

Development Review Manual

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Article I, Administration and Enforcement

1. Title.

This shall be known as the Carroll County Development Review Manual, hereinafter referred to as "Manual."

2. Scope.

This Manual governs the review and approval processes for preliminary subdivision plans, final record plats, site development plans, off-conveyances, and any other division or development of land in Carroll County in conjunction with the Code of Public Local Laws and Ordinances of Carroll County, specifically but not limited to, Chapter 103, Development and Subdivision of Land.

3. Purpose.

This Manual is meant to serve as a guide to the development process, to assist the developer, landowner, and citizen in understanding the various development procedures and applicable minimum design standards.

Article II, Definitions

1. Scope.

A. Terms defined in other codes.

Where terms are not defined in this Manual but are defined in the references listed in the Appendix, they shall have the meanings ascribed to there in those references.

B. Terms not defined.

Where there is no definition in the Manual or the Appendix, terms shall have their ordinarily accepted meanings such as the concept implies.

2. Definitions.

As used in this manual, the following terms shall have the meanings indicated:

AASHTO – American Association of State Highway and Transportation Officials.

ADJACENT – Lying near or close to; adjacent implies that the two (2) objects are not widely separated, though they may not actually touch; lots separated by a street shall be considered adjacent.

ADJOINING – Two (2) or more parcels that share a common property line or point of intersection of two (2) property lines.

ADMINISTRATIVE OFFICIAL – The Director of the Department of Planning, the Director of the Department of Public Works, or Chief of the Bureau of Development Review.

AVAILABLE THRESHOLD CAPACITY or ATC – The amount of capacity available for future development under Chapter 71 determined by balancing the County’s ability to pay for infrastructure, schools, and police, fire, and emergency medical services with building permit reservations and phasing of projects. Capacity of a facility is determined by the County or the incorporated municipality, if applicable.

BOARD – The Board of County Commissioners of Carroll County.

BUILDABLE LOT – Separately described parcel legally created in accordance with Chapter 223, Zoning, or its predecessor law which allows or would have allowed, without a variance, the construction of a single-family dwelling; or if in the B-G, B-L, I-G or I-R District, allows or would have allowed without a variance the construction of a building to house any principal permitted use. The term "Buildable Lot" as used in this Manual does not imply that such lot has met or will meet Health Department standards and requirements for water and sewer or other applicable governmental requirements which shall be obtained prior to the granting of a building permit.

BUREAU – The Bureau of Development Review or its successor agency.

CARBONATE ROCK AREAS – Areas which are currently known or suspected to be underlain by carbonate rocks. This includes the Wakefield Marble and Silver Run Limestone geologic units, as well as unnamed calcareous zones within schist and phyllite areas.

COMAR – The Code of Maryland Regulations.

COUNTY – The Carroll County Board of Commissioners or its designee.

DATE OF APPROVAL – The date of the written approval letter from the Chair or Secretary of the Commission.

DESIGN MANUAL – The Design Manual - Volume 1 - Roads and Storm Drains. The manual used by the Department of Public Works for the engineering of roads and storm drains.

DEVELOPER OR SUBDIVIDER - An individual, partnership, firm, corporation, or other entity that undertakes or participates in the activities covered by Chapter 103.

ENVIRONMENTAL RESOURCE AREAS – Streams, stream buffers, one-hundred-year floodplains, habitats of threatened and endangered species, steep slopes, carbonate rock areas, reservoir watersheds, Use III waters, wellhead buffers, and wetlands.

FEMA – Federal Emergency Management Agency.

FINAL SUBDIVISION PLAT – A drawing of any portion of the subdivision which is desired to be made an official record in the Land Records of Carroll County, and which may be all or a portion of an approved preliminary subdivision plan.

HANGOVER PARCEL – As designated by owner, the part on either side of the road of a parcel, tract, or remainder crossed by a publicly maintained street or road, where the street or road is not owned in-fee simple by a government agency.

HEALTH DEPARTMENT – The Maryland Department of Health and Mental Hygiene or the Carroll County Health Department.

HISTORIC STRUCTURE – A structure listed individually on the National Register of Historic Places, the Maryland Inventory of Historic Properties, a local inventory of historic places certified by the Maryland Historical Trust or the Secretary of the Interior, or preliminarily determined as meeting the requirements for such listing by the Maryland Historical Trust or the Secretary of the Interior, or determined as contributing to the historic significance of a historic district registered with the Secretary of the Interior.

INFILL – New development on vacant, bypassed, and underutilized land within developed areas of existing communities, where infrastructure is already in place. Infill also includes redevelopment of lots in these areas.

IN-FEE SIMPLE FRONTAGE – That portion of a lot which is contiguous to a street or road.

LOT, FLAG – A lot with a minimum frontage of ten (10) feet unless otherwise specified in Chapter 103 or in Chapter 223 and where access to a public roadway is by a narrow, private right-of-way or driveway.

MAJOR SUBDIVISION – A subdivision of four (4) or more new lots not including the remainder or remaining portion, or a division of property which creates, involves, or is contiguous to or in the path of a planned new road, street, or highway.

MANUAL – The Carroll County Development Review Manual.

MINOR SUBDIVISION – A subdivision of no more than three (3) new lots not including the remainder or remaining portion and which does not create, involve, or is not contiguous to or in the path of a planned new road, street, or highway.

OFF-CONVEYANCE LOT – A buildable lot which was created by a legal division subsequent to April 23, 1963, but created without being described on a lawfully recorded subdivision plat.

PARCEL – A lot or piece of land described in a deed or final plat recorded in the Land Records of Carroll County.

PERSON – A corporation, partnership, limited liability company, association, individual, or other entity.

PLANNED PUBLIC PROJECT – A project shown on the duly adopted Carroll County Master Plan.

PRELIMINARY SUBDIVISION PLAN – A master drawing of a subdivision prepared for the overall planning of a property intended to be subdivided.

PRODUCTIVE CROPLAND – At least fifty (50) percent of the land is classified by the USDA's Soil Conservation Land Classification System as Class I, II or III soils.

PWA – A Public Works Agreement.

SLOPE EASEMENT – The area secured by easement beyond the right-of-way limits for the purpose of flattening or constructing slopes, side ditches, or stream changes.

STEEP SLOPES – Areas with slopes greater than twenty-five (25) percent.

STREAM – Part of a watercourse, either naturally or artificially created, that contains intermittent or perennial base flow of groundwater origin, but not including ditches that convey surface runoff exclusively from storm events.

SUBDIVISION LOT – A lot which was legally divided subsequent to April 23, 1963, and which is described on a lawfully recorded subdivision plat.

SUBDIVISION PLAT – A drawing of the subdivision showing lots, streets, and other information which may be required by Chapter 103 or this Manual.

SUBDIVISION REGULATIONS – The provisions of Chapter 103, as may be amended, and the previous subdivision regulations as adopted from time to time in accordance with applicable laws.

TRACT – A lot or adjoining group of lots in single ownership or under single control, usually considered a unit for purposes of development.

USE-IN-COMMON or UIC – A private driveway serving two (2) or more properties and which provides vehicular access to a public road.

WATERCOURSE – Any natural or artificial stream, river, creek, ditch, channel, canal, conduit, culvert, drain, waterway, gully, ravine, or wash, in and including any adjacent area that is subject to inundation from overflow or flood.

WELLHEAD BUFFER – An area which extends a minimum of one hundred (100) feet around any existing or proposed community water supply well or well site, unless modified by the Commission, as may be designated on the adopted Water and Sewer Master Plan or the County Comprehensive Plan, or identified during the development process.

WETLAND – An area, that meets the conditions for a wetland according to the “Federal Manual for Identifying and Delineating Jurisdictional Wetlands,” dated January, 1987, or subsequent revisions.

Article III, Plat/Plan Review and Approval Procedures

1. General provisions.

In general, a property that existed on April 23, 1963, the date when the Carroll County Subdivision Regulations were originally adopted, may be divided up to two (2) times through the off-conveyance process. The new lots must meet the minimum lot size for the zoning district in which the property is located as established in the Zoning Ordinance. Those new lots are identified as off-conveyance lots. Off-conveyances are not subject to the formal subdivision review and platting process; however, prior to creating the off-conveyances, approval from the Department of Planning must be obtained.

Off-conveyances are not required to have in-fee frontage onto a publicly maintained road. Legal access to the property may occur via a right-of-way through an adjoining property. The determination of legal access and the resolving of driveway maintenance issues are matters addressed by the property owner's private attorney.

Prior to creating an off-conveyance lot in Carroll County, the owners should meet with the Bureau staff to discuss the feasibility of such division. Information needed for those discussions include the property tax map, block, and parcel number and the property deed history.

The property deed history must include all divisions of the property since April 23, 1963. Property history can be obtained by researching the deeds in the Land Records of Carroll County, in the Courthouse Annex Building at 55 North Court Street, Westminster, Maryland 21157.

2. Off-conveyance pre-submittal conference.

The purpose of the pre-submittal conference is to consider any development design issues. During the meeting, staff will provide information about zoning, master plans, proposed public projects, plan processing schedules, and procedures. The direction to the type of plan or plans required for division may be determined by staff from this meeting. An Environmental Site Delineation must be submitted and approved by the Bureau of Resource Management before an off-conveyance application can be submitted.

Call the Bureau to schedule the meeting.

3. Off-conveyance submittal.

An off-conveyance submittal checklist is available which is used for information required to be submitted with the application. The application must be signed by an attorney licensed in the State of Maryland. A preliminary plan shall be prepared by a licensed surveyor which will also need to address the requirements of the Code of Public Local Laws and Ordinances, Chapter 115, Forest Conservation, Chapter 191, Stormwater Management, and Chapter 114, Floodplain Management. The preliminary plan will show the current property lines and proposed lines of division.

The submittal must include the following items:

- A. A signed off-conveyance application.

- B. An attorney's opinion addressing legal access.
- C. Sight distance certification addressing safe access.
- D. Five (5) copies of the preliminary plan that include all information as detailed on the checklist.
- E. Copies of applicable deeds.
- F. Check for review fee.

Incomplete submittals will be returned.

4. Off-conveyance review.

- A. Property history.

The history of the property will be reviewed from prior to April 23, 1963, to the present. The number of previous divisions of the property is determined and verified. Based on this review, the number of off-conveyance lots to which the property is entitled is then determined.

- B. Plan review.

The location of the proposed lot(s) is checked against aerial maps, County master plans, zoning maps, water and sewer plans, major street plans, and other maps to determine if the proposed lot is in compliance with all regulations. If the property is involved with a planned new road, street, or highway, the application must be approved by the Planning and Zoning Commission, and may require platting through the subdivision process.

The plan is distributed to County agencies for compliance with Stormwater Management, Floodplain Management, and Forest Conservation.

- C. Verification of professional opinions and certifications.

A Sight Distance Certification from a licensed Professional Engineer or land surveyor is required. The certification verifies that the driveway entrance for the off-conveyance lot meets the minimum sight distance standards required by AASHTO, the currently applicable standard, entering the County road.

The attorney's opinion must state that the off-conveyance lot(s) has legal access to a publicly maintained road.

The Bureau staff verifies that this information meets County requirements.

5. Approval.

When it has been determined the application meets all requirements, approval shall be granted by the Department of Planning. Recording of legal documents or the posting of a Public Works Agreement may be required for compliance with the Code.

A copy of the approved application is then sent to the property or landowners' attorney. If the off-conveyance lot fronts on a publicly maintained road, the approval will be contingent upon a deed conveying the road frontage to the governmental entity which maintains the road. Any other special requirements concerning the approval will be listed and will have to be addressed prior to the approval being considered complete. If the application is denied, the attorney is notified in writing with the reasons for denial listed.

