

SITE DEVELOPMENT PLAN REVIEW TRANSMITTAL

This form shall be used when submitting site development plans to the Bureau of Development Review for distribution to the review agencies. **Please complete a transmittal for each agency.** Attach applicable transmittal to the appropriate number of plans and any supporting data. Fold each set of plans to a **size of 8½x11 inches**. Submit all plans to the Bureau of Development Review at the Carroll County Office Building, 225 North Center Street, Westminster, Maryland 21157. The Bureau of Development Review is responsible for distributing all plans to the agencies according to the information provided on the transmittal. The County file number assigned at the pre-submittal conference must be noted on this form and all sheets of the site plan submittal. Include all agencies on initial submittals.

Date: _____ County File Number: _____

Project Name: _____

Surveyor/Engineer: _____

Type of Plan: Concept Concept Revised Final Final Revised

Check One	Review Agency*	Plans with Supporting Data	Check One	Review Agency*	Plans with Supporting Data
	Development Review	1		Site Compliance Inspector	1
	Water Resource Management	1		Fire Protection Engineer	1
	Stormwater Management	1		Soil Conservation	1
	Floodplain	1		Health Department	3
	Landscape	1		State Highway Admin. (*if located on a State road or involved with a SHA project)	1/1 &CD*
	Forest Conservation				
	Environmental Inspection Services Division (Grading)	1		City or Town (only if within 1 mile of limits)	2
	Engineering Review	1		Fire Chief	1
	Utilities	1		BGE/Allegheny Power	1
	Roads Operations/Traffic	1		Verizon (final only)	1
	Facilities (County projects only, concept plan only)	1		Comprehensive Planning (concept plan only)	1
	Zoning Administration	1			

All Review Agencies: Please review the attached site development plan and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, and the Bureau of Development Review.

Technical Review Committee Meeting: (For Office Use Only)

Carroll County Bureau of Development Review
 225 North Center Street, Westminster, Maryland 21157
 Phone: 410-386-2722 Toll Free: 1-888-302-8978 Fax: 410-386-2120