THE ATTACHED SUBMITTAL CONTAINS ALL THE REQUIRED INFORMATION SPECIFIED ON THE SUBDIVISION PLAN SUBMITTAL CHECKLIST.

Owner(s) signature(s) Date

Developer(s) signature(s) Date

Surveyor's signature Date

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.

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 fill out a transmittal for each agency.** Attach applicable transmittal to the appropriate number of plans and supporting data. Fold each set of plans to a **maximum size of 8½ X 11 inches.** File all plans, transmittals, fees, etc., with the Bureau of Development Review at the County Office Building, 225 North Center Street, Westminster, Maryland 21157. The Bureau of Development Review will be responsible for distributing all plans to the agencies according to the information provided on the transmittal. Be sure the project name is the same as printed on the plan and to use the County file number assigned at the pre-submittal conference. Be sure to call the Bureau of Development Review for a County plan file number if one has not been assigned.

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

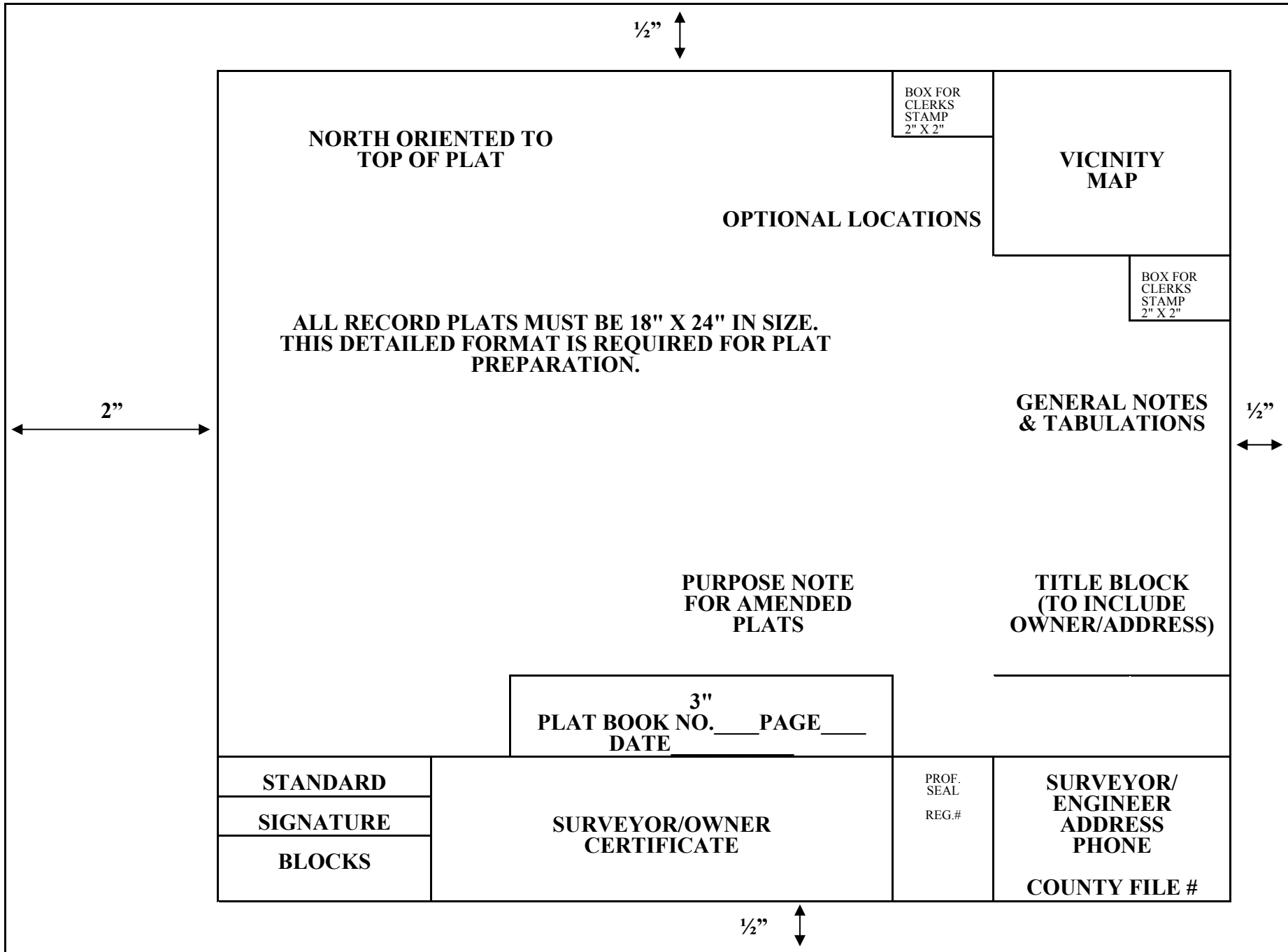
Check Type of Submittal: Initial Submittal Revised Plans Information Only

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Development Review	2		Zoning Administrator	1
	Water Resource Management	1		Fire Protection Engineer	1
	Stormwater Management	1		Parks and Recreation	1
	Floodplain	1		Facilities (if open space and/or SWM parcel is deeded to the County)	1
	Landscape/Forest Conservation	1		Health Department	2
	Grading and Sediment Control	1		State Highway Admin.	1/5**
	Comprehensive Planner	1		City or Town of	2
	Soil Conservation	1		BGE/Allegheny Power (circle one)	1*
	Utilities	1		Verizon	1*
	Roads Operations/Traffic	1		Board of Education	1
	Engineering Review	1		Fire Chief	1
				Other	1

TO ALL REVIEW AGENCIES:
Please review the enclosed development plan and any accompanying data. Please forward correspondence requesting additional revisions or statement that all comments have been addressed. Comments should be sent to the Owner/Developer, Surveyor/Engineer, municipality (if applicable), and the Bureau of Development Review.

*Not to be submitted with final plans. **If the subject is located on a State road or is involved with a State Highway Administration project, five sets of plans are required.

Subdivision Advisory Committee Meeting: (For Office Use Only)



STANDARD RECORD PLAT FORMAT

**FINAL PLAT SIGNATURE BLOCKS
FOR ALL MINOR AND MAJOR SUBDIVISIONS
IN COUNTY**

CARROLL COUNTY PLANNING AND ZONING COMMISSION
DATE _____
BY _____

CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS BUREAU OF UTILITIES
DATE _____
BY _____

FOR PRIVATE WELLS AND SEPTIC
SYSTEMS*

CARROLL COUNTY HEALTH DEPARTMENT
DATE _____
BY _____

FOR PUBLIC WATER AND/OR
SEWERAGE SYSTEMS*

CARROLL COUNTY HEALTH DEPARTMENT
DATE _____
BY _____
COMMUNITY WATER AND/OR SEWERAGE SYSTEMS ARE IN CONFORMANCE WITH THE CARROLL COUNTY MASTER PLAN FOR WATER AND SEWER (YEAR OF MASTER PLAN)
MARYLAND DEPARTMENT OF THE ENVIRONMENT
*WATER PERMIT NO. _____ ISSUED _____
*SEWER PERMIT NO. _____ ISSUED _____

*OMIT ONE OR THE OTHER IF NOT APPLICABLE

**OWNER/SURVEYOR
CERTIFICATE FOR ALL PLATS**

CERTIFICATE

THE OWNER(S), TO THE BEST OF HIS (THEIR) KNOWLEDGE, AND THE SURVEYOR DO HEREBY CERTIFY THAT THE LAND SHOWN HEREON HAS BEEN LAID OUT AND THE PLAT PREPARED IN COMPLIANCE WITH SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED, PERTAINING TO THE PREPARATION OF RECORD PLATS.

OWNER(S) SIGNATURE

DATE

SURVEYOR'S SIGNATURE & REGISTRATION NO.

DATE

NOTICE TO SURVEYORS:

If public water and/or sewerage facilities are available to the site, the following statement is to be added at the end of the certificate. (Eliminate reference to one or the other if required.)

COMMUNITY WATER AND SEWERAGE FACILITIES WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE.

CONCEPT PLAN REQUIREMENTS CHECKLIST

A. Title Block (located in lower right corner of plan):

- _____ 1. Proposed subdivision name (approved by the Bureau of Development Review prior to submission; not to be changed during process).
- _____ 2. State, County, Election District.
- _____ 3. Scale at 1" = 20' to 1" = 100'; plan must be clear and legible.
- _____ 4. Date of plan with subsequent revision dates as accomplished.
- _____ 5. Property tax map reference by map, block, and parcel number.
- _____ 6. County file number.
- _____ 7. Owner's name and address.
- _____ 8. Developer's name, address, and phone number.
- _____ 9. Surveyor's name, address, and phone number.

B. Data Block:

- _____ 1. Zoning district(s).
- _____ 2. Soil classification map number.
- _____ 3. Number of lots proposed.
- _____ 4. Total area of subdivision.
- _____ 5. Breakdown of dwelling units by type:
Single-family _____ Two-family _____ Multi-family _____

C. Individual items or statements to be included on the plan:

- _____ 1. Vicinity map: Preferable scale 1" = 1 mile or 1" = 2000'. Located in upper right corner of plan, with property outline noted.
- _____ 2. North point of plan and vicinity map, oriented to top of plan.
- _____ 3. Show soil boundaries and symbols as found in the Soil Survey of Carroll County, Maryland.
- _____ 4. Location and distance to the nearest existing or proposed water supply, reservoir, stream, and intake facilities.
- _____ 5. One hundred year floodplain from all streams.
- _____ 6. Delineate non-tidal wetlands.

- _____ 7. Identify overhead and underground gas, electric, and telephone transmission lines, pipes, and/or poles by ownership and number.
- _____ 8. Bearings and distances of perimeter of plan (may be from deed description).
- _____ 9. Show and identify all existing and proposed streets.
- _____ 10. Existing easements and right(s)-of-way.
- _____ 11. Show existing natural features, i.e., sinkholes, springheads, ponds, rock outcrops.
- _____ 12. Wooded areas, outlined.
- _____ 13. Contours, five foot interval by field run survey or aerial photogrammetrics, and so noted on the plan.
- _____ 14. Slopes of 25 percent or greater, and 15 to 25 percent, outlined and shaded.
- _____ 15. In the "Agricultural" district, all plans must show the outline of the total tract at a scale so as to be accurate and legible. The "remaining portion" shall be so labeled and the acreage of the remaining portion shown.
- _____ 16. Location of any areas required for reservation or conveyance for major roads or other public use such as open space, schools, cemeteries, etc.
- _____ 17. Zoning district boundary lines and acreage breakdown.
- _____ 18. Show all existing or proposed structures on adjoining properties which are located within 100 feet of the boundaries of the proposed subdivision.
- _____ 19. Show adjacent property addresses on plan.
- _____ 20. In the "Conservation" district, a conventional plan is required to show all viable lots at the three acre minimum size. Plan must be at same scale as the subdivision plan.
- _____ 21. Nearest existing fire hydrant or water supply used for fire protection.
- _____ 22. All items as may be required by review agencies.

D. Supporting Data:

- _____ 1. Copy of Forest Stand Delineation Plan.

PRELIMINARY SUBDIVISION CHECKLIST REQUIREMENTS

A. Title Block (located in lower right corner of plan):

- _____ 1. Proposed subdivision name (approved by the Bureau of Development Review prior to submission; not to be changed during process).
- _____ 2. Surveyor or engineer and seal.
- _____ 3. Election district by number.
- _____ 4. County and State.
- _____ 5. Scale - 1" = 20' to 1" = 100", plan must be clear and legible.
- _____ 6. Date of plan with subsequent revision dates.
- _____ 7. Property tax map reference by map, block, and parcel number.
- _____ 8. County file number.
- _____ 9. Owner's name, address, and phone number.
- _____ 10. Developer's name, address, and phone number.

B. Data Block:

- _____ 1. Zoning district(s).
- _____ 2. Soil classification map number.
- _____ 3. Name and length of new roads.
- _____ 4. Number of lots.
- _____ 5. Total area of lots.
- _____ 6. Total area of other parcels.
- _____ 7. Total area of subdivision.
- _____ 8. Breakdown of dwelling units by type:
Single-family: _____ Two-family: _____ Multi-family: _____

C. Individual items or statements to be included on the plan:

(All notes must be numbered and placed in a central location.)

- _____ 1. Title reference: owner, deed reference, and date.
- _____ 2. Vicinity map: Preferable scale 1" = 1 mile or 1" = 2000'. Located in upper right corner of plan with property outline noted.
- _____ 3. North point of plan and vicinity map, oriented to top of plan.
- _____ 4. Coordinates for preliminary subdivision plans and supporting plans shall be based on the Maryland Coordinate System, North American Datum of 1983 (NAD83).

- _____ 5. Elevations and topography for preliminary subdivision plans and supporting plans shall be based on the North American Vertical Datum of 1988 (NAVD88).
- _____ 6. Coordinate and elevation values shall be provided in feet.
- _____ 7. One or more corners accurately tied by bearing and distance to a monument of the Carroll County Control System.
- _____ 8. Four Maryland Coordinate System tick marks.
- _____ 9. Show soil boundaries and symbols as found in the Soil Survey of Carroll County, Maryland.
- _____ 10. Location and distance to the nearest existing or proposed water supply, reservoir, stream, and intake facilities.
- _____ 11. One hundred year floodplain.
- _____ 12. Delineate non-tidal wetlands.
- _____ 13. Identify overhead and underground gas, electric, and telephone transmission lines, pipes, and/or poles by ownership and number.
- _____ 14. Bearings and distances of property boundary.
- _____ 15. Show and identify all existing and proposed streets along with right-of-way and paving widths.
- _____ 16. Show and identify stormwater management facilities, both temporary and permanent.
- _____ 17. Lot layout - if cluster subdivision, provide conventional layout.
- _____ 18. Consecutive lot, tract, parcel, and section numbers (no block identification).
- _____ 19. Easements and right(s)-of-way, existing or proposed.
- _____ 20. Wooded areas, outlined, labeled.
- _____ 21. Contours, two-foot intervals by field run survey or aerial photogrammetrics, and noted on the plan.
- _____ 22. Slopes of 25 percent or greater, and 15 to 25 percent, outlined, shaded, and labeled.
- _____ 23. In the "Agricultural" district, all plans must show the outline of the total tract and identify all parcels that make up the tract at a scale to be accurate and legible. The "remaining portion" shall be labeled and the acreage of the remaining portion shown.
- _____ 24. Lot yield sketch and tabulation for agricultural zoned properties.
- _____ 25. Location of any areas required for reservation or conveyance for major roads or other public use such as open space, schools, etc.
- _____ 26. Zoning district boundary lines and acreage breakdown.
- _____ 27. Show all existing or proposed structures on adjoining properties with street addresses which are located within 100 feet of the boundaries of the proposed subdivision.
- _____ 28. Proposed landscaping.
- _____ 29. Existing State Highway Administration right-of-way lines, if applicable.
- _____ 30. Proposed State Highway Administration right-of-way, if applicable.