An off-conveyance lot must be created by recordation of a deed within one hundred eighty (180) days after the approval is given unless otherwise extended in writing by the Department of Planning.

Article IV, Detached Accessory Dwelling Units

General provisions.

Detached accessory dwelling units built prior to November 28, 2000 may be separated from the original tract regardless of lot yield and road frontage, but the new lot must meet all minimum zoning requirements for lot size and width, unless a variance has been obtained pursuant to Chapter 223.

If the overall property exists as a recorded lot created through the subdivision process, then the proposed lot will need to be created through the minor subdivision process. Properties that are not a part of a subdivision may be created through the off-conveyance process.

Article V, Environmental Site Delineation Process

1. General provisions.

Any impact assessment process must begin with an understanding of what exists. That information is supplemented with what is being proposed. Only when that overlay is performed can the full potential of impact be realized. In the existing Carroll County Code there are sections that require that existing conditions be delineated specific to those chapters, i.e., Forest Conservation. The Environmental Site Delineation (ESD) process does not duplicate or complicate any other requirement for the collection and delineation of existing conditions information.

The ESD is intended to satisfy a very specific need that the other environmental chapters of the Carroll County Code cannot. Chapter 115 of the Code, Forest Conservation, requires that a Forest Stand Delineation (FSD) be prepared on proposed development sites. In addition to the FSD, there are other requirements for the collection of information delineating the Environmental Elements of the Comprehensive Plan (environmentally sensitive resources). The ESD process requires that once delineated, potential impacts to identified sensitive resources must be minimized and the proposed development design must factor the need to manage those resources to maintain viability after the site is

developed. An ESD must be submitted for any new development, including residential subdivision and commercial site plan development.

Once submitted, the ESD must be reviewed and approved by the County prior to the submission of any concept or site plan to the Bureau of Development Review. The intent is that the collected information will be used in the site design process.

The Environmental Site Delineation process is intended to provide a baseline upon which to build a site design basis. Through this process, potential impacts can be identified, and impacts avoided or minimized, before the applicant has committed substantial resources in the project site. The consideration of alternatives at the earliest stage also enables the applicant to retain the flexibility to avoid adverse potential impacts.

In the design phase of the project, environmentally sensitive and low impact design principles must be utilized to protect the sensitive resources identified in the ESD.

2. Pre-application review of existing site conditions.

A. A person anticipating submittal of an application to the County for approval of either a new subdivision or site plan or any person who intends to perform any activity regulated in the following chapters of the Carroll County Code shall first submit an Environmental Site Delineation (ESD) to the County for review and concurrence:

- Floodplain Management, Chapter 114
- Forest Conservation, Chapter 115
- Grading, Erosion and Sediment Control, Chapter 121
- Landscape Manual
- Stormwater Management, Chapter 191
- Development and Subdivision of Land, Chapter 103
- Water Resource Management, Chapter 218

B. The purpose of the ESD process is to determine whether a residential subdivision or site plan location has any of the following characteristics:

- Environmental features or characteristics that could be considered sensitive
- Potential for any regulated activity
- Potential for onsite or offsite impacts

C. The ESD process is intended to provide the applicant assistance with the planning of the environmentally sensitive development design required by this and other chapters of the Code. Low impact design direction is available to the applicant through the review process. Through this process, potential impacts can be identified, and avoided and or minimized, before the applicant has committed substantial resources in the project site.

D. A person proposing development or land disturbance within the County must submit an ESD for review and approval prior to submitting a concept or preliminary plan of subdivision or a site development plan or prior to submitting an application for a grading permit.

Article VI, Minor Subdivisions

1. General provisions.

- A. A minor subdivision of land is a division of not more than three (3) new lots, which does not include the remainder or remaining portion. These lots will be described on a lawfully recorded subdivision plat. Minor subdivisions typically occur after all off-conveyances have been created.
- B. A minor subdivision cannot create lots that are involved with or adjoining to, or in the path of a planned new road, street, or highway. Where property is contained in a single deed, but comprised of adjoining separately described parcels or tracts, only one (1) such separate parcel or tract may be divided through the minor subdivision process at one (1) time.
- C. In order for a property to be eligible for subdivision, the property shall have in-fee simple frontage to a publicly maintained road. The frontage shall be capable of providing vehicular access to the property and any proposed subdivision lots. Road frontage for the construction of a County road system shall require a minimum right-of-way width of 50 feet and 60 feet for a road designed to carry traffic from other adjacent subdivisions.
- D. All lots being created through the subdivision process shall be designed to provide in-fee simple frontage to a publicly maintained road. The frontage shall be a minimum of 20 feet for a single lot and a minimum of 30 feet for two or more lots. Where two or more lots share the use-in-common driveway, the in-fee strips owned by each lot shall be of equal width to create the required 30 feet. A Declaration of Maintenance Obligations will be required for all use-in-common driveways.
- E. The minimum required width of the in-fee strips shall be:
 - (1) Two lots - 15 feet each
 - (2) Three lots - 10 feet each
 - (3) Four lots - 7.5 feet each
 - (4) Five lots - 6 feet each
 - (5) Off-conveyances may utilize the use-in-common as a right-of-way provided legal access has been determined by an attorney licensed to practice law in Maryland.

2. Pre-application conference.

An Environmental Site Delineation must be submitted and approved by the Bureau of Resource Management before the pre-application meeting.

A pre-application conference is required prior to submittal of a minor subdivision plan. The applicant must provide Development Review with a copy of the proposed subdivision plan and a completed pre-application form three days prior to the meeting. Meetings will not be scheduled unless all applicable items on the application and plans have been provided in advance.

At the pre-application meeting, the plan layout along with processing schedules and procedures will also be discussed. The staff will provide general information about zoning, master plans, proposed public

projects, plan processing schedules, and procedures. County staff will provide direction as to the type of plan(s) required for subdivision. The applicability of Chapter 71 to the plan will also be discussed.

Pre-application meetings are valid for six (6) months.

If it is determined that the plan is eligible to be processed as a minor subdivision, a County file number will be issued. A determination will be made if compliance with Chapter 71 is required and, if required, the process will be explained.

The plans for subdivision must be prepared by a licensed surveyor or engineer. The surveyor/engineer will submit a proposed preliminary plan, record plat, fees, and if applicable, construction drawings for the minor subdivision process. Submittal package and items required on the plans can be found on the standard checklists contained within this Manual. Certification is required that all information shown on the application is complete and correct and that the submittal contains all the required information specified on the plan submittal checklist.

3. Compliance with Chapter 71 and review.

Plans subject to Chapter 71 will be processed in accordance with the flowchart for Residential Plan Process for Subdivision of Land found in Appendix 5. Plans not subject to Chapter 71, will be processed according to the flowchart found in Appendix 3.

4. Submission of plans for initial review.

The submitted plan package must include all items listed on the application.

A completed application includes at a minimum, the owner, developer, and surveyor names, along with project location, current deed references, checklist items, and applicable fees. Certification is required that all information shown on the application is complete and correct and that the submittal contains all the required information specified on the plan submittal checklist.

An adequate number of preliminary plans completed in accordance with all applicable checklists for minor subdivisions must be submitted with transmittals attached to front of agency's package. The transmittal and application provide information such as the subdivision name, engineer, date, and County file number. In addition, a bulleted list of review agencies is checked for those that are applicable.

Construction drawings, if required, along with appropriate supporting data to include, but not limited to, driveway profiles, stormwater management computations, and typical driveway sections, where necessary.

Upon acceptance of the plan package, plans are distributed to applicable review agencies.

5. Plan review.

Preliminary plan, record plats, and construction drawings will be reviewed by the Bureau and other County and State review staff for compliance with applicable regulations. This review will include a site visit by the various agencies.

Written comments from the Bureau will be forwarded to the engineer, developer, and owner. Reviewing agencies will mail copies directly to the engineer with a copy to the Bureau to be retained in a master file.

If the plan is located within a municipality, comments will be released in accordance with the procedures of the municipality.

In the event that revisions are required, revised plans are submitted from the surveyor/engineer for further review until approvals are given from all applicable agencies.

6. Preliminary plan approval.

When written approvals from all applicable agencies have been received by the Bureau, a report will be prepared and an updated signed and sealed print of the preliminary plan will be provided to the Chair of the Planning and Zoning Commission or to the full Commission for review and approval.

The owner, developer, and surveyor/engineer will be notified by official letter which will include the date of the subdivision was approved by the Commission.

7. Submission of record plat, construction mylars, and legal package.

Upon receipt of Planning and Zoning Commission approval, and in accordance with any applicable concurrency management requirements, record plats and construction mylars may be submitted to the Bureau for final processing. The submittal shall include an adequate number of prints of record plats. If a Public Works Agreement, Declaration of Maintenance Obligations, or Deed for Road Widening is required, then a legal document package is submitted for simultaneous processing.

When the legal document and record plat process is complete, copies of the recorded plats/construction mylars are printed and distributed to the appropriate agencies and to the owner/developer at which time the owner/developer may apply for building permit(s).

Article VII, Major Subdivisions

1. General provisions.

- A. A major subdivision of land is a subdivision of four (4) or more new lots (not including the remainder or remaining portion) or a division of property which creates, involves, or is contiguous to or in the path of a planned new road, street, or highway.
- B. In order for a property to be eligible for subdivision, the property shall have in-fee simple frontage to a publicly maintained road. The frontage shall be capable of providing vehicular access to the

property and any proposed subdivision lots. Road frontage for the construction of a County road system shall require a minimum frontage of 50 feet and 60 feet for a road designed to carry traffic from other adjacent subdivisions.

- C. All lots being created through the subdivision process shall be designed to provide in-fee simple frontage to a publicly maintained road. The frontage shall be a minimum of 20 feet for a single lot and a minimum of 30 feet for two or more lots. Where two or more lots share the use-in-common driveway, the in-fee strips owned by each lot shall be of equal width to create the required 30 feet. A Declaration of Maintenance Obligations will be created for all use-in-common driveways.
- D. The minimum required width of the in-fee strips shall be:
 - (1) Two lots - 15 feet each
 - (2) Three lots - 10 feet each
 - (3) Four lots - 7.5 feet each
 - (4) Five lots - 6 feet each
 - (5) Off-conveyances may utilize the use-in-common as a right-of-way provided legal access has been determined by an attorney licensed to practice law in Maryland.

2. Pre-application conference.

Prior to the pre-application conference, an Environmental Site Delineation must be submitted and approved by the Bureau of Resource Management.

A pre-application conference is required prior to submittal of a major subdivision plan. Prior to the meeting, the applicant must provide the Bureau with a copy of the proposed subdivision and a completed pre-application form. Meetings will not be scheduled unless all applicable items on the application and plans have been provided to the Bureau in advance. Plan layout, along with processing schedules and procedures, will also be discussed during the meeting.

During the meeting, specific information about the property to be subdivided will be shared with the Planning and Development Review staff. The staff will provide general information about zoning, master plans, proposed public projects, plan processing schedules, and procedures. Direction as to the type of plan(s) required for subdivision will be determined by staff at this meeting. Applicability of Chapter 71 to the project will also be discussed.

The plans for subdivision must be drawn by a licensed surveyor or engineer. The surveyor/engineer will submit a proposed preliminary plan and preliminary construction drawings, if required. Submittal package and items required on the plans can be found on the standard checklists contained within this Manual. A County file number will be issued and must appear on all drawings and correspondence.

Pre-application meetings are valid for six (6) months.

3. Submission of plans for initial review.

The concept plan submittal must include all items listed on the application.

