

# Development Review Division

## 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 Development Review Division, 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

#### Record Plat Mylars With Legal Document

##### Package

- Mylars – 4 (Town Project – 5)
- 2 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 Emailed to [LandResMgmtGIS@carrollcountymd.gov](mailto:LandResMgmtGIS@carrollcountymd.gov)

#### Site Development Plan Mylars Without Legal

##### Document Package

- Site Development Plan Mylars
- Print Fee and Computation Sheet

#### Record Plat Mylars Without Legal Document

##### Package

- Mylars – 4 (Town Project – 5)
- 2 Paper Copies of Record Plat
- Notice of Recorded Subdivision Plat
- Digital Copy of Plat Emailed to [LandResMgmtGIS@carrollcountymd.gov](mailto:LandResMgmtGIS@carrollcountymd.gov)