- ___ 31. Reference numbers of utility poles in area of property to be developed.
- ___ 32. Existing topography, field run, on both sides of the existing roadway within entire property frontage, for at least thirty feet to the opposite side, measured from the centerline of the road.
- ___ 33. Show and label all existing wells and septic areas on adjoining properties within 100 feet of the boundaries of the proposed subdivision.
- ___ 34. Show, specifically, where proposed roadway(s) will intersect with existing roadway(s). (Referencing the appropriate addresses on the existing road, or the distance to the closest existing intersection.) Show owners' names, addresses, and deed references of properties adjoining proposed project.
- ___ 35. All minimum front, rear, and side building setback lines (building envelope) dimensioned and labeled on every lot.
- ___ 36. Note any improvement on the property to be razed.
- ___ 37. Details of any common entrances or use-in-common driveways including location, type of surface, width, common parties, limit of construction per Public Works Agreement, profiles, and cross sections.
- ___ 38. Proposed public water and/or sewerage connections, if applicable.
- ___ 39. Board of Zoning Appeals case number and decision noted, if applicable.
- ___ 40. Location of all existing and proposed driveways. Provide profiles for all driveways exceeding 10 percent grade.
- ___ 41. Location of proposed residences with directional arrows indicating the front of dwelling orientation.
- ___ 42. All proposed grading.
- ___ 43. The zoning classifications for adjoining properties.
- ___ 44. Natural vegetation to remain, the areas intended for buffering and to be landscaped.
- ___ 45. The total number of parking and loading spaces and the number of parking and loading spaces in each off-street parking area for cluster and PUD subdivisions.
- ___ 46. Road profile of public streets intersecting State Highway Administration roadways.
- ___ 47. Dimensions labeled to include:
 - a. Entrance and/or street width.
 - b. Curb radii.
 - c. Face of curb offset from center of roadway.
 - d. Right-of-way line, both existing and proposed, from center of roadway.
- ___ 48. Note posted speed limit and site distance for proposed entrances onto existing public roads.
- ___ 49. Note status of forest conservation on plan, i.e., off-site banking with appropriate identification or show and label on-site compliance.
- ___ 50. For fire protection purposes the following conditions must be addressed:
 - a. Private Water Systems: All structures, excluding one- and two-family residential units.

- (1) Address Carroll County Code of Public Local Laws and Ordinances, Chapter 112.
- (2) Note all calculations used in the design of water storage facilities required by Chapter 112.
- (3) Provide a detail of a typical underground water storage tank, dry hydrant, or whatever provision that will be made to satisfy requirements under Chapter 112.

b. Public Water Systems:

- (1) Show diameter, in inches, of existing and proposed water mains.
- (2) Show all existing and proposed fire hydrants.
- (3) Show sprinkler connection, where applicable, to be less than 100 feet from hydrant.
- (4) Note the distance to the closest existing fire hydrants, if not shown on the plan.
- (5) Fire hydrants will be placed using the following guidelines. The intervals stated will be measured via travel route, on roadways.
 - (a) Maximum 500 foot intervals in areas with residential lots.
 - (b) Maximum 300 foot intervals in commercial/industrial areas.
 - (c) At road intersections wherever possible.

***The office of the Fire Protection Engineer reserves the right to relocate any or all proposed fire hydrant locations to provide the optimum fire protection.**

____ 51. All details must be drawn to scale and oriented in the same direction as the plan.

____ 52. All items as may be required by review agencies.

FINAL PLAT REQUIREMENTS CHECKLIST

The following items are required to be shown on all final subdivision plats submitted for approval by the Carroll County Planning Commission. Please check with the Bureau of Development Review for correct number of reproducible copies (mylar or original) and/or paper prints.

- _____ 1. Metes and bounds description of the plat outlining lots and roads in accordance with the preliminary plan approved by the Carroll County Planning Commission including any specific requirements as a result of the conditions of approval.
- _____ 2. Building restriction lines clearly labeled and accurately located in accordance with the minimum zoning requirements and the requirements of the Carroll County Health Department and/or Maryland Department of the Environment.
- _____ 3. Coordinates: Carroll County Coordinate System plans shall be based on the Maryland Coordinate System, North American Datum of 1983 (NAD83).
- _____ 4. Elevations and topography for final subdivision plats and supporting plans shall be based on the North American Vertical Datum of 1988 (NAVD88).
- _____ 5. Coordinate and elevation values shall be provided in feet.
- _____ 6. One or more corners accurately tied by bearing and distance to a monument of the Carroll County Control System.
- _____ 7. Four Maryland Coordinate System tick marks.
- _____ 8. Curve data including radius, length of curve, delta angle, length of tangent, and the long chord bearing and distance for all curved roadway lines. Individual lot frontages, if more than one lot on any one curve, need only show the radius and length of curve for each lot.
- _____ 9. The position by coordinates of at least four markers made of concrete or hard durable stone set in convenient places such that from the position of one marker, the position of one other marker will be visible and with at least three feet of each marker planted into the ground or as may otherwise be required by the Annotated Code of Maryland. Plats based on the Maryland State Plane Coordinate system are not required to show markers.
- _____ 10. North point in accordance with the requirements of the current platting statutes of the Annotated Code of Maryland.
- _____ 11. All easements or rights-of-way, existing or proposed, including on and off-site easements as required, identified as to specific use with recording references if applicable, and accurately located by metes and bounds description of the centerline with adequate location dimensions. If an easement or right-of-way is parallel to a property line, the width of the easement shall be considered an accurate location.
- _____ 12. Signature blocks for reviewing agency signatures and owner(s) and surveyor's certificate (see attached format). Stick-ons are permitted on the original drawings but are not recommended due to poor reproduction qualities.

- _____ 13. In the "Agricultural" District, all plans must show the outline of the total tract at a scale so as to be accurate and legible. The "Remaining Portion" shall be so labeled and the acreage of the remaining portion shown. The outline and remaining portion may be shown in the vicinity sketch provided it is drawn accurately to a scale of 1 inch equals 2,000 feet.
- _____ 14. Any restriction affecting the subdivision shall be shown on the plat by a recording reference and appropriate note.
- _____ 15. 100 Year Floodplain by metes and bounds description.
- _____ 16. Indicate drainage easements of a minimum 20 feet in width over natural water courses as required by natural topography, unless these drainage ways are to be regraded in accordance with a grading plan submitted to the Soil Conservation District Manager for review and approval.
- _____ 17. Road and street names accepted by the Bureau of Development Review prior to plat submission.
- _____ 18. Proposed subdivision name accepted by the Bureau of Development Review prior to plat submission.
- _____ 19. Owner's, developer's and surveyor's names and addresses.
- _____ 20. Election district, County, State, scale, and date of plat, including all revision dates.
- _____ 21. Any areas for immediate conveyance for public use along existing County, State, or municipal roads (individually shown, listed, and identified as parcel(s) with acreage and any line of division). The location of any other proposed major roads, widenings, open space, schools, etc., which are not being immediately conveyed for public use must also be shown on the plat.
- _____ 22. Consecutive lot numbers beginning with last number of any previously recorded section, if any.
- _____ 23. Vicinity map, accurately drawn to scale of 1 inch equals 1 mile or 1 inch equals 2,000 feet.
- _____ 24. Adjacent property owners with current deed references, including adjacent public roadways with recording references and right-of-way plat numbers.
- _____ 25. Accurate dimensions of all lines shown on the plat.
- _____ 26. Any parcels of ground too small for residential purposes, labeled and identified. (To be included with adjacent lots wherever possible.)
- _____ 27. Details of any common entrances or use-in-common driveways including accurate location, type, width, common parties, maintenance provisions, and limit of construction in accordance with the Public Works Agreement.
- _____ 28. Accurate location and identification of any permanent structures on the property or within 50 feet of the perimeter and any zoning district boundary lines. This information is to be shown on the

proposed final plat prints submitted for initial review and is to be removed prior to submission of final mylars for recording.

_____ 29. Data Tabulation: (All acreage to the thousandth)

_____ A. Number of building sites (including improved sites).

_____ B. Total area of lots.

_____ C. Total area of parcels for road widenings (list and identify separately).

_____ D. Total area of other parcels (not including open space).

_____ E. Acreage of each new street (list and identify).

_____ F. Total area of streets.

_____ G. Total area of open space (if any).

_____ H. Total area of plat.

_____ 30. Details must be drawn to scale and oriented the same as the plan.

_____ 31. General Notes:

A. Mandatory Notes (required on all plats):

_____ (1) Current title reference: owner, deed reference, date, and grantor.

_____ (2) No grading, filling, or construction shall be permitted which obstructs or inhibits the surface flow of water within drainage and utility easements as shown hereon.

_____ (3) Any modification or plat reassembly shall be subject to approval by the Carroll County Planning and Zoning Commission.

_____ (4) Nothing shown or stated on this plat shall create a covenant or restriction of title.

_____ (5) Water and Sewerage Facilities - Use (a), (b), (c), or (d) as applicable to the subdivision.

(a) Where there are existing water and sewerage facilities use the following notes:

County Master Plan for Water and Sewerage

Water - Existing Service Area

Sewer - Existing Service Area

Public water and sewer will be available, and no individual water or sewerage systems shall be permitted.

Extension permit numbers for water and sewer shall be shown where applicable.

- (b) Where there are existing water facilities and no sewerage facilities:

County Master Plan for Water and Sewerage

Water - Existing Service Area

Public water will be available and no individual water system shall be permitted.

Extension permit numbers for water shall be shown where applicable.

Sewer - If and when public/community sewerage facilities become available to the lots in this subdivision, the lot owner shall be required to connect to the system in accordance with applicable law.

- (c) Where there are existing sewerage facilities and no water facilities:

County Master Plan for Water and Sewerage

Water - If and when public/community water facilities become available to the lots in this subdivision, the lot owner shall be required to connect to the system in accordance with applicable law.

Sewer - Existing Service Area

Public sewer is available and no individual sewerage systems shall be permitted.

Extension permit numbers for sewer shall be shown where applicable.

- (d) Where neither public water nor public sewerage facilities are available:

(NO MASTER PLAN REFERENCE)

If and when public/community water and/or sewerage facilities become available to the lots in this subdivision, the lot owner(s) shall be required to connect to the system in accordance with applicable law.

B. Optional Conditional Notes (Select the appropriate notes as applicable to the particular subdivision):

- _____ (1) Place on all plats where buildable areas for residences are required by the Carroll County Health Department to be shown on the plat:

The "buildable areas for residences" as shown hereon are a requirement of the Carroll County Health Department and are subject to change upon approval of the Carroll County Health Department.

- _____ (2) Place on all plats located in the current "Agricultural" District:

Agriculture is the preferred use in the Agricultural District. All Agricultural operations shall be permitted at any time, including the operation of farm machinery and no Agricultural use shall be subject to restriction because it interferes with other uses permitted in the District.

- _____ (3) Place on all plats in the current "Agricultural" District where the subdivision application was filed after February 14, 1978.

*Remaining Portion - (Acreage), (Current Deed Reference).

*This note must appear on all plats, even if there may be only two lots - one lot must be labeled "Remaining Portion".

- _____ (4) Place in conspicuous place on all plats where no further lots are permitted on the remaining portion of property located in the current "Agricultural" District and the subdivision application was filed after February 14, 1978:

NOTICE:

This entire tract is located within the Agricultural District established by the Carroll County Zoning Ordinance. The regulations for the Agricultural District prohibit further subdivision of the area designated on this plat as "Remaining Portion" and the lots shown hereon, for the purpose of creating additional lots for residential use.

- _____ (5) Place in a conspicuous place on all plats where additional lots may be created on remaining portion of property located in the current "Agricultural" District and the subdivision application was filed after February 14, 1978:

NOTICE:

This entire tract is located within the Agricultural District established by the Carroll County Zoning Ordinance. The regulations for the Agricultural District prohibit further subdivision of the lots shown hereon for the purpose of creating additional lots for residential use but do permit the further division of the area designated on this plat as "Remaining Portion", subject to limitations on the number of lots which may be created for residential use.

- _____ (6) The area shown as Parcel _____, containing _____ acres is to be conveyed to the Carroll County Commissioners by deed intended to be recorded simultaneously herewith.

AND/OR

The area shown as Parcel _____, containing _____ acres is to be conveyed to the State Highway Administration by deed intended to be recorded simultaneously herewith.

- _____ (7) Lots _____ shall utilize the use-in-common driveway as shown hereon. A Declaration of Maintenance Obligations setting forth the responsibilities for maintenance of the use-in-common driveway(s) is intended to be recorded simultaneously herewith.
- _____ (8) Lots _____ Remaining Portion of _____ Property and Lots _____ and Remaining Portion of _____ Property shall utilize the use-in-common driveway. _____ by deed dated _____, and recorded among the Land Records of Carroll County in Liber _____, folio _____ and _____ by deed dated _____, and recorded among the Land Records of Carroll County in Liber _____, folio _____ have a right-of-way and easement in the use-in-common driveway which is not intended to be affected by this subdivision. A Declaration of Maintenance Obligations setting forth the responsibilities for maintenance of the use-in-common driveway is intended to be recorded simultaneously herewith.
- _____ (9) The new street(s) and road(s) shown hereon (list names of streets), are to be conveyed to Carroll County pursuant to a Public Works Agreement entered into between the owner and Carroll County.
- _____ (10) Length of each new street (within limits of right-of-way as shown on plat).
- _____ (11) Total length of new streets (within limits of right-of-way as shown on plat).
- _____ (12) Vehicular ingress and egress to _____ from lots _____ through _____ is prohibited.
- _____ (13) Vehicular ingress and egress is prohibited between these points.
- _____ (14) The driveway for lot(s) _____ is restricted to the location shown hereon.
- _____ (15) Any area identified hereon as "Easement for Stormwater Management" is to be granted to the County Commissioners of Carroll County as an easement for stormwater management by a deed intended to be recorded simultaneously herewith.
- _____ (16) Board of Zoning Appeals case number and type of variance.
- _____ (17) Amended plats shall contain: A) A "purpose note" **boldly outlined, and conspicuously placed on the plat separate from the general notes**, which clearly states the purpose for the amended plat. B) A reference to the previously recorded plat including plat book and page number.

