

Development Review Division

Mylar and Legal Document Transmittal

Note: This form shall be used when submitting legal document packages and 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 / Grading Only Plan With Legal Document Package

- _____ Site Development Plan Mylars
Signed and sealed by engineer
- _____ 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 Fees and Computation Sheet
- _____ Print Fees and Computation Sheet
- _____ Paper Copy of the Approved Forest
Conservation Plan

Site Development Plan / Grading Only Plan Without Legal Document Package

- _____ Site Development Plan Mylars
Signed and sealed by engineer
- _____ Paper Copy of the Approved Forest
Conservation Plan

Record Plat Mylars With Legal Document Package

- _____ Record Plat Mylars – 4 sets
(Project within a municipality – 5 sets)
- _____ Construction Mylars for roads /storm drains / UIC
Driveways, signed and sealed by engineer
- _____ 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 Fees and Computation Sheet
- _____ Print Fees and Computation Sheet
- _____ Paper Copy of the Approved Forest
Conservation Plan
- _____ Digital Copy of Plat emailed to
LandResMgmtGIS@carrollcountymd.gov

Record Plat Mylars Without Legal Document Package

- _____ Record Plat Mylars – 4 sets
(Project within a municipality – 5 sets)
- _____ Completed Questionnaire Form
- _____ Legal Document Fees and Computation Sheet
- _____ Print Fees and Computation Sheet
- _____ 2 Paper Copies of Record Plat
- _____ Notice of Recorded Subdivision Plat
- _____ Digital Copy of Plat emailed to
LandResMgmtGIS@carrollcountymd.gov