A concept plan shows the basic layout for roads and lots. This plan is reviewed by County agencies to ensure acceptability of the plan prior to preparing a more detailed preliminary plan.

The submittal package must include a completed application specifying owner, developer, and surveyor names, along with project location, current deed references, checklist items, and required review fees. Certification is required that all information shown on the application is complete and correct and that the submittal contains all the required information specified on the plan submittal checklist.

The application provides information such as the subdivision name, engineer, date, and County file number. In addition, a bulleted list of review agencies is checked for those that are applicable. Transmittals shall be attached to the front of each agency's package.

The submittal must include an adequate number of concept plans completed in accordance with all applicable checklists for major subdivisions. Construction drawings, if required, along with appropriate supporting data to include, but not limited to, driveway profiles, stormwater management computations, and typical driveway sections must be submitted, when necessary.

Upon acceptance of the plan package, plans are distributed to applicable review agencies. The review agencies will review the completeness of the plan and accept or reject the plan for review within three working days of the distribution.

The concept plan will be placed on the next available Subdivision Advisory Committee agenda and the property posted in accordance with the provisions of the public involvement policy developed for new development proposals.

The concept plan will be tested for adequate facilities in accordance with Chapter 71.

4. Concept plan review.

The concept plan will be reviewed by the Bureau and other County and State review staff for compliance with applicable regulations. This review will include a site visit by the various agencies.

The concept plan will be reviewed at the Subdivision Advisory Committee, which is a public meeting and allows time for any citizens to provide comments.

Written comments from the Bureau will be forwarded to the engineer, developer, and owner. Reviewing agencies will mail copies directly to the engineer with a copy to the Bureau to be retained in a master file.

If the plan is located within a municipality, comments will be released in accordance with the procedures of the municipality.

In the event that revisions are required, revised plans are submitted from the surveyor/engineer for further review until all applicable agencies' comments have been addressed.

5. Preliminary plan submittal and review.

The preliminary plan contains a more detailed layout of proposed lots, roads, storm drains, etc., within the proposed subdivision. Health Department information, including hydrogeological study, water and sewer facilities, percolation tests, wells, Forest Conservation Plan, etc., is required at this time. The preliminary plan must contain all information detailed on the checklist. A traffic study may also be required.

The preliminary plan package must contain all items listed on the submittal form along with required fees.

Transmittals shall be attached to the front of the submittal package and provide information such as the subdivision name, engineer, date, and County file number. In addition, a bulleted list of review agencies is checked for those that are applicable.

An adequate number of preliminary plans completed per all applicable checklists for major subdivisions must be included.

The preliminary plan will be placed on the next available Subdivision Advisory Committee agenda and the property posted in accordance with the provisions of the public involvement policy developed for new development proposals.

Construction drawings, if required, along with appropriate supporting data to include, but not limited to, driveway profiles, stormwater management computations, and typical driveway sections must be submitted, where necessary.

Upon acceptance of the plan package, plans are distributed to applicable review agencies.

The preliminary plan and associated construction drawings will be reviewed by the Bureau and other County and State review staff for compliance with applicable regulations. This review will include a site visit by the various agencies.

The preliminary plan will be reviewed at Subdivision Advisory Committee, which public meeting allows time for any citizens to provide comments.

Written comments from the Bureau will be forwarded to the engineer, developer, and owner. Reviewing agencies will mail copies directly to the engineer with a copy to the Bureau to be retained in a master file.

If the plan is located within a municipality, comments will be released in accordance with the procedures of the municipality.

In the event that revisions are required, revised plans are submitted from the surveyor/engineer for further review until approvals are given from all applicable agencies.

6. Preliminary plan approval.

When all comments from applicable agencies have been addressed and verification letters have been received, ATCs will be sent out and within 30 days returned. Adequacy will be determined in accordance with Chapter 71. Upon receipt of all ATCs, the Bureau will prepare a report to be presented to the Planning and Zoning Commission along with a copy of the preliminary plan. The owner, developer, engineer, or appointed representative must be present at the Planning and Zoning Commission meeting.

7. Final plan review.

The final plans package may be submitted any time following preliminary plan approval by the Planning and Zoning Commission. The final plans submittal must include plans, construction drawings, and fees.

Transmittals shall be attached to the front of each plan in the various agencies' package. Plans must include construction drawings, if required, along with appropriate supporting data to include, but not limited to, driveway profiles, stormwater management computations, and typical driveway sections, where necessary.

Upon acceptance of the final plan packages, the plan will be forwarded to the various review agencies.

The Bureau will review the plans and direct comments to the engineer, developer, and owner. The agencies will likewise review the plans and submit comments to the engineer and to the Bureau, which will maintain a master file.

Upon Planning and Zoning Commission approval of the final plans, and in accordance with Chapter 71, the final plats (and construction documents) may be submitted for signature and final processing.

Legal documents, including Public Works Agreements, are prepared and executed. The subdivision plats and legal documents are then recorded in the Land Records.

Upon recordation of the plat, construction may begin. Building permits may be applied for and released for recorded lots in accordance with the recordation schedule and building permit reservation schedule, assuming all other requirements are met and all applicable fees are paid.

Article VIII, Simplified Site Plans

1. General provisions.

The simplified site plan process is designed for an existing business proposing small additions or modifications. The proposal must meet the specific guidelines to be eligible for consideration as a simplified site plan.

2. Pre-submittal conference.

The Bureau will determine if a site plan is required prior to the application of a building permit. A pre-submittal conference will be held between the applicant, Bureau staff, and the Zoning Administrator or

appointed designee to determine if the proposal meets the general criteria of a simplified site plan. If so, the plan will be given a simplified site plan number.

The following agencies review the plan:

- A. Zoning Administrator or designee.
- B. Bureau of Development Review.
- C. Bureau of Permits and Inspections.
- D. Office of Public Safety (Fire Protection Engineer).
- E. Bureau of Comprehensive Planning.

3. General criteria.

- A. Proposed new disturbance or single new building on existing impervious area is less than five thousand (5,000) square feet (cumulative from Dec. 8, 1992).
- B. Entrance is existing and none being proposed.
- C. Zoning is in place (principal permitted use or prior approval by the Board of Zoning Appeals).
- D. No floodplain involvement, Master Plan issues, or general planning issues.

4. Other considerations.

- A. No official review by Subdivision Advisory Committee agencies or the Planning and Zoning Commission is required.
- B. Plan will be reviewed with the building permits/zoning certificate application.
- C. No adequate facilities certifications will be required.
- D. Approval of the site plan does not constitute approval of the building permit.
- E. Approval of the site plan does not constitute approval of the Carroll County Health Department or the Maryland State Highway Administration.

5. Site plan submittal and review.

Upon issuance of a file number, the applicant may file for the building permit. Application of the site plan must be in accordance with the applicable procedures as outlined in the Simplified Site Plan Checklist.

The applicant shall submit a professionally-prepared sealed drawing or a neat and accurate drawing on 8½ x 11 or 11 x 17 drawing. Scale shall be 1 inch = 50 feet or larger.

Upon acceptance of the plan, the designated agencies will meet to review the submitted plan on a weekly basis. This review may include a field visit by the agencies. Upon review of the plan, the applicant will be notified if a submission of revised plans will be required or if the plan was approved.

Upon approval of the simplified site plan, the permit/zoning certificate is released for further processing and building permit issuance.

Article IX, Site Plans

1. General provisions.

A site development plan provides layout and construction design details for the development of commercial and/or industrial property and some residential uses. The Bureau will make a determination if a site plan is required for the proposed use. Prior to the pre-application conference, an Environmental Site Delineation must be submitted and approved by the Bureau of Resource Management.

2. Pre-application conference.

A pre-application conference is required prior to submittal of plans or applying for a building permit. The engineer must bring a sketch of the proposed development. County staff will provide information on the subject property such as zoning, master plan data, proposed public projects, etc. Development design issues will be discussed. Plan processing schedules and procedures will be reviewed.

If the proposal is a residential use, compliance with Chapter 71 will be determined.

A site plan file number will be assigned at the completion of the pre-submittal conference. At that time the developer may apply for a building permit. Permits will not be released until final plan approval has been given and the public works process is complete.

Approval of the site plan is valid for eighteen (18) months from the date the Planning and Zoning Commission approval letter is signed by the Director of the Department of Planning. During that time, owner/developer must have been issued a building permit or zoning certificate. If not, the plan approval expires. The Director of Planning may grant an extension of the approval. A request for an extension must be made prior to the plan's expiration.

3. Site plan submittal.

A site development plan submittal must include all items listed on the application and in accordance with all applicable checklists. Submittal must include the appropriate number of plans and supporting data, along with the appropriate fees.

This submittal initiates the provisions of Chapter 71, if required, and the testing of available threshold capacity. For commercial development, adequate facilities certification forms will be sent to the appropriate agencies.

Transmittals shall be attached to the front of the submittal package. The application provides information such as the subdivision name, engineer, date, and County file number. In addition, a bulleted list of review agencies is checked for those that are applicable.

A completed application specifying owner, developer, and surveyor names, along with project location, current deed references, checklist items, and applicable review fees must be submitted.

Upon acceptance of the plan package, plans are distributed to applicable review agencies. The review agencies will review the completeness of the plan and accept or reject the plan for review within three working days of the distribution.

The site development plan will be placed on the next available Subdivision Advisory Committee agenda and the property posted in accordance with the provisions of the public involvement policy developed for new development proposals.

4. Site plan review.

The site plan and associated construction drawings will be reviewed by the Bureau and other County and State review staff for compliance with applicable regulations. This review may include a site visit by the various agencies.

The site plan will be reviewed at a Subdivision Advisory Committee meeting where review agencies will present comments to the owner/developer and surveyor/engineer.

The engineer and the developer or a representative must be in attendance at the Subdivision Advisory Committee meeting when their project is scheduled for review.

The public meeting will allow a time for any citizens to provide comments. The meeting will be conducted even if the engineer or representative does not attend.

Written comments from the Bureau will be forwarded to the engineer, developer, and owner. Reviewing agencies will mail copies directly to the engineer with a copy to the Bureau to be retained in a master file.

If the plan is located within a municipality, comments will be released in accordance with the procedures of the municipality.

In the event that revisions are required, revised plans are submitted from the surveyor/engineer for further review until approvals are given from all applicable agencies.

5. Site plan approval.

When all written approvals from applicable agencies have been received by the Bureau, including adequate facilities certifications, the site plan will be placed on the next available Planning and Zoning Commission agenda. The Bureau will prepare a report to be presented to the Planning and Zoning Commission along with a copy of the site development plan. The owner/developer must attend the

Planning and Zoning Commission meeting. If residential use, then process will be in accordance with Chapter 71.

The owner, developer, and surveyor/engineer will be notified by official letter of the date the site plan was approved by the Commission.

6. Site plan mylar signature approval.

After Planning and Zoning Commission approval, final mylars must be submitted. The final mylars must be signed, sealed, and dated by the engineer/surveyor and the property owner, in black ink. The legal package must also be submitted along with the mylars. Mylars will be routed to the required agencies for their signature approval.

Upon receipt of the legal package, processing of the Public Works Agreement will occur. Upon recordation of the Public Works Agreement and final signature approval, the site plan process is complete and the building permit may be issued. If residential, then in accordance with the building permit reservation schedule.

Article X, Amended Plat Process

1. General provisions.

An amended plat is required when changes are proposed to a previously recorded plat, which might include adjustments to lot lines, changes to recorded easements, or corrections to the previously recorded plat.

2. Pre-application meeting.

A pre-application conference is required prior to acceptance of an amended plat package. The conference is held between the engineer/surveyor, owner, and County staff to discuss development design issues and the specific amendment request. Plan processing schedules and procedures are also discussed, and the potential need for approval from the Board of Zoning Appeals. A County file number is also assigned.

