

# Bureau of Development Review

## Legal Document Package/Record Plat Mylar/ Site Development Plan Mylar Transmittal

**Note:** This form shall be used when submitting legal document packages, plat mylars or site development plan mylars to the Bureau of Development Review, 225 North Center Street, Westminster, Maryland 21157.

Date: \_\_\_\_\_ County File Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Surveyor/Engineer: \_\_\_\_\_

### **Choose the Correct Section and Check All Items That Apply:**

#### **Site Development Plan With Legal Document Package**

- Completed Questionnaire Form
- Itemized Contract for PWA work to be done
  - Standard Contract Clause included
  - Standard Contract Clause not included
- Original Certificate of Title
- Legal Document Fee Computation Sheet and fees
- Paper Copy of the Approved Forest Conservation Plan
- Print Fee and Computation Sheet

#### **Site Development Plan Mylars Without Legal Document Package**

- Site Development Plan Mylars
- Print Fee and Computation Sheet

#### **Record Plat Mylars With Legal Document Package**

- Mylars - 4 (Town Project - 5)
- 3 Paper Copies of Record Plat
- Completed Questionnaire Form
- Itemized Contract for PWA work to be done
  - Standard Contract Clause included
  - Standard Contract Clause not included
- Original Certificate of Title
- Legal Document Fee Computation Sheet and fees
- Paper Copy of the Approved Forest Conservation Plan

- Digital Copy of Plat on CD

#### **Record Plat Mylars Without Legal Document Package**

- Mylars - 4 (Town Project - 5)
- 2 Paper Copies of Plat
- Notice of Recorded Subdivision Plat
- Digital Copy of Plat on CD