

**CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW
OFF-CONVEYANCE SUBMITTAL CHECKLIST AND REVIEW FEE SHEET**

An off-conveyance submittal shall include all items as specified in Chapter 155 of the *Code of Public Local Laws and Ordinances of Carroll County, Maryland*. The following is an abridged list of specified items and is provided for the applicant's use in preparing a submittal. Check off all items completed and return with submittal.

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED

Owner's Name: _____

- ____ 1. Completed off-conveyance application signed by an attorney.
- ____ 2. Attorney's opinion.
- ____ 3. Sight distance certification or waiver approved letter from Department of Public Works.
- ____ 4. Seven copies of plan; plans should include all details as specified by the current off-conveyance/accessory dwelling requirements checklist. Plan prepared by engineer/surveyor.
- ____ 5. Copy of current title deed and certificate of title.
- ____ 6. Copy of title deed history as of April 23, 1963.
- ____ 7. Check made payable to the Commissioners of Carroll County based on total amount of review fees.
- ____ 8. Copy of road deed (if required).

REVIEW FEES

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

Application Fee = \$ 100

Stormwater Management Fee = \$125 x _____ (# of lots) = \$ _____

Floodplain Review Fee (if applicable) = \$ _____

A. Unmapped "County" Floodplains

- a. No impact to floodplain or setback (\$500)**
- b. Impacted floodplain or setback (\$1,000)**

B. Mapped "FEMA" Floodplain

- a. Previously mapped, accuracy confirmed by County(no charge)**
- b. All other FEMA Floodplains (\$4,000)**

TOTAL = \$ _____