3. Amended plat submittal.

The official submittal for amended plats must include record plats and, if applicable, preliminary plans along with applicable fees. Upon acceptance of the plan package, plans are distributed to the appropriate review agencies.

4. Plan review.

Both plan and field reviews are completed by applicable County staff.

Review comments from the various agencies will be sent to owner/developer and engineer/surveyor. Copies of these comments will be retained by the Bureau in a master file.

If revisions are required by reviewing agencies, the surveyor/engineer must revise the plan, addressing all agency comments.

5. Plan approval.

Upon receiving approvals from all applicable review agencies, the proposed amended plan will be presented to the Planning and Zoning Commission for consideration.

6. Final plat submittal.

Upon approval by the Planning and Zoning Commission, the final plat mylars, along with any required legal documents, may be submitted for review.

Once the final mylars are signed and the legal documents completed, the plats will be recorded.

Article XI, Municipal Reviews

1. General provisions.

This section will outline the various plan processes as have been established with the municipalities within the County.

- Hampstead
- Manchester
- Mount Airy
- New Windsor
- Sykesville
- Taneytown
- Westminster
- Union Bridge

2. Review procedures for the Town of Hampstead.

Concept Plans

- Step 1:** Prior to the submission of plans for review, the owner/developer must schedule a pre-application conference with the Town Zoning Administrator. The County Development Review Coordinator may attend at the request of the Town. The plan is assigned a file number for County use.
- Step 2:** The developer/surveyor submits a complete concept plan package to the County Bureau of Development Review. The plans will be transmitted to the appropriate agencies for review and comment.
- Step 3:** Concept plans are reviewed at the Carroll County Subdivision Advisory Committee at the discretion of the Town Manager. Plan packages must be submitted by the established cut-off date in order for the plan to be considered for the Subdivision Advisory Committee meeting. The Town, developer, and/or developers' agent will be notified of the date and approximate time the plan will be reviewed by the County Subdivision Advisory Committee.
- Step 4:** Copies of the comments and recommendations will be forwarded to the Town of Hampstead for its consideration with copies to the engineer/surveyor, owner/developer, and the Bureau.
- Step 5:** When all the applicable comments and recommendations have been addressed, the plan will be considered for approval by the Town Planning and Zoning Commission.
- Step 6:** Upon receiving concept plan approval from the Town Planning and Zoning Commission, preliminary plans may be submitted.

Preliminary Plans

- Step 1:** The developer/surveyor submits a complete preliminary plan package, containing all required plans and details and development review fees, to the Bureau of Development Review. The plans will be transmitted to the reviewing agencies for review and comment.
- Step 2:** All preliminary plans are reviewed at the Carroll County Subdivision Advisory Committee meeting. Plan packages must be submitted by the established cut-off date in order for plans to be considered for the month's Subdivision Advisory Committee Meeting. The developer and/or his agent will be notified of the date and approximate time the plans will be reviewed by the County Subdivision Advisory Committee.
- Step 3:** Copies of the comments and recommendations will be forwarded to the Town of Hampstead for its consideration with a copy to the engineer/surveyor, owner/developer, and the Bureau.

Submittal of revised plans to the Town and County may be necessary to address outstanding comments. After all approvals have been received in writing, the plans will be considered for approval by the Town Planning and Zoning Commission.

Step 4: The Town Planning and Zoning Commission may approve or disapprove the preliminary subdivision plan or may approve it with modifications or conditions. In the event of disapproval or approval with modifications, a revised plan package will be submitted to the Bureau for distribution.

Step 5: Upon receiving written preliminary plan approval from the Town Planning and Zoning Commission, final plans may be submitted to the County and Town for review.

Final Plans

Step 1: The plan is assigned a file number for County use. The developer/surveyor submits a complete final plan package, containing all required plans and details and development review fees, to the Bureau of Development Review. The plans will be transmitted to the appropriate agencies for review and comment.

Step 2: Copies of the comments and recommendations will be forwarded to the Town of Hampstead for its consideration with a copy to the surveyor/engineer, owner/developer, and the Bureau.

Step 3: When all the applicable comments and recommendations have been addressed, the final plan will be considered for approval by the Town Planning and Zoning Commission.

Step 4: Upon receiving written approval from the Town Planning and Zoning Commission, the engineer/surveyor will submit final construction plan mylars and record plat mylars (five (5) photo-process) to the Town for signature approval. If a County legal documents package is required, submittal must be made to the County first.

Step 5: The mylar package must contain a transmittal form, deeds of conveyance for road improvements, etc., and Declarations of Maintenance Obligations (for use-in-common driveways) that are to be recorded with the mylars. A completed Notice of Recorded Subdivision Plat form, recording and printing fees must also be included.

Step 6: The mylars, deeds, and Declaration of Maintenance Obligations will be picked up from the Town by the Bureau, and will be circulated by the Bureau to the required agencies for signature approval.

Step 7: When all signatures have been obtained, the plat and applicable deeds and other related legal documents will be recorded by the Bureau.

Step 8: Prints of the recorded plats will be produced and distributed (as shown below). Permits may be issued when the distribution is complete.

<input type="checkbox"/> Assessor's Office	one (1) set
<input type="checkbox"/> Health Department	one (1) set
<input type="checkbox"/> Planning	one (1) set
<input type="checkbox"/> Permits and Inspections	one (1) set
<input type="checkbox"/> Owner/Developer	one (1) set
<input type="checkbox"/> Development Review	one (1) set
<input type="checkbox"/> Engineer/Surveyor	one (1) set
<input type="checkbox"/> Maryland State Highway Administration	one (1) set (if involved)
<input type="checkbox"/> Office of Public Safety	one (1) set
<input type="checkbox"/> Baltimore Gas & Electric	two (2) sets
<input type="checkbox"/> Verizon	one (1) set
<input type="checkbox"/> Baltimore Metropolitan Council	one (1) set
<input type="checkbox"/> Town of Hampstead	two (2) sets
<input type="checkbox"/> Bureau of Utilities	one (1) set
<input type="checkbox"/> Bureau of Facilities	one (1) set
<input type="checkbox"/> Engineering/Inspection Division	one (1) set
<input type="checkbox"/> Engineering/Design Division	one (1) set
<input type="checkbox"/> Roads Operations	one (1) set
<input type="checkbox"/> Westminster Post Office	one (1) set

Site Plans (Commercial/Industrial)

- Step 1:** Prior to the submission of plans for review, the owner/developer must schedule a pre-application conference with the Town Manager. The County Development Review Coordinator may attend at the request of the Town.
- Step 2:** The plan is assigned a file number for County use. The developer/surveyor submits a complete site plan package, containing all required plans and details and development review fees to the Bureau of Development Review. The plans will be transmitted to the appropriate agencies for review and comment.
- Step 3:** Site plans are reviewed at the Carroll County Subdivision Advisory Committee meeting. All plan packages must be submitted by the established cut-off date in order for plans to be considered for the month's Subdivision Advisory Committee Meeting. The developer and/or his agent will be notified of the date and approximate time the plans will be reviewed by the County Subdivision Advisory Committee.
- Step 4:** Copies of the comments and recommendations will be forwarded to the Town of Hampstead for its consideration, with a copy to the engineer/surveyor, owner/developer, and the Bureau. Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate State and Federal agencies prior to Town Planning and Zoning Commission approval. Copies of the permits or a letter of no objection are to be forwarded to the Town and the Bureau.
- Step 5:** Upon receiving Town Planning and Zoning Commission approval, second original site plan mylars with original seals and signatures (applied in black permanent ink) must first be submitted to the Town for signature approval.

Step 6: The mylars will be picked up from the Town by the Bureau and will be circulated by the Bureau to the required State and County agencies for signature approval.

Step 7: When all signatures have been obtained, prints will be made by the County. The developer will be notified by the Bureau of the print fee.

Step 8: Once print payment is received, the prints will be distributed (as shown below), and permits may be issued.

- | | |
|---|---|
| <input type="checkbox"/> Planning | one (1) set |
| <input type="checkbox"/> Health Department | two (2) sets |
| <input type="checkbox"/> Soil Conservation District | one (1) set |
| <input type="checkbox"/> Office of Public Safety | one (1) set |
| <input type="checkbox"/> Permits and Inspections | one (1) set |
| <input type="checkbox"/> Grading and Sediment Control | one (1) set |
| <input type="checkbox"/> Owner/Developer | two (2) sets |
| <input type="checkbox"/> Engineer/Surveyor | one (1) set |
| <input type="checkbox"/> Town of Hampstead | two (2) sets |
| <input type="checkbox"/> Development Review | one (1) set |
| <input type="checkbox"/> Baltimore Gas & Electric | two (2) sets |
| <input type="checkbox"/> Verizon | one (1) set |
| <input type="checkbox"/> Bureau of Utilities | one (1) set (6 sets if PWA is involved) |

The Bureau will distribute plans to the following agencies for review and comment:

- Bureau of Development Review
- Engineering Review Division
- Stormwater Management
- Soil Conservation District
- State Highway Administration
- Health Department
- Office of Public Safety
- Board of Education (residential subdivision plans only)
- Grading and Sediment Control
- Landscape and Reforestation
- Department of Planning
- Permits – Site Compliance Inspector
- Verizon
- Baltimore Gas & Electric
- Town of Hampstead

Note: Please refer to the most current transmittals for the proper number of sets to include for each review agency.

3. Review procedures for the Town of Manchester.

Concept Plans

- Step 1:** Prior to the submission of plans for review, the owner/developer must schedule a pre-application conference with the Town Zoning Administrator. The County Development Review Coordinator may attend at the request of the Town.
- Step 2:** The plan is assigned a file number for County use. The engineer/surveyor submits a complete concept plan package to the Bureau of Development Review. The plans will be transmitted to the appropriate agencies for review and comment.
- Step 3:** Concept plans are reviewed at the Carroll County Subdivision Advisory Committee at the discretion of the Town's Zoning Administrator. Plan packages must be submitted by the established cut-off date in order for the plan to be considered for the month's County Subdivision Advisory Committee meeting. The Town, developer and/or his agent will be notified of the date and approximate time the plan will be reviewed by the County Subdivision Advisory Committee.
- Step 4:** Copies of the comments and recommendations will be forwarded to the Town of Manchester for its consideration with copy to the Bureau and the engineer/surveyor.
- Step 5:** When all the applicable comments and recommendations have been addressed, the plan will be considered for approval by the Town Planning and Zoning Commission.
- Step 6:** Upon receiving concept plan approval from the Town Planning and Zoning Commission, preliminary plans may be submitted.

Preliminary Plans

- Step 1:** The plan is assigned a file number for County use. The engineer/surveyor submits a complete preliminary plan package, containing all required plans and details and development review fees, to the Bureau of Development Review. The plans will be transmitted to the appropriate agencies for review and comment.
- Step 2:** All preliminary plans are reviewed at the Carroll County Subdivision Advisory Committee meeting. Plan packages must be submitted by the established cut-off date in order for plans to be considered for the month's Subdivision Advisory Committee Meeting. The developer and/or his agent will be notified of the date and approximate time the plans will be reviewed by the County Subdivision Advisory Committee.
- Step 3:** Copies of the comments and recommendations will be forwarded to the Town of Manchester for its consideration with copies to the Bureau and the engineer/surveyor.
- Submittal of revised plans to the Town and County may be necessary to address outstanding comments. After all approvals have been received in writing, the plans will be considered for approval by the Town Planning and Zoning Commission.

