

ENVIRONMENTAL SITE DELINEATION PLAN SUBMITTAL CHECKLIST

The following information is required in order to process a plan. Check all items completed and return with submittal.

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED

Property Name: _____
(including section number)

- _____ 1. Required number of copies of plans. Plans shall include all details as specified by the applicable review agency's plan requirements checklist.
- _____ 2. A narrative that outlines explanatory information, if needed, to clarify and support the plan drawing.

ENVIRONMENTAL SITE DELINEATION PLAN TRANSMITTAL

Directions for Use

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

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

Check Type of Submittal: Initial Submittal Revised Plans

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Resource Management	1			
	Landscape/Forest Conservation	1			

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