- _____ (18) The area shown as Parcel _____, containing _____ acres, is to be conveyed to the Carroll County Commissioners upon acceptance of the Stormwater Management Facility.
- _____ (19) The area shown hereon as a Water Resource Protection Easement shall be granted to the Carroll County Commissioners by deed intended to be recorded simultaneously herewith.
- _____ (20) No building permit or zoning certificate shall be issued for any lot shown hereon until such time as a Site Development Plan has been approved by the Carroll County Planning and Zoning Commission.
- _____ (21) This entire tract is located within the Conservation District established by the Carroll County Zoning Ordinance. The regulations for cluster subdivisions within the Conservation District prohibit further subdivision of the area designated on this plat as open space, and the lots shown hereon, for the purpose of creating additional lots for residential use.

_____ 32. All items as may be required by review agencies.

**CARROLL COUNTY PLANNING AND ZONING COMMISSION
AMENDED PLAT APPLICATION**

To be completed and submitted to the Carroll County Bureau of Development Review at the County Office Building, 225 North Center Street, Westminster, Maryland, 21157. **If ownership changes during the development review process, a new application will be required.**

1. Subdivision Name: _____ File Number: _____
2. Purpose of Amendment: _____
3. Previously Recorded in Platbook: _____ Page: _____ Date: _____
4. Property Tax Account Numbers: _____
5. Title Information:
 - A. Current Deed Reference: Liber: _____ Folio: _____ Date: _____
 - B. Acreage of Property: _____ Acreage of Plan: _____
 - C. Acreage of Remaining Portion: _____
6. Location Information: ___ North ___ South ___ East ___ West
Side of (road name): _____
Nearest Intersecting Road: _____ Distance: _____
Community Planning Area _____
Election District No.: _____ Tax Map/Block/Parcel: _____ / _____ / _____
7. Existing Zoning Districts with Map Numbers: _____
8. Planned Use: ___ Residential ___ Commercial ___ Industrial ___ Other _____
9. Number of Lots: _____ Number of Dwelling Units: _____
Number of: _____ Single-family _____ Two-family _____ Townhouse _____ Apartments
10. Water: ___ Public ___ Private Sewer: ___ Public ___ Private
11. Owner: _____ Phone: _____
Address: _____
12. Developer: _____ Phone: _____
Address: _____
13. Surveyor: _____ Phone: _____
Address: _____

CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW

AMENDED PLAT SUBMITTAL CHECKLIST

The following information is required for the Bureau of Development Review to process an Amended Plat 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 _____.
(date) (Bureau staff member)
- _____ 2. Completed amended plat application.
- _____ 3. A check for review fees and computation sheet.
- _____ 4. 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.
- _____ 5. Required number of plans and transmittals. (Copies of revised preliminary plans should accompany proposed plats.) Plans shall include all details as specified by the current final plat requirements checklist.
- _____ 6. Copy of current title deed and plat.

Owner/Developer and Surveyor Certification: I HEREBY CERTIFY THAT THE INFORMATION SHOWN HEREON IS COMPLETE AND CORRECT AND THAT THE ATTACHED SUBMITTAL CONTAINS ALL THE REQUIRED INFORMATION SPECIFIED ON THE AMENDED PLAT SUBMITTAL CHECKLIST.

Owner(s) signature(s) Date

Developer(s) signature(s) Date

Surveyor's signature Date

AMENDED PLAT REVIEW TRANSMITTAL

Directions for Use

This form shall be used when submitting paper copies of proposed amended plats to the Bureau of Development Review for distribution to the review agencies. **Please fill out a transmittal for each agency.** Attach applicable transmittals to the appropriate number of plans and supporting data. Fold each set of plans to a **maximum size of 8½ X 11 inches.** File all plans, transmittals, fees, etc., with the Bureau of Development Review at the County Office Building, 225 North Center Street, Westminster, Maryland 21157. The Bureau of Development Review will be responsible for distributing all plans to the agencies according to the information provided on the transmittals. Be sure the project name is the same as printed on the plan. Be sure to call the Bureau of Development Review for a County file number if one has not been assigned.

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

Check Type of Submittal: Initial Submittal Revised Plans Information Only

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Development Review	2		Zoning Administrator	1
	Water Resource Management	1		Fire Protection Engineer	1
	Stormwater Management	1		Parks and Recreation	1
	Floodplain	1		Facilities (if open space and/or SWM parcel is deeded to the County)	1
	Landscape/Forest Conservation	1		Health Department	2
	Grading and Sediment Control	1		State Highway Admin.	1/5**
	Comprehensive Planner	1		City or Town of	2
	Soil Conservation	1		BGE/Allegheny Power (circle one)	1*
	Utilities	1		Verizon	1*
	Roads Operations/Traffic	1		Board of Education	1*
	Engineering Review	1		Fire Chief	1
				Other	1

TO ALL REVIEW AGENCIES:

Please review the enclosed Amended Plat and any accompanying data. Please forward correspondence requesting additional revisions or statement that all comments have been addressed. Comments should be sent to the Owner/Developer, Surveyor/Engineer, municipality (if applicable), and the Bureau of Development Review.

***To be determined at pre-application meeting. **If the subject is located on a State road or is involved with a State Highway Administration project, five sets of plans are required.**

SIMPLIFIED SITE PLAN

A pre-application conference will be held between the applicant and the Director of Planning or appointed designee to determine if the proposal meets the general criteria of a Simplified Site Plan. If the project meets those criteria, the project will be given "Simplified Site Plan" status.

Upon receipt of the plan, submitted according to the Simplified Site Plan requirements checklist, the Director of Planning, or appointed designee, after conferring with the representative of the following agencies (along with any other agencies deemed necessary), reviews the plan:

Zoning Administrator or designee
Bureau of Development Review
Bureau of Permits and Inspections
Office of Public Safety (Fire Protection Engineer)

General Criteria:

1. Proposed new disturbance or single new building on existing impervious area is less than 5,000 square feet (cumulative from Dec. 8, 1992).
2. Entrance is existing and none being proposed.
3. Zoning is in place (principal permitted use or approval by the Board of Zoning Appeals).

Other Considerations:

1. No official review by SAC agencies or the Planning Commission required.
2. No file number will be assigned. Plan will be reviewed with the Building Permits/Zoning Certificate application.
3. No Adequate Facilities Certifications will be required.
4. Copy (or summary) of Application available to Planning Commission as part of Zoning Administrator's Report.
5. Approval of the site plan does not constitute approval of the building permit.
6. Approval of the site plan does not constitute approval by the Carroll County Health Department.

Simplified Site Plans:

There are **NO Development Review Fees** proposed with this process. All applications will be made and processed by the Building Permit/Zoning Certificate. Only the regular permit fees will apply to the applicant.

BUREAU OF DEVELOPMENT REIVIEW

PROCEDURES FOR SIMPLIFIED SITE PLANS

- STEP 1:** Applicant applies for a Building Permit/Zoning Certificate in the Bureau of Permits and Inspections at any time. The permit file number assigned will serve as the official file number.
- A pre-application conference will be held between the applicant and the Director of Planning, or an appointed designee, to determine if the proposal meets the general criteria of a Simplified Site Plan. If the project meets those criteria, the project will be given "Simplified Site Plan" status.
- STEP 2:** Application submittal must be made in accordance with the Simplified Site Plan Requirements Checklist.
- Refer to the Simplified Site Plan Requirements Checklist for plan details and include all required information. A professionally prepared sealed drawing, or a neat and accurate drawing, as determined by the Director of Planning or an appointed designee, is to be prepared on 8½ x 11 or 11 x 17 drawing material drawn to a scale of 1 inch equals 50 feet or larger.
- STEP 3:** Upon receipt of the plan, submitted according to the Simplified Site Plan Requirements Checklist, the Director of Planning, or an appointed designee, on a weekly basis will confer with a representative of the following agencies (along with any other agencies deemed necessary), for review of the plan:
- Bureau of Development Review
 - Bureau of Permits and Inspections
 - Zoning Administrator or an appointed designee
 - Office of Public Safety (Fire Protection Engineer)
- STEP 4:** After initial review, and field investigation, if needed, if any revisions to the application or plan is required, the applicant will be so notified. Otherwise, the plan application will be approved for issuance of Permit/Zoning Certificate.
- STEP 5:** Permit/Zoning Certificate signed and issued. Applicant is advised that this approval does not fix requirements of other governmental agencies having jurisdiction or constitute an approval under private restrictions binding up applicant's land.

Note: Once an application has been prepared by the checklist and accepted for review, this process should generally be completed within 30 days.

SIMPLIFIED SITE PLAN REQUIREMENTS CHECKLIST

Note: A professionally prepared sealed drawing, or a neat and accurate drawing, as determined by the Director of Planning or an appointed designee, is to be prepared on 8½ x 11 or 11 x 17 drawing material drawn to a scale of 1 inch equals 50 feet or larger.

A. Title Block Containing:

1. Title to include proposed use.
2. Owner's name, address, and phone number.
3. Developer's name, address, and phone number.
4. Surveyor's name, address, phone number, professional seal and signature, if applicable.
5. Election district, County, State, and subdivision designation if applicable.
6. Scale at: 1 inch equals 50 feet or larger, and date plan prepared.

B. Required General Notes – To Be Shown On All Plans:

1. Existing Zoning.
2. Board of Zoning Appeals Case Number, request, and approval date (if applicable).
3. Total disturbed area = _____ square feet (must be less than 5,000 square feet cumulative from December 8, 1992).
4. Tax Map/Block/Parcel.

C. Plan Details:

The following information shall be shown on the Location Survey:

1. North Arrow. Identify as true, magnetic, etc.
2. Bearings and dimensions around property boundary.
3. All existing conditions, structures, drives, parking etc., on the property (ghosted in and dimensioned).
4. All proposed work shown boldly and clearly labeled.
5. All yard setbacks (front, rear, and sides) dimensioned.
6. Existing roads, their names, location, centerlines along the frontage of the property.
7. If required by the Director of Planning or his/her designee, field run contours at 2 foot intervals, finished proposed grades, and spot elevations (only if new buildings or structures are proposed).
8. Any existing easements or rights-of ways over the property.
9. Parking tabulation for the proposed use.
10. Location of any existing wells and septic systems onsite.
11. Locate all wetlands and floodplains onsite, if applicable.

CARROLL COUNTY PLANNING AND ZONING COMMISSION

SITE DEVELOPMENT PLAN APPLICATION

To be completed and submitted to the Carroll County Bureau of Development Review at the County Office Building, 225 North Center Street, Westminster, Maryland, 21157. **If ownership changes during the development review process, a new application will be required.**

1. Site Plan Name: _____ File Number: _____
2. Property Tax Account Numbers: _____
3. Title Information:
 - A. Current Deed Reference: Liber: _____ Folio: _____ Date: _____
 - B. Acreage of Property: _____ Acreage of Plan: _____
 - C. Total Square Footage of New Building: _____
4. Location Information: ___ North ___ South ___ East ___ West
Side of (road name): _____
Nearest Intersecting Road: _____ Distance: _____
Election District No.: _____ Tax Map/Block/Parcel: _____ / _____ / _____
5. Existing Zoning Districts with Map Numbers: _____
6. Community Planning Area: _____
7. Planned Use: ___ Commercial Describe: _____
___ Industrial Describe: _____
___ Other Describe: _____
8. Water: ___ Public ___ Private Sewer: ___ Public ___ Private
9. Owner: _____ Phone: _____
Address: _____
10. Developer: _____ Phone: _____
Address: _____
11. Surveyor: _____ Phone: _____
Address: _____

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 fill out a transmittal for each agency.** Attach applicable transmittal to the appropriate number of plans and supporting data. Fold each set of plans to a **maximum size of 8 ½ X 11 inches**. File all plans, transmittals, fees, etc., with the Bureau of Development Review at the County Office Building, 225 North Center Street, Westminster, Maryland 21157. The Bureau of Development Review will be responsible for distributing all plans to the agencies according to the information provided on the transmittal. Be sure the project name is the same as printed on the plan and to use the County file number assigned at the pre-submittal conference. Be sure to call the Bureau of Development Review for a County site plan file number if one has not been assigned.