Step 4: The Town Planning and Zoning Commission may approve or disapprove the preliminary subdivision plan or may approve it with modifications or conditions. In the event of disapproval or approval with modifications, a revised plan package will be submitted to the Bureau for distribution.

Step 5: Upon receiving written preliminary plan approval from the Town Planning and Zoning Commission, final plans may be submitted to the County and Town for review.

Final Plans

Step 1: The plan is assigned a file number for County use. The engineer/surveyor submits a complete final plan package, containing all required plans and details and development review fees to the Bureau of Development Review. The plans will be transmitted to the appropriate agencies for review and comment.

Step 2: Copies of the comments and recommendations will be forwarded to the Town of Manchester for its consideration with a copy to the Bureau and the engineer/surveyor. Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate State and Federal agencies prior to Town Planning and Zoning Commission approval. Copies of the permits or a letter of no objection are to be forwarded to the Town and the Bureau.

Step 3: When all the applicable comments and recommendations have been addressed, the final plan will be considered for approval by the Town Planning and Zoning Commission.

Step 4: Upon receiving written approval from the Town Planning and Zoning Commission, the engineer/surveyor will submit final construction drawing mylars and record plat mylars (five (5) photo-processed) to the Town for signature approval. If a County legal documents package is required, submittal must be made to the County first.

Step 5: The mylar package must contain a transmittal form, deeds of conveyance for road improvements, etc., and Declaration of Maintenance Obligations (for use-in-common driveways) that are to be recorded with the mylars. A completed Notice of Recorded Subdivision Plat form, recording and printing fees must also be included.

Step 6: The mylars, deeds, and Declarations of Maintenance Obligations will be picked up from the Town by the Bureau, and will be circulated by the Bureau to the required agencies for signature approval.

Step 7: When all signatures have been obtained, the plat and applicable deeds and other related legal documents will be recorded by the Bureau.

Step 8: Prints of the recorded plats will be produced and distributed (as shown below). Permits may be issued when the distribution is complete.

- | | |
|--|---------------------------|
| <input type="checkbox"/> Assessor's Office | one (1) set |
| <input type="checkbox"/> Health Department | one (1) set |
| <input type="checkbox"/> Planning | one (1) set |
| <input type="checkbox"/> Permits and Inspections | one (1) set |
| <input type="checkbox"/> Owner/Developer | one (1) set |
| <input type="checkbox"/> Development Review | one (1) set |
| <input type="checkbox"/> Engineer/Surveyor | one (1) set |
| <input type="checkbox"/> Maryland State Highway Administration | one (1) set (if involved) |
| <input type="checkbox"/> Office of Public Safety | one (1) set |
| <input type="checkbox"/> Baltimore Gas & Electric | two (2) sets |
| <input type="checkbox"/> Verizon | one (1) set |
| <input type="checkbox"/> Baltimore Metropolitan Council | one (1) set |
| <input type="checkbox"/> Town of Manchester | two (2) sets |
| <input type="checkbox"/> Bureau of Facilities | one (1) set |
| <input type="checkbox"/> Engineering/Inspection Division | one (1) set |
| <input type="checkbox"/> Engineering/Design Division | one (1) set |
| <input type="checkbox"/> Roads Operations | one (1) set |
| <input type="checkbox"/> Westminster Post Office | one (1) set |

Site Plans (Commercial/Industrial)

- Step 1:** Prior to the submission of plans for review, the owner/developer must schedule a pre-application conference with the Town Zoning Administrator. The County Development Review Coordinator may attend at the request of the Town.
- Step 2:** The plan is assigned a file number for County use. The engineer/surveyor submits a complete site plan package, containing all required plans and details and development review fees to the Bureau of Development Review. The plans will be transmitted to the appropriate agencies for review and comment.
- Step 3:** Site plans are reviewed at the Carroll County Subdivision Advisory Committee meeting. All plan packages must be submitted by the established cut-off date in order for plans to be considered for the month's Subdivision Advisory Committee Meeting. The Developer and/or his agent will be notified of the date and approximate time the plans will be reviewed by the County Subdivision Advisory Committee.
- Step 4:** Copies of the comments and recommendations will be forwarded to the Town of Manchester for its consideration, with a copy to the Bureau and engineer/surveyor. Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate State and Federal agencies prior to Town Planning and Zoning Commission approval. Copies of the permits or a letter of no objection are to be forwarded to the Town and the Bureau.
- Step 5:** The mylars will be picked up from the Town by the Bureau, and will be circulated by the Bureau to the required State and County agencies for signature approval.

Step 6: When all signatures have been obtained, prints will be run by the County. The developer will be notified by the Bureau of the print fee.

Step 7: Once print payment is received, the prints will be distributed (as shown below), and permits may be issued.

- | | |
|---|--------------|
| <input type="checkbox"/> Planning | one (1) set |
| <input type="checkbox"/> Health Department | two (2) sets |
| <input type="checkbox"/> Soil Conservation District | one (1) set |
| <input type="checkbox"/> Office of Public Safety | one (1) set |
| <input type="checkbox"/> Permits and Inspections | one (1) set |
| <input type="checkbox"/> Grading and Sediment Control | one (1) set |
| <input type="checkbox"/> Owner/Developer | two (2) sets |
| <input type="checkbox"/> Engineer/Surveyor | one (1) set |
| <input type="checkbox"/> Town of Manchester | two (2) sets |
| <input type="checkbox"/> Development Review | one (1) set |
| <input type="checkbox"/> Baltimore Gas & Electric | two (2) sets |
| <input type="checkbox"/> Verizon | one (1) set |

The Bureau will distribute plans to the following agencies:

- Bureau of Development Review
- Engineering Review Division
- Stormwater Management
- Soil Conservation District
- State Highway Administration
- Health Department
- Office of Public Safety
- Board of Education (residential subdivision plans only)
- Grading and Sediment Control
- Landscape and Reforestation
- Department of Planning
- Permits – Site Compliance Inspector
- Verizon
- Baltimore Gas & Electric
- Town of Manchester

Note: Please refer to the most current transmittals for the proper number of sets to include for each review agency.

4. Review procedures for the Town of Mount Airy.

Preliminary Plans

- Step 1:** The Town of Mount Airy transmits complete preliminary plan packages, appropriate review fees, and any necessary supporting data to the Bureau of Development Review.
- Step 2:** The plan is assigned a file number for County use. Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.
- Step 3:** Copies of the comments, recommendations, along with any adequate facilities certifications, will be forwarded to the Mount Airy Town Planner, with copies to the Bureau.
- Step 4:** When all the applicable comments and recommendations have been addressed, the preliminary plan will be considered for approval by the Town Planning and Zoning Commission.
- Step 5:** Upon receiving preliminary plan approval from the Town Planning and Zoning Commission, final plans may be submitted.
- Step 6:** The Bureau forwards plans for review to the following agencies:
- Bureau of Development Review
 - Department of Planning
 - State Highway Administration
 - Soil Conservation District
 - Office of Public Safety
 - Water Resource Protection
 - Grading and Sediment Control
 - Stormwater Management
 - Bureau of Permits and Inspections

Final Plans

- Step 1:** The Town of Mount Airy transmits final plan packages and appropriate review fees to the Bureau of Development Review.
- Step 2:** The plan is assigned a file number for County use. Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.
- Step 3:** Copies of the comments and recommendations will be forwarded to the Mount Airy Town Planner, with copies to the Bureau.

Step 4: When all the applicable comments and recommendations have been addressed, the final plan will be considered for approval by the Town Planning and Zoning Commission.

Step 5: Upon receiving approval from the Town Planning and Zoning Commission, the developer/engineer will submit record plat mylars to the Town for signatures.

Step 6: If there is Forest Conservation involved, the County will process the legal document package for the Public Works Agreement and Forest Conservation Easement Deed and the record plat mylars through recordation. The County will distribute the copies of the record plat to the appropriate agencies, owners, and surveyor.

Step 7: The Bureau forwards plans for review to the following agencies:

- Bureau of Development Review
- Department of Planning
- State Highway Administration
- Soil Conservation District
- Office of Public Safety
- Water Resource Protection
- Grading and Sediment Control
- Stormwater Management
- Bureau of Permits and Inspections

Site Plans (Commercial/Industrial)

Step 1: The Town of Mount Airy transmits complete site plan packages, appropriate review fees, and any necessary supporting data to the Bureau of Development Review.

Step 2: The plan is assigned a file number for County use. Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.

Step 3: Copies of the comments, recommendations, along with any adequate facilities certifications, will be forwarded to the Mount Airy Town Planner, with copies to the Bureau.

Step 4: When all applicable comments and recommendations have been addressed, the plan will be considered for approval by the Town Planning and Zoning Commission.

Step 5: The Town Planning and Zoning Commission may approve or disapprove the site plan or may approve it with modifications or conditions. In the event of disapproval or approval with modifications, a revised site plan package may be required.

Step 6: The Bureau forwards plans for review to the following agencies:

- Bureau of Development Review
- Department of Planning

- State Highway Administration
- Soil Conservation District
- Office of Public Safety
- Water Resource Protection
- Grading and Sediment Control
- Stormwater Management
- Bureau of Permits and Inspections

5. Review procedures for the Town of New Windsor.

Concept Plans

- Step 1:** Prior to the submission of plans for review, the owner/developer must schedule a pre-application conference with Town representatives. The County Development Review Coordinator may attend at the request of the Town.
- Step 2:** The plan is assigned a file number for County use. The engineer/surveyor submits a complete concept plan package to the Bureau of Development Review.
- Step 3:** Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.
- Step 4:** Concept plans may be reviewed before the Carroll County Subdivision Advisory Committee at the discretion of the Town. Plan packages must be submitted by the established cut-off date in order for the plan to be considered for the month's Subdivision Advisory Committee meeting. The Town, developer and/or his agent will be notified of the date and approximate time the plan will be reviewed by the County Subdivision Advisory Committee.
- Step 5:** Copies of the comments and recommendations will be forwarded to the Town of New Windsor for its consideration with copies to the engineer/surveyor, owner/developer, and the Bureau.
- Step 6:** When all the applicable comments and recommendations have been addressed, the plan will be considered for approval by the Town Planning and Zoning Commission.
- Step 7:** Upon receiving concept plan approval from the Town Planning and Zoning Commission, preliminary plans may be submitted.

Preliminary Plans

- Step 1:** The plan is assigned a file number for County use. The engineer/surveyor submits a complete preliminary plan package, containing all required plans and details and development review fees to the Bureau of Development Review.
- Step 2:** Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.
- Step 3:** All preliminary plans are reviewed at the Carroll County Subdivision Advisory Committee meeting. Plan packages must be submitted by the established cut-off date in order for plans to be considered for the month's Subdivision Advisory Committee Meeting. The developer and/or his agent and the Town will be notified of the date and approximate time the plans will be reviewed by the County Subdivision Advisory Committee.

Step 4: Copies of the comments and recommendations will be forwarded to the Town of New Windsor for its consideration with a copy to the engineer/surveyor, owner/developer, and the Bureau.

Submittal of revised plans to the Town and County may be necessary to address outstanding comments. After all approvals have been received in writing, the plans will be considered for approval by the Town Planning and Zoning Commission.

Step 5: The Town Planning and Zoning Commission may approve or disapprove the preliminary subdivision plan or may approve it with modifications or conditions. In the event of disapproval or approval with modifications, a revised plan package will be submitted to the Bureau for distribution.

Step 6: Upon receiving written preliminary plan approval from the Town Planning and Zoning Commission, final plans may be submitted to the County and Town for review.

Final Plans

Step 1: The plan is assigned a file number for County use. The engineer/surveyor submits a complete final plan package, containing all required plans and details, and development review fees to the Bureau of Development Review.

Step 2: Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.

