

M E M O R A N D U M

Project Dox (PDox)

INFORMATION FOR PLAN REVIEW AGENCY:

The Development Review Division is processing this project electronically through PDox. Your agency requested to receive paper plans for review. Please note that the Development Review Division has instructed us to submit these directly to your office. This submittal is the same as, and redundant to, the electronic submittal uploaded to PDox.

All review comments must be entered in PDox.

PAPER SUBMITTAL INSTRUCTIONS FOR ENGINEER/SURVEYOR:

- One plan set per agency, unless otherwise noted.
- Check the box next to the applicable agency.
- Each agency's submittal package must have its own filled out transmittal.
- Please deliver all PDox submittals directly to the applicable agency; do not direct general PDox submittals to Development Review for distribution.
- Most agencies have drop boxes in the drop box room in the lower level of the County Office Building (225 N Center Street, Westminster, MD 21157), enter through the green awning that says "Reagan Room/003". This door is open during normal business hours, and you do not need an appointment.

	Review Agency	Where to submit plans
	Water Resource Management	
	Stormwater Management	
	Landscape	
	Forest Conservation	
	Environmental Inspection Services Division (Grading)	Resource Management drop box at the County Office Building (COB), 225 N Center Street, Westminster, MD 21157
	Engineering Review	Development Review drop box at COB
	Utilities	Public Works drop box at COB
	Zoning Administration	Zoning drop box at COB
	Fire Protection Engineer	Public Safety drop box at COB
	Soil Conservation	698 Corporate Center Ct # J, Westminster, MD 21157
	City or Town (Westminster = 2 sets)	Contact the municipality