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

Type of Plan: Initial Submittal Revised Information Only

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Development Review	2		Zoning Administrator	1
	Water Resource Management	1		Permits and Inspections	1
	Stormwater Management	1		Fire Protection Engineer	1
	Floodplain	1		Soil Conservation District	1
	Landscape/Forest Conservation	1		Health Department	2
	Grading and Sediment Control	1		State Highway Admin.	1/5**
	Comprehensive Planner	1		City or Town of	2
	Utilities	1		BGE/Allegheny Power <small>(circle one)</small>	1
	Roads Operations/Traffic	1		Verizon	1
	Engineering Review	1		Fire Chief	1
				Other	1

TO ALL REVIEW AGENCIES:

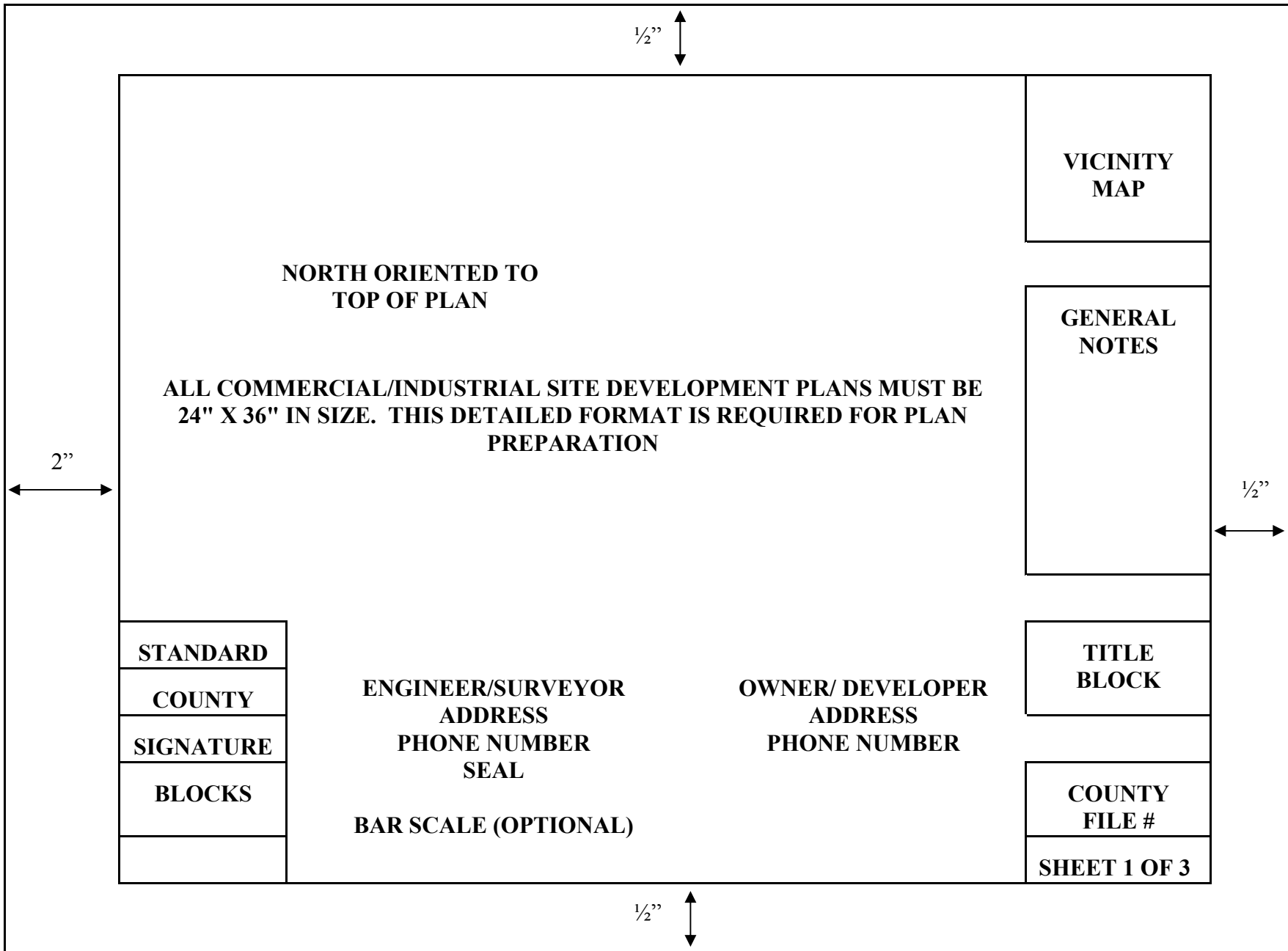
Please review the enclosed site development plan and any accompanying data. Please forward correspondence requesting additional revisions or statement that all comments have been addressed. Comments should be sent to the Owner/Developer, Surveyor/Engineer, municipality (if applicable), and the Bureau 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.

Subdivision Advisory Committee Meeting: **(For Office Use Only)**

Carroll County Bureau of Development Review – 225 North Center Street, Westminster, Maryland 21157
 Telephone: 410-386-2143 Toll Free: 1-888-302-8978 FAX: 410-386-2120

STANDARD SITE PLAN FORMAT



SITE DEVELOPMENT PLAN REQUIREMENTS CHECKLIST

Project Name: _____ File Number: _____

Note: Plans shall be prepared in accordance with the attached sample format.

A. Title Block Containing:

- _____ 1. Title to include existing and proposed use.
- _____ 2. Owner's name, address, and phone number.
- _____ 3. Builder's and/or developer's name, address, and phone number.
- _____ 4. Surveyor, engineer, or architect name, address, phone number, seal, and signature.
- _____ 5. Town, election district, County, State, and subdivision designation, if applicable.
- _____ 6. Scale at: 1" = 10' to 1" = 50' , date plan prepared.

B. Required General Notes (to be shown on all site development plans):

- _____ 1. Existing zoning: _____
- _____ 2. Total area of site: _____ acres
- _____ 3. Total developed area: _____ square feet
- _____ 4. The property shown hereon is owned by: _____,
by deed dated: _____, recorded among the Land Records of Carroll County in
Liber: _____, Folio: _____.
- _____ 5. Tax Map/Block/Parcel: _____ / _____ / _____
- _____ 6. Topography shown hereon is _____, dated _____, and
(field run, flown, etc.)
prepared by _____ (engineer/surveyor).
- _____ 7. The location of existing utilities shown hereon are approximate only. Contractor shall verify the
existence, location, and depth of any existing utilities and shall notify the engineer of any
discrepancies prior to beginning work.
- _____ 8. The contractor shall notify "Miss Utility" at 1-800-257-7777 three working days prior to
beginning any work in the vicinity of existing utilities.
- _____ 9. The contractor shall note that in case of a discrepancy between the scaled and figured
dimensions shown on these plans, the figured dimensions shall govern.
- _____ 10. Any changes to this plan will require an amended site development plan to be approved by the
Carroll County Planning and Zoning Commission.
- _____ 11. This site plan shall become void eighteen months after the date of approval if no building permit
or zoning certificate has been issued for this project, unless an extension of this time limit is
issued by the Director of the Department of Planning.
- _____ 12. Board of Zoning Appeals Case Number, request and approval date, if applicable.

C. Site Development Plan Inspection Sequence Notes:

06/08/04

- _____ 1. Contractor shall notify the Carroll County Bureau of Permits and Inspections at 410-386-2674, at least one day prior to beginning any work.
- _____ 2. Site compliance inspections are required at the following stages during construction:
 - _____ (a) Proposed structures staked out in proper locations as shown on these approved plans.
 - _____ (b) Proposed foundations installed for all buildings shown on these approved plans.
 - _____ (c) Sub-grades established for all drives, parking lots, and surrounding grading.
 - _____ (d) Completion of all drives, parking lots, and surrounding grading.
 - _____ (e) Completion of all work shown on plans.

It is the Contractor's responsibility to contact the Carroll County Bureau of Permits and Inspections at 410-386-2674 upon completion of each phase of construction.

- _____ 3. Contractor shall notify Carroll County Environment and Resource Protection, Division of Grading and Sediment Control at 410-386-2210 prior to beginning any work. All forest conservation plan devices must be in place prior to any construction.
- _____ 4. Final landscaping inspection shall be arranged through Environment and Resource Protection, Division of Grading and Sediment Control at 410-386-2210 by the contractor/developer or agent. Written approval from the Landscape Review Specialist, Bureau of Resource Management, must be obtained for any deviations from the landscaping or forest conservation plans or modifications in the plant material.
- _____ 5. The contractor shall not proceed to the next phase of construction until given approval of prior phases.

D. Plan Details:

The following information shall be shown on the plans:

- _____ 1. North point (oriented to top of plan). Identify as true, magnetic, etc.
- _____ 2. Coordinates for site development plans and supporting plans shall be based on the Maryland Coordinate System, North American Datum of 1983 (NAD83).
- _____ 3. Elevations and topography for site development plans and supporting plans shall be based on the North American Vertical Datum of 1988 (NAVD88).
- _____ 4. Coordinate and elevation values shall be provided in feet.
- _____ 5. One or more corners accurately tied by bearing and distance to a monument of the Carroll County Control System.
- _____ 6. Four Maryland Coordinate System tick marks.
- _____ 7. Adjacent property owners, deed references, adjacent zoning.
- _____ 8. Bearings and dimensions of property lines.
- _____ 9. Existing or future roads, their names, locations, centerlines, and proposed widening with appropriate setback lines.
- _____ 10. All yard setbacks (front, rear, and side) dimensioned.

- _____ 11. Field run or flown contours at 2 foot intervals, finished proposed grades, and spot elevations shown where necessary. All existing site features including underground utilities, tanks, etc.
- _____ 12. Stormwater management, sediment control, and storm drainage computations, profiles, and details including 100 year floodplain, if any, with metes and bounds description of limits.
- _____ 13. Any easements or right-of-way over property, including existing or proposed underground utilities (electric, telephone, sewer, water, gas lines, or drainage).
- _____ 14. All existing electric and telephone pipes or poles by number.
- _____ 15. Locations and dimensions of existing and/or proposed buildings on site, including height details, all access doors, proposed use, and building area in square feet.
- _____ 16. Parking areas with parking spaces and aisles dimensioned, showing location, angle, and type of paving (include handicapped spaces).
- _____ 17. Entrance details to County, State, or municipal roads, including driveways.
- _____ 18. Landscaping plan with details and appropriate certifications.
- _____ 19. Size, type, height, and location of proposed freestanding signs in accordance with Article XVIII of Chapter 223 of the Code of Public Local Laws and Ordinances of Carroll County.
- _____ 20. Location and description of nearest water supply available for fire protection (Chapter 112 of Code of Public Local Laws and Ordinances of Carroll County).
- _____ 21. Location and details of fencing or accessory structures.
- _____ 22. Location, type, and typical detail of proposed lighting (include wattage).
- _____ 23. Drainage area maps, including all off-site and on-site tributary areas, zoning, soil types, and flow arrows.
- _____ 24. Vicinity map (minimum scale - 1" = 2000').
- _____ 25. Details, computations, and profiles of any public water and/or sewerage facilities.
- _____ 26. All sheets in set to be numbered, i.e., Sheet 1 of 5, etc.
- _____ 27. County file number block in lower right corner of plans.
- _____ 28. Retaining wall details.
- _____ 29. Dumpster pad location with details and dimensions.
- _____ 30. Typical paving section details.
- _____ 31. Purpose note boldly placed near title block (for amended plans).
- _____ 32. Complete parking tabulations (existing and proposed).
- _____ 33. 100 year floodplain from all streams.
- _____ 34. All items as may be required by review agencies.

E. Health Department Details:

- _____ 1. Boundary of soil classification lines with soil types denoted, shown superimposed over layout of property.
- _____ 2. Certification signed by the surveyor that all percolation tests/observation holes have been field located and are accurately shown on the plan.*
- _____ 3. Certification that there are no other wells or septic systems within 100 feet of the property boundary other than shown. Show all wells and approved well locations (with 100-foot radii) and all septic systems and approved sewage disposal areas on the property and within 100 feet of property boundary.*
- _____ 4. Surface water (streams, springs, and ponds, etc.) on property and within 100 feet of property boundary with 100-foot or greater setback shown.
- _____ 5. Proposed well location with 100 feet radius around well, higher elevation than sewage disposal area, at least 30 feet from foundation location, 10 feet from property lines, 15 feet from roads or designated rights-of-way, 100 feet from any identifiable source of contamination.*
- _____ 6. Proposed sewage disposal area(s). A minimum 10,000 square foot sewage disposal area per building site must be maintained if the parcel was created subject to this requirement.*
- _____ 7. Population to be served per 24-hour period and intended use of this facility and proposed peak wastewater flows. Flows must be taken from the Maryland Department of the Environment Wastewater Flow Guidelines unless real and adequate water use data from comparable facilities is utilized. Sites generating more than 2,000 gallons per day of wastewater are subject to the pertinent requirements of the Maryland Department of the Environment Large System Guidelines.*
- _____ 8. Details of septic tank and method of disposal (i.e. tile field, deep trench, seepage pit, sandmound) are to be included on the plan. Provide calculations used in determining size of septic systems(s). Prior to percolation testing, calculations will be based on reasonable assumptions. Following percolation testing, these will be revised according to the actual system, must be based on at least two percolation tests.*
- _____ 9. Note stating that a pumped sewage disposal system may be required: "If gravity flow to sewage disposal area cannot be ensured, a pumped sewage disposal system will be required."

*Required on individual well/individual septic projects.