Step 3: Copies of the comments and recommendations will be forwarded to the Town of New Windsor for its consideration with a copy to the surveyor/engineer, owner/developer, and the Bureau. Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate State and Federal agencies prior to Town Planning and Zoning Commission approval. Copies of the permits or a letter of no objection are to be forwarded to the Town and the Bureau.

Step 4: When all the applicable comments and recommendations have been addressed, the final plan will be considered for approval by the Town Planning and Zoning Commission. If approved by the Town Planning and Zoning Commission, the plan shall be referred to the Mayor and Council for review and approval. The owner/developer should contact the Town regarding legal document and bonding requirements.

Step 5: Upon receiving written approval from the Mayor and Council, the engineer/surveyor will submit final construction plan mylars and record plat mylars (five (5) photo-process) to the Town for signature approval. If a County legal documents package is required, submittal must be made to the County first.

Step 6: The mylar package must contain a transmittal form, deeds of conveyance for road improvements, etc., and Declaration of Maintenance Obligations (for use-in-common driveways) that are to be recorded with the mylars. A completed Notice of Recorded Subdivision Plat form, recording and printing fees must also be included.

Step 7: The mylars, deeds, and Declarations of Maintenance Obligations will be picked up from the Town by the Bureau, and will be circulated by the Bureau to the required agencies for signature approval. As-built mylars must be submitted to the Town and the appropriate reviewing agencies.

Step 8: When all signatures have been obtained, the plat and applicable deeds and other related legal documents will be recorded by the Bureau.

Step 9: Prints of the recorded plats will be produced and distributed (as shown below). Permits may be issued when the distribution is complete.

<input type="checkbox"/> Assessor's Office	one (1) set
<input type="checkbox"/> Health Department	one (1) set
<input type="checkbox"/> Planning	one (1) set
<input type="checkbox"/> Permits and Inspections	one (1) set
<input type="checkbox"/> Owner/Developer	one (1) set
<input type="checkbox"/> Development Review	one (1) set
<input type="checkbox"/> Engineer/Surveyor	one (1) set
<input type="checkbox"/> Maryland State Highway Administration	one (1) set (if involved)
<input type="checkbox"/> Office of Public Safety	one (1) set
<input type="checkbox"/> Allegheny Power	two (2) sets
<input type="checkbox"/> Verizon	one (1) set
<input type="checkbox"/> Baltimore Metropolitan Council	one (1) set
<input type="checkbox"/> Town of New Windsor	two (2) sets
<input type="checkbox"/> Bureau of Facilities	one (1) set
<input type="checkbox"/> Engineering/Inspection Division	one (1) set
<input type="checkbox"/> Engineering/Design Division	one (1) set
<input type="checkbox"/> Roads Operations	one (1) set
<input type="checkbox"/> Westminster Post Office	one (1) set

Site Plans (Commercial/Industrial)

Step 1: Prior to the submission of plans for review, the owner/developer must schedule a pre-application conference with Town representatives. The County Development Review Coordinator may attend at the request of the Town.

Step 2: The plan is assigned a file number for County use. The engineer/surveyor submits a complete site plan package, containing all plans and details and development review fees to the Bureau of Development Review.

Step 3: Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.

Step 4: Site plans are reviewed at the Carroll County Subdivision Advisory Committee meeting. All plan packages must be submitted by the established cut-off date in order for plans to be considered for the month's Subdivision Advisory Committee Meeting. The developer

and/or his agent and the Town will be notified of the date and approximate time the plans will be reviewed by the County Subdivision Advisory Committee.

Step 5: Copies of the comments and recommendations will be forwarded to the Town of New Windsor for its consideration, with a copy to the engineer/surveyor, owner/developer, and the Bureau. Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate State and Federal agencies prior to Town Planning and Zoning Commission approval. Copies of the permits or a letter of no objection are to be forwarded to the Town and the Bureau.

Step 6: Upon receiving Town Planning and Zoning Commission approval, second original site plan mylars with original seals and signatures (applied in black permanent ink) must first be submitted to the Town for signature approval. The owner/developer should contact the Town regarding legal document and bonding requirements.

Step 7: The mylars will be picked up from the Town by the Bureau and will be circulated by the Bureau to the required State and County agencies for signature approval. As-built mylars should be submitted to the Town and appropriate reviewing agencies once the project is complete.

Step 8: When all signatures have been obtained, prints will be run by the County. The developer will be notified by the Bureau of the print fee.

Step 9: Once print payment is received, the prints will be distributed (as shown below), and permits may be issued.

<input type="checkbox"/> Planning	one (1) set
<input type="checkbox"/> Health Department	two (2) sets
<input type="checkbox"/> Soil Conservation District	one (1) set
<input type="checkbox"/> Office of Public Safety	one (1) set
<input type="checkbox"/> Permits and Inspections	one (1) set
<input type="checkbox"/> Grading and Sediment Control	one (1) set
<input type="checkbox"/> Owner/Developer	two (2) sets
<input type="checkbox"/> Engineer/Surveyor	one (1) set
<input type="checkbox"/> Town of New Windsor	two (2) sets
<input type="checkbox"/> Development Review	one (1) set
<input type="checkbox"/> Allegheny Power	two (2) sets
<input type="checkbox"/> Verizon	one (1) set

The Bureau will distribute plans to the following agencies for review and comment:

- Bureau of Development Review
- Engineering Review Division
- Stormwater Management
- Soil Conservation District
- State Highway Administration
- Water Resource Management

- Health Department
- Office of Public Safety
- Board of Education (residential subdivision plans only)
- Grading and Sediment Control
- Landscape and Reforestation
- Department of Planning
- Permits – Site Compliance Inspector
- Verizon
- Allegheny Power
- Town of New Windsor

Note: Please refer to the most current transmittals for the proper number of sets to include for each review agency.

6. Review procedures for the Town of Sykesville.

Sketch/Concept Plans

- Step 1:** The developer/surveyor schedules a pre-application conference with the Town prior to submittal of plans for review. The Bureau will attend the pre-application conference at the request of the Town. The plan is assigned a file number for County use.
- Step 2:** The developer/surveyor submits a complete sketch/concept plan package to the Bureau of Development Review.
- Step 3:** Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.
- Step 4:** Sketch/concept plans are reviewed at the Carroll County Subdivision Advisory Committee meeting at the discretion of the Town. Plan packages must be submitted by the established cut-off date in order for the plans to be considered for the month's Subdivision Advisory Committee. The Town, developer and/or his agent will be notified of the date and approximate time the plans will be reviewed by the County Subdivision Advisory Committee.
- Step 5:** Copies of the comments, recommendations, along with any adequate facilities certifications, will be forwarded to the Town of Sykesville for its consideration with copies to the Bureau, the engineer/surveyor, and the owner.
- Step 6:** When all the applicable comments and recommendations have been addressed, the plan will be considered for approval by the Town Planning and Zoning Commission.
- Step 7:** Upon receiving sketch/concept plan approval from the Town Planning and Zoning Commission, preliminary plans may be submitted. Review for sketch (concept) plans includes the following agencies:
- Bureau of Development Review
 - Department of Planning
 - Health Department
 - Soil Conservation District
 - Office of Public Safety
 - State Highway Administration
 - Bureau of Utilities
 - Engineering Review Division
 - Stormwater Management
 - Grading and Sediment Control
 - Landscape and Reforestation

Preliminary Plans

Step 1: The developer/surveyor submits a complete preliminary plan package (18 sets of plans/23 sets if on a State Highway) to the Bureau of Development Review.

Step 2: The package will also include stormwater management plans and computations, a landscape plan, copy of current deed, and stormwater management and environmental review fees, and any necessary supporting data.

Step 3: The plan is assigned a file number for County use. After the submittal of the plan package to the Bureau, the plans will be transmitted to the reviewing agencies for comments and recommendations.

Step 4: All preliminary plans are reviewed before the Carroll County Subdivision Advisory Committee. Plan packages must be submitted by the cut-off date in order for plans to be considered for the month's Subdivision Advisory Committee Meeting. The developer and/or his agent will be notified of the date and approximate time the plans will be reviewed by the County Subdivision Advisory Committee.

Step 5: Copies of the comments and recommendations will be forwarded to the Town of Sykesville for its consideration with copies to the Bureau, the engineer/surveyor, and the owner.

Step 6: When all the applicable comments and recommendations have been addressed, the preliminary plan will be considered for approval by the Town Planning and Zoning Commission.

Step 7: The Town Planning and Zoning Commission may approve or disapprove the preliminary subdivision plan or may approve it with modifications or conditions. In the event of disapproval or approval with modifications, a revised plan package will be submitted to the Bureau for distribution. Depending on the nature of the modifications, the plans may return to the County Subdivision Advisory Committee.

Step 8: Upon receiving preliminary plan approval from the Town Planning and Zoning Commission, final plans may be submitted.

Step 9: The Bureau forwards plans for review to the following agencies:

- Bureau of Development Review
- Department of Planning
- Health Department
- Soil Conservation District
- Bureau of Permits and Inspections
- Fire Protection Engineer
- State Highway Administration
- Bureau of Utilities
- Board of Education

- Verizon
- Baltimore Gas & Electric
- Engineering Review Division (County Road)
- Stormwater Management
- Grading/Sediment Control
- Landscape/Reforestation
- Water Resource Management

Final Plans

- Step 1:** The developer/surveyor submits a complete final plan package (18 sets of plans/23 sets if on a State Highway) to the Bureau of Development Review.
- Step 2:** The package will also include road and storm drain construction plans, grading plan, sediment control plan, landscape plan, any design data and computations that the Department of Public Works and the Bureau of Utilities require, and if applicable, water and sewer drawings.
- Step 3:** The plan is assigned a file number for County use. After the submittal of the plan package to the Bureau, the plans will be transmitted to the reviewing agencies for comments and recommendations.
- Step 4:** Copies of the comments and recommendations will be forwarded to the Town of Sykesville for its consideration with copies to the Bureau, the engineer/surveyor, and the owner.
- Step 5:** Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate state and/or federal agencies **prior** to Town Planning and Zoning Commission approval. Copies of the permits or a letter of no objection are to be forwarded to the Town and the Bureau.
- Step 6:** When all the applicable comments and recommendations have been addressed, the final plan will be considered for approval by the Town Planning and Zoning Commission.
- Step 7:** Upon receiving approval from the Town Planning and Zoning Commission, the developer/engineer will submit record plat mylars to the Town for signatures. The mylars are then submitted to the Bureau for signature circulation.
- Step 8:** Recording fees and, when applicable, Public Works Agreements, Declaration of Maintenance Obligations, and Deed Packages are submitted to the Bureau for preparation of documents by the County Attorney. Following the execution of the legal documents, the plat and legal documents will be recorded by the Bureau.
- Step 9:** Prints of the recorded plats will be produced and distributed (as shown below). Permits may be issued when the distribution is complete.

