APPENDIX 3

Minor Subdivision Review Process Overview

Environmental Site Delineation

Pre-submittal Conference
Meet, discuss plan & process; gather information.

Plan Submittal and Distribution
Submit preliminary plans with certification of complete package, supporting data, final plats, and if applicable, construction drawings for use-in-common drivewavs.

Plan Review
Plan and field reviews completed by Bureau of Development Review and other County staff; comments mailed to Bureau by reviewing agencies; comments mailed to owner/developer and surveyor/engineer.

Approval of the Preliminary Plan by the Carroll County Planning and Zoning Commission
Preliminary plan may be presented to the Chair or full Commission for approval.

Final Plat and Legal Document Package Submittal
Record plat mylars, construction mylars, and any legal documents are submitted for simultaneous processing.

Final Plats and Legal Documents Recorded
After signature approval, final plats and legal documents are recorded.