F. Required Signature Blocks:

Signature Blocks and Certifications Required on Sediment Control Plans:

<p><u>SOIL CONSERVATION SERVICE</u></p>
<p>Reviewed for:</p> <p>_____ Name, S.C.D. and meets Technical Requirements</p> <p>_____ Signature/Date</p> <p style="text-align: center;">U.S. SOIL CONSERVATION SERVICE</p>
<p>SOIL CONSERVATION DISTRICT</p>
<p>The Development Plan is approved for Soil Erosion and Sediment Control by the Soil Conservation District.</p> <p>Approved _____ Carroll S.C.D./Date</p>
<p><u>DEVELOPER</u></p> <p>I certify that this plan of Sediment Control will be implemented to the fullest extent, and all structures will be installed to the design and specifications as spelled out in this plan and that any responsible personnel involved in construction project will have a certification of attendance at a Department of Natural Resources approved training program for the control of sediment and erosion before beginning the project. I also authorize periodic on-site evaluation by the Carroll Soil Conservation District Personnel and cooperating agencies.</p> <p>_____ Owner/Developer/Date</p>
<p><u>ENGINEER</u></p> <p>I certify that this plan of Sediment Control is designed with my personal knowledge of the site condition and has been designed to the Standards and Specifications adopted by the Carroll Soil Conservation District.</p> <p>_____ Engineer/Date</p>

Signature Blocks Required on Site Development Plans:

<p><u>OWNER'S CERTIFICATION</u></p>
<p>I/We hereby certify that all proposed work shown on these construction drawing(s) has been reviewed by me/us and that I/we fully understand what is necessary to accomplish this work and that the work will be conducted in strict accordance with these plans. I/We also understand that any changes to these plans will require an amended plan to be reviewed and approved by the Carroll County Planning and Zoning Commission before any change in the work is made.</p> <p>_____ Name(s) Printed/Date</p> <p>_____ Signed/Date</p>
<p>CARROLL COUNTY PLANNING AND ZONING COMMISSION APPROVAL</p>
<p>BY _____ DATE _____</p>
<p>CARROLL COUNTY ZONING ADMINISTRATOR APPROVAL</p>
<p>BY _____ DATE _____</p>
<p>CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS FOR BUREAU OF ENGINEERING</p>
<p>BY _____ DATE _____</p>
<p>CARROLL COUNTY HEALTH DEPARTMENT APPROVAL</p>
<p>BY _____ DATE _____</p>
<p>CARROLL COUNTY FIRE PROTECTION ENGINEER</p>
<p>BY _____ DATE _____</p>
<p>CARROLL COUNTY DEPT. OF PUBLIC WORKS BUREAU OF UTILITIES</p>
<p>BY _____ DATE _____</p>

NOTES TO BE SHOWN ON PLANS FOR USE-IN-COMMON DRIVEWAYS

GENERAL NOTES

1. The contractor shall notify the following utility companies at least 3 working days before starting any construction:

BGE.....410-850-4620
Miss Utility – toll free 1-800-257-7777
Carroll County Bureau of Permits and Inspections410-386-2674

or 1-888-302-8978, Extension 2674
2. It is in each and every case to be the contractor’s sole responsibility to construct the driveway in accordance with the most current specifications and procedures. It is the contractor’s responsibility to notify the owner, engineer, Division of Grading and Sediment Control at 410-386-2210, and County Inspector at 410-386-2674 for approval of any anticipated change in the previously approved plans. Should revisions become necessary, revised plans must be reviewed and approved by the Bureau of Development Review prior to continuing work on the item or items in question.
3. Contractor is responsible for all maintenance of traffic.
4. It shall be distinctly understood that failure to mention specifically any work which would normally be required to complete the project shall not relieve the contractor of his responsibility to perform such work.
5. It is the contractor's responsibility to protect all stakeout, until an inspection of the involved items have been completed and verified by the County inspector.
6. Copies of cut sheets shall be submitted to the County Inspector prior to beginning work. Cut sheets shall be based on 50' interval stationing and shall give existing grade, final grade, off-set dimensions, and any other dimensions or elevations necessary to permit accurate construction.
7. In the event that wet or unsuitable material or springheads are encountered, contractor shall notify County Inspector (410-386-2674) prior to any grading or construction in the area.
8. Responsibility for all earth fill compaction shall be in accordance with the latest State Highway Administration Standards, Sect. 206.

DRIVEWAY SIGHT DISTANCE

Sight Distance Requirements

Sight distance should be in accordance with Carroll County Department of Public Works standards.

USE-IN-COMMON DRIVEWAY INSPECTION SEQUENCE

To schedule inspections, call the Bureau of Permits and Inspections at 410-386-2674 or 1-888-302-8978, Extension 2674.

Inspections shall be required at the following stages during construction:

1. Upon installation of sediment control facilities and completion of box-out or subgrade preparation. Prior to placement of stone base.
2. Upon completion of placement of stone base, installation of pipes, grading of waterways or ditches into place. Prior to placement of blacktop.
3. At completion of construction. This is intended to be the final inspection. Paving must be installed, stabilization completed, sediment control facilities removed. Any other or special items must be completed and sight distance verified.

THE CONTRACTOR SHALL NOT PROCEED TO THE NEXT PHASE OF CONSTRUCTION UNTIL GIVEN APPROVAL OF THE PREVIOUS PHASE.

CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW

CHECKLIST FOR CONTRACT DRAWINGS USE-IN-COMMON DRIVEWAYS

Project Name and Section: _____

County File Number: _____ Checked By: _____ Date: _____

USE-IN-COMMON (U.I.C.) DRIVEWAYS				
A.	GENERAL:		13.	Approval block. See below.
1.	Check Subdivision Advisory Committee and Planning Commission requirements.		14.	Carroll County File Number in lower right margin.
2.	Title Block - plan scale, file number, revision date.		15.	Owner's & Developer's Names and Addresses.
3.	General Notes.		B.	USE-IN-COMMON DRIVEWAY PLANS:
4.	Title of Drawing - Subdivision name and section, Election District, County, and State.		1.	Lot arrangement with panhandle configuration shown.
5.	Engineer's or Land Surveyor's seal and signature.		2.	Intersecting Street - curb lines or edge of pavement shown.
6.	Two bench marks with reference and description.		3.	Intersecting Street - begin 0+00 stationing at existing centerline with station given at U.I.C. driveway.
7.	Location Plan - scale 1" = 2000' plus small scale when required; site of proposed work shaded.		4.	Intersecting Street - R/W width and slope easements indicated.
8.	Location Plan - names of proposed and adjacent traffic ways.		5.	Topography - existing trees, fence lines, swales, streams, power poles and existing culverts shown and labeled.
9.	Location Plan - arterial streets leading to sites shown.		6.	Topography - type and width of existing paving shown.
10.	North arrow properly oriented to top of plan. Indicate meridian.		7.	Lot numbers shown.
11.	Four grid ticks when project is based on Maryland State Grid.		8.	U.I.C. easement area for egress/ ingress shown and dimensioned.
12.	Additional revisions as noted on check print.		9.	Typical Section U.I.C. driveway with P.G.L. indicated.

B.	USE-IN-COMMON DRIVEWAY PLANS (continued):		2.	Intersecting Street - proposed widening of shoulder area shown.
10.	Dimension width of U.I.C. driveway.		3.	Centerline grade shown and labeled "P.G.L."
11.	Centerline stationing shown at 50-foot intervals.		4.	P.V.C.'s, P.V.T.'s indicated, and P.I.'s of intersecting curb lines labeled.
12.	Side ditch(es) and types of stabilization shown.		5.	Grades meet minimum and maximum gradient requirements.
13.	Pull-overs and turnarounds shown with dimensions.		6.	Tangent percents of grade shown to two decimal places.
14.	Entrance paving and standard apron detail number shown.		7.	Vertical curves meet sight distance and minimum length requirements.
15.	Entrance culvert shown with invert elevations and size.		8.	Complete stationing at 50 feet minimum intervals and wherever else required.
16.	Indicate limits of U.I.C. driveway with station value shown.		9.	Existing elevations shown at 50 feet minimum intervals and wherever else required, on left side of station line.
17.	Driveway names shown, must be approved by the Bureau of Development Review.		10.	P.G.L. elevations shown at 50 feet minimum intervals on tangent grades, 25 feet minimum intervals in vertical curves, on right side of station line.
18.	Driveway name sign location shown and labeled per Carroll County standard.		D.	USE-IN-COMMON DRIVEWAYS - CROSS-SECTIONS:
19.	Intersection checked for sight distance.			When required by the Review staff, cross sections are to be drawn at 1"=10' vertical and 1"=10' horizontal minimum scale. Sections drawn shall be at every even 50-foot centerline station, where specified.
C.	USE-IN-COMMON DRIVEWAY PROFILES:			
1.	Intersecting Street - name and elevation given.			

Bureau of Development Review for Department of Planning	
Approved by	Date

**CARROLL COUNTY PROCESS FOR
CONSTRUCTION OF USE-IN-COMMON DRIVEWAYS ONLY
PRIOR TO PLAT RECORDATION**

STEP ONE: FINAL PLAT SUBMITTAL

Upon the receipt of notification that the Planning Commission Chairperson has approved the Preliminary Plan, the Surveyor submits construction mylars, construction plan printing fee, a signed contractor's cost estimate of work to be completed, which includes the Standard Contract Clause, and the inspection fee. The inspection fee is 4 percent of the contractor's cost estimate.

STEP TWO: CONSTRUCTION MYLAR SIGNATURE DISTRIBUTION

The construction mylars are distributed for agencies' signature approvals.

STEP THREE: FINAL DISTRIBUTION

Upon receiving all agencies' review signatures, construction plans are printed and copies distributed to the appropriate agencies and applicant by the Bureau of Development Review.

STEP FOUR: CONSTRUCTION/INSPECTION

In accordance with the adopted inspection sequence, the contractor contacts the Bureau of Permits and Inspections for the required inspections. The inspector verifies that the use-in-common drive is being constructed in accordance with the approved plans.

STEP FIVE: DRIVEWAY APPROVAL

After final approval of the driveway, the inspector certifies in writing to the Bureau of Development Review that the driveway is constructed in accordance with the approved plans.

**LEGAL DOCUMENT PACKAGE/RECORD PLAT MYLAR/
SITE DEVELOPMENT PLAN MYLAR TRANSMITTAL**

NOTE: This form shall be used when submitting legal document packages, plat mylars, or site development plan mylars to the Bureau of Development Review. Submit transmittals, **complete** legal document package, etc., in Room 201, County Office Building, 225 N. Center Street, Westminster, Maryland 21157. **Payment for printing construction drawings MUST be made prior to submission of a legal document package.**

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

CHOOSE CORRECT SECTION AND CHECK ALL ITEMS THAT APPLY:

Site Development Plan Mylars

Site Development Plan Mylars
(Second Originals)

Legal Package - Site Development Plan

- Completed Questionnaire Form
- Contract/Estimate for Work to be Done
- Standard Contract Clause
- Original Certificate of Title
- Fees and Fee Computation Sheet
- Paper Copy of the Approved
Forest Conservation Plan

Record Plat Mylars Without Legal Package

- Mylars - 4 Photo-Process
(Towns - 5 Photo-Process)
- 2 Paper Copies of Final Plat
- Notice of Recorded Subdivision Plat

Record Plat Mylars With Legal Document Package

- Mylars - 4 Photo-Process
(Towns - 5 Photo-Process)
- 3 Paper Copies of Final Record Plat
- Notice of Recorded Subdivision Plat
- Completed Questionnaire Form
- Contract/Estimate - Work to be Done
- Standard Contract Clause
- Original Certificate of Title
- Fees and Fee Computation Sheet
- Paper Copy of the Approved
Forest Conservation Plan

ALL INCOMPLETE AND PREMATURE SUBMITTALS WILL BE RETURNED

**CARROLL COUNTY PUBLIC WORKS AGREEMENT,
DECLARATION OF MAINTENANCE OBLIGATIONS, and/or DEED QUESTIONNAIRE**

1. County File #: _____ Development Name: _____
2. Names of Owners of Property (who have fee simple title): _____
3. Name, address, & telephone number of person to whom correspondence should be sent: _____
- _____ Name _____ Address _____
- _____ City _____ State _____ Zipcode _____ Telephone Number _____
4. Type of Bond-check one: _____ Cash Bond _____ Savings Account _____ Performance Bond
 _____ Passbook _____ Letter of Credit _____ Other: Specify: _____
5. Name of streets covered by this Public Works Agreement: _____
6. If Declaration of Maintenance Obligations is required, give driveway name(s) and lot number(s) accessing driveway(s): _____
7. CHECK what work is to be completed under the Public Works Agreement:
- _____ Road Construction _____ Water _____ Fire Protection _____ Soil Erosion and Sediment Control
 _____ Road Improvements _____ Sewer _____ Landscape _____ On-Site Forest Conservation
 _____ U-I-C Driveway Const. _____ Grading _____ Stormwater Management _____ Off-Site Forest Conservation
 _____ Utility Relocation _____ Sidewalks _____ Open Space Improvements _____ Off-Site Forest Conservation-In a Bank
 _____ Drywell _____ Other _____ Other _____
8. Parcels and/or Easements to be deeded to the County with acreage: _____
- Submitted By: _____ Date: _____

F O R C O U N T Y U S E O N L Y

1. Specifications required by Public Works Agreement
- _____ Design Manual – Volume 1 Roads and Storm Drains as published by the Department of Public Works
 _____ Highway Drainage Manual – Maryland Department of Transportation – State Highway Administration
 _____ Stormwater Management – Chapter 191 – Code of Public Local Laws and Ordinances for Carroll County
 _____ Regulations, Standard Specifications and Design Detail for Water & Sewer Construction – Carroll County, MD
 _____ Grading and Sediment Control – Chapter 121 – Code of Public Local Laws and Ordinances for Carroll County
 _____ Maryland Erosion and Sediment Control Regulations (COMAR 26.09.01)
 _____ 1994 Maryland Standards and Specifications for Soil Erosion and Sediment Control
 _____ Fire Protection - Chapter 112
 _____ Landscape Manual
 _____ Carroll County Forest Conservation – Chapter 115 – Code of Public Local Laws and Ordinances for Carroll County
- Is the Forest Conservation Easement: _____ Rural or _____ Urban Acres - Retention: _____
 Is a Maintenance Agreement required: _____ Yes _____ No
 Is reforestation/afforestation: _____ On-Site and/or _____ Off-Site Acres - Planted: _____
 If Off-Site, name of owner of the site: _____
 Is forest conservation area in an approved Forest Bank? _____ Yes _____ No Acres - Purchased: _____
 If yes, name of Bank: _____ Forest Bank No.: _____
 Is forest conservation area in an Off-Site Reserve? _____ Yes _____ No Acres - Planted: _____
 If yes, name of Reserve: _____ Off-Site Res. No.: _____
2. Bond amounts reviewed and recommended by: _____ SIGNATURE _____ DATE SIGNED _____
- _____ Roads _____ Storm Drains _____ U-I-C Driveways _____
 _____ Stormwater Management _____
 Floodplain Credits _____ Yes _____ No
 Drywell Required _____ Yes _____ No _____
 _____ Soil Erosion and Sediment Control _____
 _____ Water and Sewer _____ PWA Invoice _____ Schedule "A" _____
 _____ Landscaping _____ Forest Conservation _____
 _____ Fire Protection _____
 _____ Parks Planning _____
 Other: _____

FOR COUNTY USE ONLY

3.	PWA (File) #	Bureau Of Development Review	Department Of Public Works	Stormwater Management	Landscape & Forest Conservation	Bureau of Engineering Water & Sewer	Carroll Soil Conservation District	Parks Planning	Fire Protection
4.	Estimated Cost of Project:								
	A. Roads								
	B. Storm Drains								
	C. Driveways								
	D. Stake Out								
	E. Grading								
	F. Stormwater Management								
	G. Soil Erosion & Sediment Control								
	H. Landscaping								
	I. Forest Conservation								
	J. Water								
	K. Sewer								
	L. Recreation Equipment, etc.								
	M. Fire Protection								
	N. Other:								
	O. Other:								
	SUBTOTAL								
5.	% of Subtotal --- 10% or 50%								
6.	Bond Amount								
	<u>TOTAL BOND</u>								
7.	Inspection Fee: (4% of Subtotal)								
8.	Dev. Review Site Inspection Fee								

RECEIVED STAMPS GO HERE

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.