- | | |
|--|---------------------------|
| <input type="checkbox"/> Assessor's Office | one (1) set |
| <input type="checkbox"/> Health Department | one (1) set |
| <input type="checkbox"/> Planning | one (1) set |
| <input type="checkbox"/> Permits and Inspection | one (1) set |
| <input type="checkbox"/> Owner/Developer | one (1) set |
| <input type="checkbox"/> Development Review | one (1) set |
| <input type="checkbox"/> Engineer/Surveyor | one (1) set |
| <input type="checkbox"/> Maryland State Highway Administration | one (1) set (if involved) |
| <input type="checkbox"/> Office of Public Safety | one (1) set |
| <input type="checkbox"/> Baltimore Gas & Electric | two (2) sets |
| <input type="checkbox"/> Verizon | one (1) set |
| <input type="checkbox"/> Baltimore Metropolitan Council | one (1) set |
| <input type="checkbox"/> Town of Sykesville | two (2) sets |
| <input type="checkbox"/> Bureau of Utilities | one (1) set (if involved) |
| <input type="checkbox"/> Bureau of Facilities | one (1) set |
| <input type="checkbox"/> Engineering/Inspection Division | one (1) set |
| <input type="checkbox"/> Engineering/Design Division | one (1) set |
| <input type="checkbox"/> Roads Operations | one (1) set |
| <input type="checkbox"/> Westminster Post Office | one (1) set |

Step 10: The Bureau of Development Review forwards plans for review to the following agencies:

- Bureau of Development Review
- Health Department
- Soil Conservation District
- Bureau of Permits and Inspections
- Fire Protection Engineer
- Department of Planning
- State Highway Administration
- Bureau of Utilities
- Engineering Review Division (County Road)
- Stormwater Management
- Grading/Sediment Control
- Landscape/Reforestation
- Water Resource Management

Site Plans

Step 1: The developer/surveyor submits a complete site plan package (18 sets of plans/23 sets of plans if on a State Highway) to the Bureau of Development Review.

Step 2: The package will also include stormwater management plans and computations, a landscape plan, a copy of the current deed, stormwater management and environmental review fees, and any necessary supporting data.

- Step 3:** The plan is assigned a file number for County use. After the submittal of the plan package to the Bureau, the plans will be transmitted to the reviewing agencies for comments and recommendations.
- Step 4:** Site plans are reviewed before the Carroll County Subdivision Advisory Committee. All plan packages must be submitted by the cut-off date in order for plans to be considered for the month's Subdivision Advisory Committee Meeting. The developer and/or his agent will be notified of the date and approximate time the plans will be reviewed by the County Subdivision Advisory Committee.
- Step 5:** Copies of the comments and recommendations will be forwarded to the Town of Sykesville for its consideration, with copies to the Bureau, the engineer/surveyor, and the owner.
- Step 6:** Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate state and/or federal agencies **prior** to Town Planning and Zoning Commission approval. Copies of the permits or a letter of no objection are to be forwarded to the Town and the Bureau.
- Step 7:** When all applicable comments and recommendations have been addressed, the plan will be considered for approval by the Town Planning and Zoning Commission.
- Step 8:** The Town Planning and Zoning Commission will approve or disapprove the site plan or may approve it with modifications or conditions. In the event of disapproval or approval with modifications, a revised site plan package will be submitted to the Bureau for distribution. Depending on the nature of the modifications, the plans may return to County Subdivision Advisory Committee.
- Step 9:** Upon receiving Town Planning and Zoning Commission approval, the final site plan mylars and all legal documents will be submitted to the Town for signatures. The signed mylars are then submitted to the Bureau for signature circulation to all appropriate County agencies. After signature circulation and execution of the Public Works Agreement (if necessary), prints will be made of the approved plans for distribution (as shown below) to the agencies and the applicant. The applicant is required to pay for the required prints of the approved plans prior to the issuance of a building permit.

- | | |
|---|--------------|
| <input type="checkbox"/> Planning | one (1) set |
| <input type="checkbox"/> Health Department | two (2) sets |
| <input type="checkbox"/> Soil Conservation District | one (1) set |
| <input type="checkbox"/> Office of Public Safety | one (1) set |
| <input type="checkbox"/> Permits and Inspection | one (1) set |
| <input type="checkbox"/> Grading and Sediment Control | one (1) set |
| <input type="checkbox"/> Owner/Developer | two (2) sets |
| <input type="checkbox"/> Engineer/Surveyor | one (1) set |
| <input type="checkbox"/> Town of Sykesville | two (2) sets |
| <input type="checkbox"/> Development Review | one (1) set |
| <input type="checkbox"/> Baltimore Gas & Electric | two (2) sets |

- Verizon one (1) set
- Bureau of Utilities one (1) set (6 sets if PWA is involved)

Step 10: The Bureau forwards plans for review to the following agencies:

- Bureau of Development Review
- Health Department
- Soil Conservation Service
- Fire Protection Engineer
- Department of Planning
- State Highway Administration
- Bureau of Utilities
- Baltimore Gas & Electric
- Verizon
- Engineering Review Division (County Road)
- Stormwater Management
- Grading/Sediment Control
- Landscape/Reforestation
- Water Resource Management

7. Review procedures for the City of Taneytown.

Preliminary Plans

- Step 1:** The developer/surveyor presents the preliminary plan to the Taneytown Planning and Zoning Commission. Upon receiving acceptance of the plan by the City Planning and Zoning Commission, the engineer/surveyor provides the City with a complete preliminary plan package, containing all required plans and details, development review fees, and any necessary supporting data. The City will transmit preliminary plan packages to the Bureau of Development Review.
- Step 2:** The plan is assigned a file number for County use. Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.
- Step 3:** Copies of the comments and recommendations will be forwarded to the City of Taneytown for its consideration with copies to the Bureau, and the engineer/surveyor.
- Step 4:** When all applicable comments and recommendations have been received by the City, the preliminary plan will be considered for approval by the City Planning and Zoning Commission.
- Step 5:** The City Planning and Zoning Commission may approve or disapprove the preliminary subdivision plan or may approve it with modifications or conditions. In the event of disapproval or approval with modifications, a revised plan package will be forwarded to the Bureau by the City.
- Step 6:** Upon receiving preliminary plan approval from the City Planning and Zoning Commission, the preliminary plan is submitted to the Mayor and Council for approval.

Final Plans

- Step 1:** The engineer/surveyor provides the City with complete final plan packages. The City will transmit complete final plan packages and appropriate review fees to the Bureau of Development Review.
- Step 2:** The plan is assigned a file number for County use. Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.
- Step 3:** Copies of the comments and recommendations will be forwarded to the City of Taneytown for its consideration with copies to the Bureau and the engineer/surveyor.
- Step 4:** Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate State and/or Federal agencies prior to final City Planning and Zoning Commission approval. Copies of the permits or a letter of no objection are to be forwarded to the City and the Bureau.

Step 5: When all applicable comments and recommendations have been received by the City, the final plan will be considered for approval by the City Planning and Zoning Commission.

Step 6: Upon receiving approval from the City Planning and Zoning Commission, the developer/engineer may submit final construction drawing mylars and six (6) record plat mylars (photo processed) with original seals and signatures (applied in permanent black ink) to the City for signature approval.

Step 7: The mylar package must contain a transmittal form, deeds of conveyance for road improvements, etc., and Declarations of Maintenance Obligations (for use-in-common driveways) that are to be recorded with the mylars. A completed Notice of Recorded Subdivision Plat form, recording and printing fees must also be included.

Step 8: The mylars, deeds, and Declarations of Maintenance Obligations will be picked up from the City by the Bureau, and will be circulated by the Bureau to the required agencies for signature approval.

Step 9: When all signatures have been obtained, the plat and applicable deeds and other related legal documents will be recorded by the Bureau.

Step 10: Prints of the recorded plats will be produced and distributed (as shown below). Permits may be issued when the distribution is complete.

- | | |
|--|---------------------------|
| <input type="checkbox"/> Assessor's Office | one (1) set |
| <input type="checkbox"/> Health Department | one (1) set |
| <input type="checkbox"/> Planning | one (1) set |
| <input type="checkbox"/> Permits and Inspections | one (1) set |
| <input type="checkbox"/> Owner/Developer | one (1) set |
| <input type="checkbox"/> Development Review | one (1) set |
| <input type="checkbox"/> Engineer/Surveyor | one (1) set |
| <input type="checkbox"/> Maryland State Highway Administration | one (1) set (if involved) |
| <input type="checkbox"/> Office of Public Safety | one (1) set |
| <input type="checkbox"/> Allegheny Power | one (1) set |
| <input type="checkbox"/> Verizon | one (1) set |
| <input type="checkbox"/> Baltimore Metropolitan Council | one (1) set |
| <input type="checkbox"/> City of Taneytown | two (2) sets |
| <input type="checkbox"/> Bureau of Facilities | one (1) set |
| <input type="checkbox"/> Engineering/Inspection Division | one (1) set |
| <input type="checkbox"/> Engineering/Design Division | one (1) set |
| <input type="checkbox"/> Roads Operations | one (1) set |
| <input type="checkbox"/> Westminster Post Office | one (1) set |

Site Plans (Commercial/Industrial)

Step 1: The developer/surveyor presents the site plan to the City Planning and Zoning Commission. Upon receiving acceptance of the plan by the City Planning and Zoning Commission, the engineer/surveyor provides the City with complete site plan packages, containing all required plans and details. At direction of the City, the engineer/surveyor

submits complete plans package to the County including development review fees to the Bureau.

Step 2: The plan is assigned a file number for County use. Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.

Step 3: Copies of the comments and recommendations will be forwarded to the City of Taneytown for its consideration, with copies to the Bureau, and the engineer/surveyor.

Step 4: Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate State and/or Federal agencies prior to City Planning and Zoning Commission approval. Copies of the permits or a letter of no objection are to be forwarded to the City and the Bureau.

Step 5: When all applicable comments and recommendations have been received by the City, the plan will be considered for approval by the City Planning and Zoning Commission.

Step 6: The City Planning and Zoning Commission may approve or disapprove the site plan or may approve it with modifications or conditions. In the event of disapproval or approval with modifications, a revised site plan package will be forwarded to the Bureau by the City.

Step 7: Upon receiving City Planning and Zoning Commission approval, final site plans are submitted to the Mayor and Council for approval. The second original site plan mylars with original seals and signatures (applied in black permanent ink) must first be submitted to the City for signature approval.

Step 8: The mylars will be picked up from the City by the Bureau and will be circulated by the Bureau to the required State and County agencies for signature approval.

Step 9: When all signatures have been obtained, prints will be run by the County. The developer will be notified by the Bureau of the print fee.

Step 10: Once print payment is received, the prints will be distributed (as shown below), and permits may be issued.

- | | |
|---|--------------|
| <input type="checkbox"/> Planning | one (1) set |
| <input type="checkbox"/> Health Department | two (2) sets |
| <input type="checkbox"/> Soil Conservation District | one (1) set |
| <input type="checkbox"/> Office of Public Safety | one (1) set |
| <input type="checkbox"/> Permits and Inspections | two (2) sets |
| <input type="checkbox"/> Grading and Sediment Control | one (1) set |
| <input type="checkbox"/> Owner/Developer | two (2) sets |
| <input type="checkbox"/> Engineer/Surveyor | one (1) set |
| <input type="checkbox"/> City of Taneytown | two (2) sets |

8. Review procedures for the City of Westminster.

Preliminary Plans

- Step 1:** The applicant contacts the City to schedule a pre-application conference to discuss the project prior to submittal of plans for review. The Bureau will attend the pre-application conference at the request of the City. The plan is assigned a file number for County use. The engineer/surveyor provides the City with ten (10) preliminary plan packages (fifteen (15) if on a State highway), and submits twelve (12) complete plan packages and development review fees, to the Bureau of Development Review.
- Step 2:** Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.
- Step 3:** Copies of the comments and recommendations will be forwarded to the City of Westminster for its consideration with copies to the Bureau, and the engineer/surveyor.
- Step 4:** Submittal of revised plans to the City and County may be necessary to address outstanding comments. After all approvals have been received, the plans will be considered for approval by the City Planning and Zoning Commission.
- Step 5:** The City Planning and Zoning Commission may approve or disapprove the preliminary subdivision plan or may approve it with modifications or conditions. In the event of disapproval or approval with modifications, a revised plan package will be forwarded to the Bureau and the City.
- Step 6:** Upon receiving written preliminary plan approval from the City Planning and Zoning Commission, final plans may be submitted.