**REQUIRED DOCUMENTS FOR VARIOUS TYPES OF LEGAL PACKAGES
FOR FOREST CONSERVATION**

ON-SITE FOREST CONSERVATION ONLY

- Questionnaire Form
- Metes & Bounds Description (if not on record plat mylars)
- Title Certificate
- Legal Fee Sheet
- Legal Fee for P.W.A. and Deed of Easement

OFF-SITE FOREST CONSERVATION ONLY

- Questionnaire Form
- Metes & Bounds Description of Off-Site Area (written or on a record plat)
- Title Certificate for Off-Site Area
- Legal Fee Sheet
- Legal Fee for Deed of Easement

OFF-SITE FOREST CONSERVATION ON A BONDED SITE (FOREST BANK)

- Include Written Proof of Purchase of Forest Conservation Bank Acreage
- Bureau of Resource Management to be Keeping Track of How Much Land is Used Up
- No Easement Required on a Bonded Site (Forest Bank)

OFF-SITE RESERVE PLANTING AREA

- Copy of Off-Site Reserve Plan Showing Off-Site Planting

IF RETENTION ONLY – NO MAINTENANCE AGREEMENT REQUIRED; NEED EASEMENT DEED.

IF PROJECT HAS PRELIMINARY APPROVAL BEFORE JULY 1, 1991, IT IS EXEMPT FROM FOREST CONSERVATION.

IF THE FINAL PLANS PACKAGE IS DISTRIBUTED FOR REVIEW BEFORE DECEMBER 31, 1992, THEN IT IS EXEMPT FROM FOREST CONSERVATION.

NOTICE OF RECORDED SUBDIVISION PLAT

Notice is hereby given that a subdivision plat covering certain lands of the following owner(s):

and acquired by said owner(s) by the following deed(s):

(1) Dated _____ and recorded in Liber _____, Folio _____ etc.,
from _____

(2) Dated _____ and recorded in Liber _____, Folio _____ etc.,
from _____

(3) Dated _____ and recorded in Liber _____, Folio _____ etc.,
from _____

(4) Dated _____ and recorded in Liber _____, Folio _____ etc.,
from _____

known as " _____
(File No.) (Subdivision Name)

_____ " has been recorded among the Land Records
of Carroll County in Plat Book _____, Folio(s) _____.

(Title)

(Title)

(Title)

(Title)

**RETURN TO: COUNTY ATTORNEY'S OFFICE
225 NORTH CENTER STREET
WESTMINSTER, MD 21157**

PURPOSE AND USE OF STANDARD CONTRACT CLAUSE

The standard contract clause included in this package may be utilized by the developer in order to reduce the total amount of his bond requirements.

In those cases where a Public Works Agreement application includes estimated costs for construction, and which is not backed up by a contract which includes the standard contract clause, the bond amounts may be increased by as much as fifty percent in order to cover possible increase of costs and administrative costs by the County in the event the bond was forfeited.

In the event the standard contract clause is used, then the normal increase over the contract price would be ten percent.

The standard contract clause, when included in a contract between the developer and the contractor, contains an obligation from the contractor, in the event the County is forced to enter into and do the work, to perform the contract for the County at the same price they had proposed to the developer.

The proposed language to be included in the contract is as follows:

STANDARD CONTRACT CLAUSE

The parties hereto agree that the enforcement of this Agreement is contingent upon the final approval by the Planning and Zoning Commission and acceptance by the County Commissioners of Carroll County, a body corporate and politic of the State of Maryland, its duly authorized agents or employees, of the "project" known as _____ as evidenced by the recordation of a Plat of the aforesaid subdivision, recorded pursuant to State law and the Code of Public Local Laws and Ordinances of Carroll County, or approval of a site development plan.

Should there be a failure of recordation of the plat or, for a site development plan, failure to execute a P.W.A. within 100 days of this Agreement, this Agreement shall terminate without further act of any party.

As this Agreement includes grading or the construction of certain improvements which form a basis of the approval of the aforesaid project by The County Commissioners of Carroll County, etc., and is the basis for a Public Works Agreement to be entered into by The County Commissioners of Carroll County, the parties hereto agree that The County Commissioners of Carroll County is a beneficiary of the terms of this contract which are co-extensive with the terms of its Public Works Agreement (a standard form having been reviewed by the parties) and it shall have the right to enforce any and all of the terms of this Agreement; provided, payment is made in accordance herewith; and further provided that the enforcement of the terms of this Agreement is made pursuant to the aforesaid Public Works Agreement. This contract may not be terminated (except as specifically provided herein), enlarged, modified, altered, assigned or assumed, except in writing signed by all the parties, including The County Commissioners of Carroll County, and endorsed hereon.

Contractor's Signature

Date

REQUIRED INFORMATION ON TITLE CERTIFICATES

1. The Title Certificate must be addressed to:

County Commissioners of Carroll County
225 North Center Street
Westminster, Maryland 21157

2. The Title Certificate must contain the date of the most recent conveyance and include grantor(s) full name(s); grantee(s) full name(s); and recording references of the deed(s). No “et als.” please. If the Grantee is a corporate owner, please include where incorporated, i.e., “a body corporate of the State of Maryland”.
3. The Title Certificate must pertain to the entire piece of property being subdivided, state the amount of acreage, and the complete and correct plat or site development plan name.
4. The Title Certificate must specify all judgment and/or lien holders, including the name of the court, names of parties, case number, date of judgment, and amount of judgment. *If there are no recorded judgments or lien holders, the Title Certificate must so specify.*
5. If there is an open lien, the Title Certificate must contain the name(s) of the debtor(s), the Trustee(s), the Beneficiary, and/or the Mortgagor. It must also contain the date of the lien and the recording reference. Again, no “et als.” please. *If there are no recorded open Mortgages or Deeds of Trust, the Title Certificate must so specify.*
6. The Title Certificate must state whether current tax levy is open or paid.
7. The Title Certificate must show the R/E No. for the tax account.
8. The Title Certificate must contain an original signature by an attorney who is licensed to practice law in the State of Maryland, and who is in good standing with the Maryland Court of Appeals.
9. The Title Certificate must list any utility easements, and give names of grantees and recording references. *If there are no recorded utility easements, the Title Certificate must so specify.*
10. The Title Certificate must describe all other interests, encumbrances, and claims (including title reference, name of interest holder(s), kind of interest, and portion of property affected by the interest) affecting any portion of the property, including, but not limited to, easements, rights-of-way, remainders, recorded covenants and restrictions, recorded leasehold interests, and clouds upon title. Where any interest in any portion of the property has previously been granted to the County Commissioners of Carroll County, describe the interest and specify its location.
11. The Title Certificate is only good for sixty days. If this office receives the Public Works Agreement package and the Title Certificate is outdated, an update is required. ***Please note that the County is aware of the delay in Land Records with respect to scanning and indexing recorded documents. The sixty day period is calculated from the date the title was searched through in Land Records (the verified through date), not the date of the Title Certificate. This office will review each title received on a case by case basis for a determination as to whether an updated title will be required.***

12. The Title Certificate must state that the attorney has examined title to the property for a period of at least 60 years and **include the date to which title was searched through (the verified through date of Land Records)**.
13. Copies of all deeds, liens, judgments, rights-of-way, etc., as shown on the Title Certificate must accompany the Title Certificate.
14. Title Certificates shall not limit liability to less than the actual value of the property as reflected by consideration paid, or a minimum of \$10,000.00, whichever is greater, when restrictions on liability are acceptable to the County.
15. As of October 1, 2003, whenever fee simple property is being conveyed, the Grantor must comply with Section 10-912 of the Tax-General Article of the Annotated Code of Maryland. The "Certification of Exemption from Withholding Upon Disposition of Maryland Real Estate Affidavit of Residence or Principal Residence" form must be submitted with the Deed when it is recorded among the Land Records of Carroll County. This form confirms that the Grantor is a Maryland Resident or if the Grantor is a corporation or other business entity that the corporation or other business entity is registered in Maryland.

If the Grantor is a non-Resident individual or business entity, a percentage of the consideration must be paid to the Clerk of the Circuit Court; or a certificate from the State Department of Assessments confirming that the taxes have been paid must be submitted.

The "Certification of Exemption" may be downloaded from the State Department of Assessments and Taxation website or be obtained from Land Records.

CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW

SUBDIVISION REVIEW FEE COMPUTATION AND FEE SUMMARY FORM

Project Name: _____

County File Number: _____ Receipt Number: _____

NOTE:

All checks are made payable to the **Commissioners of Carroll County**. Place calculated amounts and total in the appropriate spaces on the Review Fee Deposit Form. Follow directions on that form for deposit. Please continue to include this form with submittal package.

MINOR SUBDIVISION PLAN

Bureau of Development Review Fee Computation (Project 0145, Object 462623):		Amount of Fee
\$400 X and \$ 97 X	_____ Number of Lots = _____ Number of Lots =	\$ \$
Engineering Review Fee Computation (Project 0145, Object 462634):		
\$100 X	_____ Number of Lots =	\$
Enter amount of Stormwater Management Fee from Stormwater Management Computation Sheet (Project 0145, Object 462629):		\$
Enter amount of Floodplain Review Fee and Floodplain Disturbance Fee (Project 0145, Object 462629):		\$
TOTAL FEE - Add BDR + ENG + SWM + FP Fees (submit one check for this amount)		\$

MAJOR SUBDIVISION - CONCEPT PLAN

RESIDENTIAL, NON-RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL

Bureau of Development Review Fee Computation (Project 0145, Object 462623):		Amount of Fee
\$1,600 + and \$ 97 X	(\$100 X _____ Number of lots) = _____ Number of Lots =	\$ \$
Engineering Review Fee Computation (Project 0145, Object 462634):		
\$150 +	(\$10 X _____ Number of lots) =	\$
TOTAL FEE - Add BDR + ENG Fees (submit one check for this amount)		\$

MAJOR SUBDIVISION – PRELIMINARY PLAN
RESIDENTIAL, NON-RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL

Bureau of Development Review Fee Computation (Project 0145, Object 462623):		Amount of Fee
\$1,600 +	(\$100 X _____ Number of lots) =	\$
Engineering Review Fee Computation (Project 0145, Object 462634):		
\$600 +	(\$30 X _____ Number of lots) =	\$
Enter amount of Stormwater Management Fee from Stormwater Management Computation Sheet (Project 0145, Object 462629):		\$
Enter amount of Floodplain Review Fee (Project 0145, Object 462629):		\$
TOTAL FEE – Add BDR + ENG + SWM + FP Fees (submit one check for this amount)		\$

MAJOR SUBDIVISION - FINAL PLAN
RESIDENTIAL, NON-RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL

Bureau of Development Review Fee Computation (Project 0145, Object 462623):		Amount of Fee
\$1,650 +	(\$130 X _____ Number of lots) =	\$
Engineering Review Fee Computation (Project 0145, Object 462634):		
\$1,050 +	(\$40 X _____ Number of lots) =	\$
Enter amount of Floodplain Disturbance Fee (Project 0145, Object 462629):		\$
TOTAL FEE - Add BDR + ENG + FP Fees (submit one check for this amount)		\$

AMENDED PLAT REVIEW FEE

Bureau of Development Review Fee Computation (Project 0145, Object 462623):		Amount of Fee
6 LOTS OR LESS 7 LOTS OR MORE	\$200 X _____ Number of Lots = \$825 + (\$65 X _____ Number of Lots) =	\$
TOTAL FEE - Add BDR + ENG Fees (submit one check for this amount)		\$

REVIEW FEE COMPUTATION AND FEE SUMMARY

**SITE DEVELOPMENT PLAN
COMMERCIAL, INDUSTRIAL, MULTI-FAMILY, NON-RESIDENTIAL**

NOTE:

All checks are made payable to the **Commissioners of Carroll County**. Please enter fee information on the Review Fee Deposit Form. Follow directions on that form for deposit. Please continue to include this form with the submittal package.

Bureau of Development Review Fee Computation (Project 0145, Object 462623):		Amount of Fee
\$2,000 +	($\\$100 \times$ _____ Number of acres) = round acreage to the nearest whole number	\$
and if residential - $\\$97 \times$	_____ (Number of units) =	\$
Engineering Review Fee Computation (select fee for applicable description) (Project 0145, Object 462634):		
Type I	\$ 250	
Type II	\$ 500	
Type III	\$1,000	
Type IV	\$1,250	
Enter amount of Stormwater Management Fee from Stormwater Management Computation Sheet (Project 0145, Object 462629):		
TOTAL FEE - Add BDR + ENG + SWM Fees (submit one check for this amount)		\$

Description of Engineering Review Types (Call Engineering Review at 410-386-2157 for clarification):

Type I - Where entrance is existing and no drainage review is involved. Building size generally less than 4,000 square feet. Examples: modification to existing building, change of use site plan, new building in an existing development.

Type II - Involves new single entrance and possibly a cross-culvert, reconstruction of an existing entrance, very minor drainage design. Examples: warehouse, office building, free-standing retail sales facility.

Type III - Monumental, split or dual entrances, storm drainage review. Site area up to 10 acres. Examples: restaurants, supermarkets, shopping centers, mini-storage facilities.

Type IV - Same as Type III except site area greater than 10 acres.

CARROLL COUNTY BUREAU OF RESOURCE MANAGEMENT

FOREST CONSERVATION

REVIEW FEE COMPUTATION

Project Name: _____

County File Number: _____ Receipt Number: _____

Applicant: _____

The Forest Conservation Review Fee is a fee charged for office review and field verification of documents prepared in compliance with the Code of Public Local Laws and Ordinances of Carroll County, Maryland, Forest Conservation Ordinance, Chapter 115. Along with the initial Forest Stand Delineation submittal, the applicant is required to pay a minimum fee of \$250.00 with an additional charge of \$25 per acre assessed for each additional acre (rounded up) over ten. **A Forest Stand Delineation must be provided for the entire site.**

NOTE:

1. All checks are made payable to the **Commissioners of Carroll County**.
2. Please transfer total fee amount to Review Fee Deposit Form and follow the directions on that form for deposit (Project 0145, Object 462639).
3. Please continue to include this form with the applicable Forest Conservation package.

Forest Conservation Minimum Fee (up to ten acres):		\$250.00
Per acre charge times	Total number of acres on the Forest Stand Delineation (rounded up to the nearest whole number) minus 10	
\$25 times	(_____ .0 acres - 10)	\$
TOTAL FEE		\$

CARROLL COUNTY BUREAU OF RESOURCE MANAGEMENT

STORMWATER MANAGEMENT

REVIEW FEE COMPUTATION SHEET

Project Name: _____

County File Number: _____ Receipt Number: _____

Applicant: _____

Choose one of the following options:

_____ 1. Plan Review (**Total Plan Review Fee \$ _____**)

$$\$1,000 + (\$160 \times \text{_____ Acres} \times \text{_____ \% Weighted Average Impervious Area}) = \frac{\text{_____}}{\text{Total}}$$

PERCENT IMPERVIOUS AREA

<u>Land Use</u>	<u>Average % Impervious</u>
Impervious Area	100
Commercial/Business	85
Industrial/School	72
Residential	
1/8 acre or less lots	65
1/6 acre lots *	56
1/4 acre lots	38
1/3 acre lots	30
1/2 acre lots	25
1 acre lots	20
2 acre lots	12

From: USDA Soil Conservation Service Technical Release 55 (*interpolated)

_____ 2. Variance Request (\$50) or Individual Lots in Previously Approved Commercial/Industrial Subdivisions (\$250)

Enter the review fee amount on the Bureau of Development Review Review Fee Deposit Form. Please note that one check made payable to Commissioners of Carroll County is to be submitted for all plan review fees.

**Municipal Plan Review
Bureau of Development Review Fee Computation Sheet
for the Town of Mount Airy and the Cities of Taneytown and Westminster**

Project Name: _____

County File Number: _____ Receipt Number: _____

Bureau of Development Review Fees (Project 0145, Object 462623)

- Minor Subdivisions (\$200 X _____ (# of lots)) = _____
- and Concurrency Management Fee (\$ 97 X _____ (# of lots)) = _____
- Amended Plat (6 lots or less) (\$100 X _____ (# of lots)) = _____
- Amended Plat (7 lots or more) \$ 400+ (\$ 30 X _____ (# of lots)) = _____
- Site Plan, Major \$1000+ (\$ 50 X _____ (# of acres)) = _____
- Residential (Concurrency Mgt. Fee) (\$ 97 X _____ (# of units)) = _____

- Site Plan, Minor \$ 500 _____

Site plan **acreage should be rounded up to the nearest whole** number before calculating.
A minor site plan is defined as a change of use or an addition to an existing facility that does not increase the overall square footage by more than 30 percent.

- Major Residential Concept \$ 800 + (\$ 50 X _____ (# of lots)) = _____
- and Concurrency Management Fee (\$ 97 X _____ (# of lots)) = _____
- Major Residential Preliminary \$ 800 + (\$ 50 X _____ (# of lots)) = _____
- Major Residential Final \$ 825 + (\$ 65 X _____ (# of lots)) = _____

Major subdivisions contain four lots or more. Major subdivision review includes residential, commercial/industrial, and multi-family developments. Concurrency Management Fees will be assessed at initial submittal of the residential plan.

- Stormwater Management Review Fee (Project 0145, Object 462629) from the Carroll County Stormwater Management Review Fee Calculation Sheet. **(Town of Mount Airy and City of Westminster only).**

Please total the fees applicable to this submittal and enter the amount in the space provided below.

TOTAL OF FEES SUBMITTED _____

1. Please transfer information to the Bureau of Development Review Fee Deposit Form. Follow directions on that form for deposit.
2. Please make the check payable to the Commissioners of Carroll County.
3. Please continue to include this form with the submittal package to the Bureau of Development Review.
4. Please submit "Bureau of Development Review Copy" of the paid-stamped deposit form with the submittal to the Bureau to initiate processing.

**Municipal Plan Review
Bureau of Development Review Fee Computation Sheet
for the Towns of Hampstead, Manchester, New Windsor, and Sykesville**

Project Name: _____

County File Number: _____ Receipt Number: _____

Bureau of Development Review Fees (Project 0145, Object 462623)

- Minor Subdivisions (\$400 X _____ (# of lots)) = _____
- and Concurrency Management Fee (\$ 97 X _____ (# of lots)) = _____
- Amended Plat (6 lots or less) (\$200 X _____ (# of lots)) = _____
- Amended Plat (7 lots or more) \$ 825 + (\$ 65 X _____ (# of lots)) = _____
- Site Plan, Major \$2000 + (\$100 X _____ (# of acres)) = _____
- Residential (Concurrency Mgt. Fee) (\$ 97 X _____ (# of units)) = _____
- Site Plan, Minor \$1000 _____

Site plan **acreage should be rounded up to the nearest whole number** before calculating.

A minor site plan is defined as a change of use, or an addition to an existing facility that does not increase the overall footage by more than 30 percent.

- Major Subdivision – Concept \$1600 + (\$100 X _____ (# of lots)) = _____
- and Concurrency Management Fee (\$ 97 X _____ (# of lots)) = _____
- Major Subdivision – Preliminary \$1600 + (\$100 X _____ (# of lots)) = _____
- Major Subdivision – Final \$1650 + (\$130 X _____ (# of lots)) = _____

Major subdivisions contain four lots or more. Major subdivision review includes residential, commercial/industrial, and multi-family developments. Concurrency Management Fees will be assessed at initial submittal of the residential plan.

- Stormwater Management Review Fee (Project 0145, Object 462629) from the Carroll County Stormwater Management Review Fee Calculation Sheet.
- Engineering Review Fee (Project 0145, Object 462634) from Carroll County Subdivision Review Fee Computation and Fee Summary Form for appropriate review (Towns of Hampstead & Manchester only).

Please total the fees applicable to this submittal and enter the amount in the space provided below.

TOTAL OF FEES SUBMITTED _____

1. Please transfer information to the Bureau of Development Review Fee Deposit Form. Follow directions on that form for deposits.
2. Please make the check payable to the Commissioners of Carroll County.
3. Please continue to include this form with the submittal package to the Bureau of Development Review.
4. Please submit “Bureau of Development Review Copy” of the paid-stamped deposit form with the submittal to the Bureau to initiate processing.

CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW

LEGAL DOCUMENT

FEE COMPUTATION SHEET

Project Name: _____

County File Number: _____ Receipt Number: _____

NOTE:

1. Place the total fee amount on the Development Review Fee Deposit Form on the line referring to Bureau of Development Review fees. Follow directions on that sheet for deposit.
2. All checks are to be made payable to the **Commissioners of Carroll County**.
3. Please continue to include this form with submittal package.
4. Printing and recording fees will be calculated at actual cost and will be collected separately prior to recordation.

FEES

\$50.00 x _____ Public Works Agreement(s) = \$ _____ .00 (subtotal)

\$50.00 x _____ Declaration of Maintenance Obligation(s) = \$ _____ .00 (subtotal)

\$50.00 x _____ Deed(s) = \$ _____ .00 (subtotal)

TOTAL = \$ _____ .00

Project 0145 – Object 462623

**FEE COMPUTATION SHEET FOR
ROAD/DRIVEWAY CONSTRUCTION MYLARS
AND REVISED MYLARS FOR FIELD CHANGES
FOR SUBDIVISION PLANS ONLY**

County File Number: _____

Project Name: _____

NOTE: ALL CHECKS TO BE MADE PAYABLE TO THE COMMISSIONERS OF CARROLL COUNTY

U-I-C DRIVEWAYS ONLY

MINIMUM REQUIRED # OF SETS - 10

If following agencies are involved,
include additional sets and total.

Recreation and Parks		
Any Open Space Improvements	(1)	___
Bureau of Facilities		
Public Open Space OR SWM Ponds	(1)	___
State Highway Administration	(1)	___
City or Town	(1)	___

COUNTY ROAD CONSTRUCTION

MINIMUM REQUIRED # OF SETS - 11

If following agencies are involved,
include additional sets and total.

Recreation and Parks		
Any Open Space Improvements	(1)	___
Bureau of Facilities		
Public Open Space OR SWM Ponds	(1)	___
State Highway Administration	(1)	___
City or Town	(1)	___

TOTAL # OF SETS

TOTAL # OF SETS _____ X # OF SHEETS PER SET _____ X *\$.60 PER SHEET = \$ _____

TOTAL PRINT FEES = \$ _____

*FEE BASED ON 24" X 36" SHEET @ \$.10 PER SQ. FOOT - ALTER FEE FOR LARGER OR SMALLER SHEETS.

**CITIZEN INVOLVEMENT ELEMENT
OF THE
CARROLL COUNTY
DEVELOPMENT REVIEW PROCESS**

I. APPLICATION

Community input will be considered at the Subdivision Advisory Committee (SAC) review meeting for the following plans:

- A. Subdivisions requiring conceptual plans that create 4 or more lots.
- B. Site development plans for new commercial development and expansions of existing commercial development greater than 25 percent.

II. NOTIFICATION & POSTING

A. Developer Responsibilities

By the SAC meeting cut-off date, the developer submitting plans meeting criteria under I. above will:

- 1. Provide a complete list of contiguous (adjoining) property owners, including their names and mailing addresses.
- 2. Submit an extra set of plans to Development Review to be made available for public review.

B. Development Review Responsibilities

- 1. Ensure the developer submits the plans and list of contiguous property owners prior to the cut-off for the SAC meeting. An agenda time and location of the SAC meeting will then be determined.
- 2. Start a public information folder for each plan file.
- 3. Post a community notice sign along each road which the property fronts at least two weeks prior to the meeting. The sign(s) shall be placed so as to be visible to passersby. The sign shall give enough information to inform the reader of what is proposed, when the SAC meeting will be held, and who to call for more information.
- 4. Notify by first-class mail at least two weeks prior to the meeting the adjoining property owners supplied by the developer/applicant that community input will be taken at the SAC meeting, giving enough information to explain what is being proposed and how they can learn more.
- 5. Post the SAC meeting agenda on the Internet and mail courtesy copies to the County Libraries for public information. The agenda should include a brief description of affected subdivisions and site plans and a number to call for more information.

III. SAC MEETING PROCEDURES

- A. Bureau of Development Review will schedule all subdivision and site plan reviews as they have in the past, except providing adequate time for citizen involvement for applicable plans.
- B. SAC Chairman will open each agenda item by asking if there are any citizens present interested in the plan. If citizens are present, the staff will provide a brief overview of the proposed development to the public. The technical review will commence next. Public comments and questions will be delayed until completion of the technical review.
- C. Development Review staff will facilitate a public forum immediately at the conclusion of the technical review period with interested parties, the developer, and technical staff. The facilitator will explain how the public forum is conducted, inform what areas of concern can be addressed, and ensure the forum is conducted as objectively as possible to encourage a fair exchange of

information. The technical staff will only participate to the extent necessary to explain County guidelines, standards, and procedures.

- D. Public comments may be written or verbal. Verbal comments may be submitted in writing to Development Review within 7 days of the SAC meeting. All written comments received will be placed in the public information file, with copies forwarded to the Secretary of the Planning and Zoning Commission.

**ROAD/DRIVEWAY CONSTRUCTION MYLARS
AND/OR
REVISED MYLARS FOR FIELD CHANGES
TRANSMITTAL**

NOTE: This form shall be used when submitting mylars (second original) for road/driveway construction and field changes to the Bureau of Development Review for signatures. File transmittal, complete mylar package (as shown below), and fee in Room 201 of the County Office Building, 225 North Center Street, Westminster, Maryland 21157. **Payment for printing construction drawings must be made prior to processing of mylar for signatures.**

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

SUBMITTAL INCLUDES THE FOLLOWING (INDICATE):

_____ **ROAD CONSTRUCTION MYLARS**
(Second Originals With Original Signatures and Engineer's Seal) and
a check for printing fee **with fee sheet**

_____ **DRIVEWAY CONSTRUCTION MYLARS**
(Second Originals With Original Signatures and Engineer's Seal) and
a check for printing fee **with fee sheet**

_____ **MYLARS FOR FIELD CHANGE**
(Second Originals With Original Signatures and Engineer's Seal) and
3 sets of paper prints - EACH SET TO BE FOLDED TO A MAXIMUM SIZE
OF 9" X 12" and a check for printing fee **with fee sheet**

**Be sure that all approving agencies comments have been met before submission of construction mylars.
All incomplete and premature submittals will be returned.**

BUREAU OF DEVELOPMENT REVIEW

ROAD NAME RESERVATION REQUEST PROCEDURES

1. Road name reservation requests must comply with the Road Naming Guidelines.
2. The request for road name reservation must be submitted with the initial Preliminary Plan Package submittal; however, the request may be made at the presubmittal conference or concept stage.
3. All requests for road name reservation must include a plan, and must be made on the Road Name Reservation Form.
4. Only one name may be reserved for each road or drive. The name must be used in the exact manner approved.
5. Written confirmation of the acceptance or rejection of the proposed names will be provided by the Bureau of Development Review to the engineer/surveyor.
6. The approved name(s) may only be used in the subdivision for which it was approved.
7. Road names will be reserved for one year. If Preliminary Plan approval has not been granted by the Planning Commission within that time, a request to extend the road name reservation must be submitted to the Bureau of Development Review. When Planning Commission approval is granted, the road name is permanently reserved.