Final Plans

- Step 1:** The plan is assigned a file number for County use. The engineer/surveyor provides the City with ten (10) final plan packages (fifteen (15) if on a State highway), and submits twelve (12) complete plan packages and development review fees, to the Bureau of Development Review.
- Step 2:** Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.
- Step 3:** Copies of the comments and recommendations will be forwarded to the City of Westminster for its consideration with copies to the Bureau and the engineer/surveyor.
- Step 4:** Submittals of revised plans to the City and County may be necessary to address outstanding comments. After all approvals have been received, the plans will be considered for approval by the City Planning and Zoning Commission.

Step 5: Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate State and/or Federal agencies prior to final plan approval. Copies of the permits or a letter of no objection are to be forwarded to the City and the Bureau.

Step 6: Upon receiving all necessary approvals, mylars may be submitted to the City for signature approval.

Site Plans (Commercial/Industrial)

Step 1: The applicant contacts the City to schedule a pre-application conference to discuss the project prior to submittal of plans for review. The Bureau will attend the pre-application conference at the request of the City. The plan is assigned a file number for County use. The engineer/surveyor provides the City with ten (10) site plan packages (fifteen (15) if on a State highway), and submits twelve (12) complete plan packages and development review fees, to the Bureau of Development Review.

Step 2: Upon submittal and acceptance of the plan package to the Bureau, the plans will be transmitted to the appropriate reviewing agencies for comments and recommendations.

Step 3: Copies of the comments and recommendations will be forwarded to the City of Westminster for its consideration, with copies to the Bureau, and the engineer/surveyor.

Step 4: Submittal of revised plans to the City and County may be necessary to address outstanding comments. After all approvals have been received, the plans will be considered for approval by the City Planning and Zoning Commission.

Step 5: Permits for any work proposed within non-tidal wetlands must be obtained from the appropriate State and/or Federal agencies prior to City Planning and Zoning Commission approval. Copies of the permits or a letter of no objection are to be forwarded to the City and the Bureau.

Step 6: Upon receiving written site plan approval from the City Planning and Zoning Commission, second original site plan mylars with original seals and signatures (applied in black permanent ink), must first be submitted to the City for signature approval.

Step 7: The mylars will be picked up from the City by the Bureau and will be circulated by the Bureau to the required State and County agencies for signature approval.

The Bureau will distribute plans to the following agencies:

- | | |
|---|--------------|
| <input type="checkbox"/> Bureau of Development Review | two (2) sets |
| <input type="checkbox"/> Engineering Review Division | one (1) set |
| <input type="checkbox"/> Stormwater Management | one (1) set |
| <input type="checkbox"/> Health Department | two (2) sets |
| <input type="checkbox"/> Office of Public Safety | one (1) set |
| <input type="checkbox"/> Board of Education | |
| (residential subdivision plans only) | one (1) set |
| <input type="checkbox"/> Grading/Sediment Control | one (1) set |

- Landscape and Reforestation one (1) set
- Department of Planning one (1) set
- Permits and Inspections
 Site Compliance Inspector one (1) set

9. Review procedures for the Town of Union Bridge.

Applicant must contact the Town of Union Bridge for process.

Article XII, Special Design Criteria

1. General provisions.

This section is meant to guide the engineer, developer, and citizen in understanding the various minimum design standards to be used in the development of commercial and residential sites and subdivisions in Carroll County.

2. Public roads and storm drains.

Public roads standards, lengths of cul-de-sacs, street signs, and both private and public aprons and access points must be in accordance with the Department of Public Works most current Design Manual for Roads and Storm Drains.

3. Environmental designs.

Stormwater management, forest conservation, floodplain, and water resource protection design standards are outlined in Article IV of Chapter 103, Development and Subdivision; Chapter 191, Stormwater Management; Chapter 115, Forest Conservation; Chapter 218, Water Resources; and Chapter 114, Floodplain Management.

4. Zoning standards.

Development proposals must adhere to zoning standards such as minimum lot size, lot widths, setbacks, building heights, parking requirements, etc., as outlined in Chapter 223 and Chapter 103 of the Code of Public Local Laws and Ordinances.

5. Sidewalks.

Sidewalks are required on both sides of all roads designed for or contiguous to all planned unit development, cluster subdivisions, and residential developments in the R-7,500, R-10,000, and R-20,000 zones and in any commercial and industrial developments, near schools, and also in areas contiguous to existing sidewalks.

6. In-fee strips.

A single in-fee strip and driveway shall be designed such that the buildable area of any lot is within one thousand five hundred (1,500) feet of the center of a publicly maintained road.

In-fee strips and UICs must be designed so access to the buildable area of any lot is within one thousand two hundred fifty (1,250) feet of the center of a publicly maintained road.

Profiles and cross sections may be required for all in-fee strips. Topography and the demands of future construction shall require slope easements on adjacent lots. A Public Works Agreement may be required for a single in-fee strip when the driveway will be constructed through steep slopes or wetlands.

No more than five (5) in-fee strips may be designed together. The minimum frontage required on a publicly maintained road is thirty (30) feet. There is no requirement for road frontage when developing lots on a property in the Agricultural Preservation Program.

7. Driveways.

Single use driveways shall be a minimum of ten (10) feet wide with a minimum surface type of crusher run #6 at six (6) inches in depth with a maximum driveway grade of seventeen (17) percent.

A single use-in-common driveway shall be constructed where two (2) or more in-fee strips are designed together. Use-in-common driveways shall be constructed with a minimum of three (3)-inch bituminous concrete and one and one-half (1 ½)-inch bituminous concrete surface course over six (6)-inch graded aggregate base. The maximum grade for a use-in-common driveway is seventeen (17) percent. Landing grade for the driveway shall not exceed three (3) percent for the first twenty-five (25) feet and ten (10) percent for the next twenty-five (25) feet as measured from the back of the driveway apron. Driveways shall be designed with a minimum fifty (50)-foot centerline radius.

Use-in-common driveways exceeding five hundred (500) feet in length shall include a vehicular pullover at or near the midpoint and shall include a vehicular turnaround at or near the end of the driveway. The turnaround, terminus, or pullover are not to be used for parking or driveway entrances. A driveway terminus as shown in Appendix 1 (UIC 6) may be used in lieu of a turnaround.

All use-in-common driveways serving three (3) or more lots shall be named. Names shall be approved by the Bureau. Street signs shall be installed in accordance with the Department of Public Works requirements at the expense of the owner/developer. The maximum number of users for a use-in-common driveway, including subdivision lots, remaining portions, remainders, and off-conveyances, if applicable, is seven (7) in the Agricultural and Conservation Districts and five (5) in the Residential Districts.

Branching of use-in-common driveways shall be avoided, whenever possible, and a use-in-common driveway shall not branch more than once.

A plan and profile with required sections may be required for all use-in-common driveways. A Public Works Agreement is required for driveway construction. The developer is responsible for making adequate provisions for a method of maintenance of the use-in-common driveway, which includes a Declaration of Maintenance Obligations, which shall be recorded with the final plat. A note to this effect shall be placed on the final plat creating the lots that lists the users of the use-in-common driveway. Please note that where the project involves only the construction of a use-in-common driveway, the bond amount will be set by the Bureau, and inspections will be performed by the Bureau of Permits and Inspections. Where a project involves construction of a new County road or improvements to an existing County road, the bond amount for the use-in-common driveway will be determined by the Bureau of Engineering and included as part of the total road bond. In the later case, inspections shall be performed by the Construction Division of the Bureau of Engineering.

8. Preferred subdivision designs.

Clustering of residential lots, where permitted, is encouraged in an attempt to reduce roads, utilities, and disturbance to land while preserving open space.

A planned unit development (PUD) is an arrangement of residential lots of mixed density and diverse housing style along with some areas reserved for small commercial uses to serve the development. Another integral part of the planned unit development is a minimum amount of open space to be set aside to serve as a part of the community's recreation needs.

9. Open space requirements.

Local open space is meant to provide recreational opportunities close to the home while enhancing the appearance of neighborhoods by preserving natural green spaces and thus counteract the negative effects of urban congestion and the visual monotony of unchecked sprawl.

No development plan for cluster subdivision or planned unit development shall be approved unless such plan provides for local open space of a suitable size, location, and topography to include convenient pedestrian access. Open space shall not include more than fifty (50) percent of steep slopes, streams, lakes, watercourses, and floodplain except when clustering in the conservation zones.

At least ten (10) percent, or one and one-half (1½) acres, whichever is greater, of the required open space shall be suitable for active recreational use. Grades of the active open space may not exceed three (3) percent.

The requirement for open space may be satisfied by the County accepting the open space for a park, school site, or similar site for public use that appears on an approved Master Plan or funding in a capital improvement plan. Approval of a final subdivision plat by the Planning and Zoning Commission is not acceptance by the County of any park, open space, or public land shown on the plat. The Planning and Zoning Commission may require the filing of written agreements and performance security between the developer and the County covering future title and the improvement and maintenance of the park or recreation area.

Article XIII, Final Plat/Construction Mylar/Legal Document Process

1. Final processing.

Upon receiving Planning and Zoning Commission approval of either the site plan or for the final approval of a subdivision, the owner/engineer submits the site plan mylars and/or final record plat mylars along with applicable construction mylars and any legal documents required for Public Works Agreement preparation. Print fees must be submitted with mylars.

If accepted, the final plat/site plan mylars will be circulated for signatures. The legal package will be forwarded to the County Attorney while the construction estimate will be circulated to the various agencies for approval of the estimates. Those agencies might include the Department of Public Works, Carroll Soil Conservation District, Bureau of Resource Management, Division of Grading and Sediment Control, Division of Landscape and Forest Conservation, Office of Public Safety, and Bureau of

Utilities. When all agencies have approved the estimates the information will be forwarded to the County Attorney for preparation of the Public Works Agreement.

The County Attorney prepares all necessary legal documents such as: Public Works Agreement, Deed for Road Widening, Easement Agreements, and Declaration of Maintenance Obligations. A charge may be applied for re-drafting of any documents due to errors in information supplied by the owner/engineer. The County Attorney will give the completed legal documents to the owner with the required bond amount, recording costs, and other fees. The owner should have these documents reviewed by an attorney to ascertain the legal effect that they may have on the owner.

The owner returns the executed legal documents, bond, recording costs, and other fees to the County Attorney.

The County Attorney reviews the executed documents, approves them for signature by the County's authorized agent, and takes care of transferring any deeds or deeds of easement.

The County Attorney transmits a memo to the Bureau that all legal documents have been executed and all fees have been collected.

The Planning and Zoning Commission representative will sign final record plats upon receipt of memo from the County Attorney, and compliance with the Planning and Zoning Commission approval letter conditions. Record plats and legal documents will then be recorded in the Carroll County Land Records by the Bureau.

The record plat mylars and construction drawing mylars are to be printed and then distributed to all approving agencies.

Article XIV, Special Exceptions and Notations

When amending or recording plats on public water and sewer, where no new construction is involved, a Public Works Agreement for front-foot assessment and/or connection charges may be required. Verify with Bureau of Utilities.

When legal documents only are required, and no new construction is involved, the questionnaire and all supporting data may be submitted to the Bureau along with the mylars of the record plats. The legal documents package is forwarded to the County Attorney and record plat mylars are processed for signatures. After compliance with all major conditions of the Planning and Zoning Commission's approval letter is verified, the record plats and legal documents are recorded.

Municipal projects may involve a separate Public Works Agreement to be executed with the Town/City.

Adaptation of the Public Works Agreement process is formulated for landscape only, grading only, and minor subdivisions.