BUREAU OF DEVELOPMENT REVIEW

ROAD NAMING GUIDELINES

In order for the Bureau of Development Review to approve a road name, it must meet the following criteria:

1. A proposed road name may not be a duplication of an existing road name or one previously reserved for use in another development.
2. Only the following road name suffix shall be used for the type of road listed below:
 - A. **Court or Landing** is to be used for permanent cul-de-sac roads.
 - B. **Drive** is to be used for private use-in-common driveways, drives on condominium sites, or any drives not intended to be turned over to the County or municipality for maintenance.
 - C. **Boulevard** is to be used for roads which are divided by a median and have limited access.
 - D. **Circle** is to be used for loop roads.
 - E. **Avenue, Lane, Road, Way, Street, or Trail** are to be used for all other through roads.
3. A use-in-common driveway serving three or more lots must be named. Use-in-common driveways serving less than three lots must be named when required by the Planning Commission due to site specific circumstances.
4. Homonyms and "sound-alike" names are not permitted. (Example: Bear, Bare; Lee, Leigh)
5. Names of commercial and trademarked products are not permitted.
6. The prefixes North, South, East, West, Old, and New are not permitted.
7. Apostrophes, hyphens, initials, and abbreviations (with the exception of the suffix for St., Dr., Ave., Blvd., Rd., etc.) are not permitted.
8. Common suffix name may not be used as part of the road name. (Example: Five Courts Drive, Shady Way Road)
9. Prefixes should be used to make a one-word road name. (Example: Bayberry, Mapleleaf, Horseshoe)
10. A proposed road name may not duplicate an existing road name whether a one-word or a two-word name is used. (Example: Sugarmaple and Sugar Maple)

ROAD NAME RESERVATION FORM

Subdivision Location: _____

County File Number: _____ Election District: _____

Closest Connecting County Road: _____

Surveyor/Contact Person: _____

Address of Contact: _____

Telephone Number: _____

Total Number of Road Names Needed: _____

Proposed Road Names:	Approved	Disapproved
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

OFFICIAL USE ONLY

Reviewed/Approved By: _____

Date: _____

Entered into Road Inventory/Hard Copy

Road names will be reserved for one year. If preliminary plan approval has not been granted by the Planning Commission within that time, a request to extend the road name reservation must be submitted to the Bureau of Development Review.

SUBDIVISION NAME RESERVATION FORM

Subdivision Location: _____

County File Number: _____ Election District: _____

Closest Connecting County Road: _____

Surveyor/Contact Person: _____

Address of Contact: _____

Telephone Number: _____

Proposed Subdivision Names:	Approved	Disapproved
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

OFFICIAL USE ONLY

Reviewed/Approved By: _____

Date: _____

Entered into Subdivision Inventory/Hard Copy

Subdivision names will be reserved for one year. If preliminary plan approval has not been granted by the Planning Commission within that time, a request to extend the subdivision name reservation must be submitted to the Bureau of Development Review.

CARROLL COUNTY SURVEY SPECIFICATIONS

Prior to conveyance of any land classified as open space/green space to the Carroll County Commissioners, a boundary survey of the property shall be performed as follows:

1. Establish and mark all property corners in accordance with Chapter 03, Survey Markers, Article 09.13.03.04 of the Code of Maryland Regulations. Point on line iron rebar pins shall be set at a maximum 250 foot interval on exterior boundaries. Exterior boundaries are defined as those boundaries of the parcel that are not contiguous to other property boundaries owned by the Carroll County Commissioners. The maximum acceptable error of closure for the raw traverse shall not exceed 1:10,000.
2. A clear and free title must be presented and documented.
3. Provide the Bureau of Facilities a plat and a master drawing, in either mylar form or digital CADD format, showing the metes and bounds outline of the property being conveyed. The drawing shall show all property corners as established and marked, and shall denote the names and Liber/Folio numbers of adjoining landowners. The point of origin of the outline shall be referenced to the Maryland State System of Plane Coordinates with all corners coordinated and tabulated on the master. The drawing is to be done at a scale of 1" = 100', unless otherwise approved.
4. Include on the abovementioned master all distinguishing landmarks on the property. Landmarks shall include at a minimum: woods lines, roadways, streams, rock formations, buildings, wetlands, agricultural fields and pasture fences. Indicated on the master shall be the acreage of the woodlands, agricultural fields, pastures and wetlands to the nearest 1/1000 of an acre.
5. The surveying firm shall setup a meeting with a representative of the Bureau of Facilities to walk the boundaries of the parcel to be conveyed. The developer is responsible for contacting the Bureau of Facilities (410-386-6700) to coordinate the boundary walk meeting. It is the developer's responsibility to obtain permission from any adjacent landowners to enter their property, if necessary, to complete the boundary walk meeting.

Upon satisfactory completion of all of the above items, the Bureau of Facilities shall notify the Office of Land Acquisition that the land conveyance is acceptable.

OPEN SPACE CONVEYANCE CHECKLIST

Prior to conveyance of any open space land to Carroll County, the Developer shall:

1. Establish and mark all property corners in accordance with the Code of Maryland Regulations. Iron pins, iron pipes, or rebars shall be set at a maximum of 250 feet intervals on exterior boundaries. Exterior boundaries are defined as those boundaries of the property that are not contiguous to land already owned by the Commissioners.
2. Provide the Bureau of Facilities a mylar drawing which shows the metes and bounds outline of the property being conveyed. The drawing shall show all property corners as established and marked. The outline shall be referenced to the Maryland State System of Plane Coordinates. The drawing is to be at a scale of 1" = 100', unless otherwise approved.
3. Provide the Bureau of Facilities a mylar drawing which shows property being conveyed and all distinguishing landmarks. Features to be shown include at a minimum: wood lines, roadways, large trees, streams, rock formations, buildings, and wetlands. The drawings shall indicate the acreage of land contained in wetlands, woodland, and open land.
4. Walk the boundaries of the property with a representative of the Bureau of Facilities. The developer is responsible for contacting the Bureau of Facilities at 410-386-6700, to coordinate the walk. The developer is responsible for contacting any adjacent property owners for permission to enter their property, if necessary to complete the walk.

Upon satisfactory completion of all items, the Bureau of Facilities shall notify the Bureau of Development Review that the open space is acceptable for conveyance.

Condition to be included in Subdivision Approval Letter:

Prior to recordation of any final plat which includes open space land intended to be deeded to the Carroll County Commissioners, the owner/developer shall comply with all requirements of the Open Space Conveyance Checklist.

COMMUNICATIONS TOWERS

A DEVELOPER'S GUIDE TO PROCESS PLANS

The requirements for processing plans for Communications Towers are specified in **Section 223-15** and **Section 103-19** of the Code of Public Local Laws and Ordinances of Carroll County.

Proposals for the construction of new structures must follow the steps listed below:

- STEP 1: The applicant must meet with a representative of the Bureau of Development Review to discuss the particulars of the proposal (pre-application conference) to determine what needs to be done to process plans for the use. At minimum, the developer must know the Tax Map, Block, Parcel Number, and the fee simple Owner of the property for which the use will be located.
- STEP 2: The developer must submit the written "LOCATION ANALYSIS" per **Section 223-15 (C)(6)(a)**, before an application can be accepted for review by the Board of Zoning Appeals or the Zoning Administrator. This analysis must be submitted to the Carroll County Bureau of Development Review for review by the County's telecommunications consultant.
- STEP 3: Once the determination is made that the use can be located on the subject property by the County's telecommunication consultant, then the applicant can proceed to prepare the necessary information for hearing review by the Carroll County Board of Zoning Appeals or the Zoning Administrator.
- STEP 4: At the discretion of the developer, the required Site Plan can be submitted for review in accordance with **Section 103-19** of the Code of Public Local Laws and Ordinances of Carroll County. This can be done prior to zoning approval by the Board of Zoning Appeals or the Zoning Administrator. However, the Site Plan cannot be presented to the Carroll County Planning and Zoning Commission for final approval until the Board of Zoning Appeals or the Zoning Administrator has issued written zoning approval.
- STEP 5: After the Carroll County Planning and Zoning Commission has approved the Plan, and all related final plan issues have been resolved and or Legal Documents have been recorded, the permits for construction can be issued.

**COMMUNICATIONS TOWERS
CARROLL COUNTY LOCATION ANALYSIS
(SUBMITTED IN ACCORDANCE WITH SECTION 223-15 C. (6) of the
Code of Public Local Laws and Ordinances of Carroll County)**

The Following Supplemental Information is required in addition to the items required in Section 223-15 C. (6) of the Code.

Initial Information Submission Requirements

1. Applicant name: _____
2. Carrier name: _____
3. Site name: _____
4. Site address: _____
5. Property Tax Map/Block/Parcel/Lot: _____ / _____ / _____ / _____
6. Property owner: _____
7. Tower or structure owner (if different from property owner): _____
8. Tower latitude/longitude: _____
Tower Coordinates (Based on NAD 83): _____
9. Site ground elevation: _____
10. Proposed tower height AGL: _____
11. Antenna height AGL: _____
12. Frequencies to be used: _____
13. Maximum ERP: _____
14. FCC emission designator: _____
15. Under what section of the FCC's rules is the carrier licensed: _____
16. Will this site be submitted for FAA review and approval? (If FAA review has already been completed attach a copy of approval). _____
17. Provide a site plan including a vicinity map, the location of the proposed structure in relation adjacent properties, the zone of the adjacent properties, and distance from the nearest residence, school, church, or health care facility on the adjacent properties.
18. Attach a drawing showing the elevation profile of the structure, tower, or monopole indicating heights of proposed antennas, existing antennas (w/carrier names and antenna type), heights designated for future

attachments, and any equipment sheds or cabinets, ice bridge, cabling, etc. If site is on an existing building, indicate location of other existing or approved carrier facilities, antennas, and equipment.

19. If applicant is not a carrier, attach a letter of intent from a carrier specifying when it proposes to attach antennas to the structure.
20. Provide color RF propagation maps of the service area with and without the proposed antennas for the carrier desiring to place antennas on the structure. Identify and include all adjacent antenna sites serving this area and identify the main arterial roadways. Show expected coverage contours of signal levels at the desired level of service and plus and minus 5dB. Include a legend indicating colors and corresponding signal levels and desired coverage level. Provide the transmission elevations upon which the model based.
21. If the application is for a new structure, state how many additional carriers may be accommodated on the facility.
22. Identify alternative locations or structures within a one mile radius from the proposed site which were considered for the placement of the antennas, monopole, or tower along with an explanation as to why they could not be used to accommodate the carriers antennas. Provide a description of the alternative considered, an address, latitude and longitude of each alternative. Include supporting RF maps as specified above, with and without the alternatives, which demonstrate why the alternatives could not be used to provide the desired coverage. If there were non-RF reasons why those alternatives wouldn't work, an explanation of why they could not be used. If an existing structure is proposed to be modified to accommodate the antennas, attach the structural engineering certification.
23. Explain the extent to which the proposed sitings are for coverage, capacity, or other service interests.
24. Provide a technical description of the services to be provided.
25. Provide a description of the geologic or topographic issues (i.e. hills, valleys, vegetation or trees, etc.) affecting selection of this site.
26. Provide a description and specifications of the antennas and support structure proposed to be used.
27. If any drive tests, balloon tests, or other similar methods of analysis were used in selecting this site or rejecting an alternative site, state the results of the tests.
28. Unless previously submitted within the last 12 months, attach a copy of the Maryland State Highway Administration base map showing the location (including site name and address) of:
 - All existing active antenna sites
 - A map showing RF propagation plots for all Carroll County sites
 - All approved antenna sites pending activation within the next 12 months
 - For each site, indicate the type of structure to which antennas are attached (e.g. an existing 90' building, 190' monopole, 250' lattice tower, etc.)

Provide the name of a contact person for any questions regarding the application or the engineering information contained therein.

Name: _____

Telephone Number: _____ Fax: _____

E-mail address: _____

Address: _____

Submit Completed Location Analysis (2 sets) and check for \$2,500 made payable to “Commissioners of Carroll County”, to the Carroll County Bureau of Development Review, County Office Building, 225 North Center Street, Westminster, Maryland 21157.

Please contact Robert Hunnicutt with Columbia Telecommunications at (410) 964 –5700 or RHUNNICUTT@internetctc.com with any questions regarding the information requested.

AFFIDAVIT AND AGREEMENT
Name of Tower – TELECOMMUNICATIONS TOWER
CARROLL COUNTY ZONING CERTIFICATE
BOARD OF ZONING APPEALS CASE NO. _____ (if applicable)
COUNTY FILE NO. S-00-0000

Pursuant to Section 223-15 (C) (7) and (9) of the Code of Public Local Laws and Ordinances of Carroll County, the undersigned does hereby declare and affirm under the penalties of perjury, and agrees on behalf of name of Tower Company concerning its proposed telecommunications tower (the “proposed tower”) at address of subject property as follows:

1. The Undersigned is a duly appointed agent of name of tower company, the Applicant, and as such is authorized to give this Affidavit and bind said Applicant to this Agreement.
2. Space on the proposed tower will be made available to future users, when possible.
3. The proposed tower will be removed by the Applicant, at Applicant’s expense, within six (6) months after the tower ceases to function as a communications tower.
4. The foregoing shall be binding upon the Applicant, its successors and assigns.

Name of tower company

By: Signature of tower applicant
Printed name of person signing and title

STATE OF _____, COUNTY OF _____, to wit:

I HEREBY CERTIFY that on this _____ day of Month, Year, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared printed name of person signed above, who acknowledged himself/herself to be the title of the tower applicant, of Name of tower company, and that he/she, as such duly appointed agent being authorized so to do, executed the foregoing instrument for the purposes therein contained.

AS WITNESS my hand and Notarial Seal.

Signed name of Notary

Notary Public

My Commission Expires: date

Location of Seal

**CARROLL COUNTY
BUREAU OF DEVELOPMENT REVIEW**

**Concurrency Management Application
Pursuant to Chapter 71 – Adequate Public Facilities and Concurrency Management**

- Concept Plan Submittal Preliminary Plan Submittal
- Final Subdivision Plat Residential Site Plan

1. Development Name: _____ File Number: _____

2. Total Number of Units _____ Type of Units _____ Gross Density _____

3. Project Location: ___ North ___ South ___ East ___ West

Side of (road name): _____

Election District No.: _____ Tax Map/Block/Parcel: _____ / _____ / _____

4. Public Facilities Impacted by the Project:

- Schools Roads Fire/EMS Police Water Sewer

5. Traffic Impact Study if Required* Yes No

6. Tax Account Identification Number: _____

Owner Signature

Owner Printed Name and Address: _____

Developer Signature

Developer Printed Name and Address: _____

*In accordance with the requirements of the Traffic Study Guidelines contained in the Department of Public Works Design Manual – Volume I, Roads and Storm Drains as revised or amended.