CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

The following information is required in order for the Bureau of Development Review to process a site development plan. Check all items completed and return with the submittal.

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED.

Site Plan Name:		File Number:		
1.	Pre-submittal conference held on _	with _	(Bureau s	taff member)
2.	A completed Site Development Pla		(= 35 5 33 5	
3.	Proof of payment of review fees.			
4.	The required number of copies of plans and supporting data. A transmittal form must be completed for each reviewer and attached to their plan/supporting data.			
5.	A copy of the current title deed.			
6.	A list of the adjoining property owners' names and mailing addresses for notification of Technical Review Committee and Planning Commission meetings. An electronic file in Word, Excel or Access must also be submitted via CD or email.			
7.	A list of LLC members if the Owner or Developer is an LLC.			
8.	The stormwater management analysis with computations, a request for variance, or an exemption letter from the Bureau of Resource Management.			
9.	A Forest Conservation exemption letter from the Bureau of Resource Management or the Forest Conservation Plan.			
Owner, D	Developer and Surveyor Certificati	ion:		
	Y CERTIFY THAT THE INFOR MPLETE.	RMATION SUPPLIE	D HEREWITH	IS CORRECT
Owner(s) signature(s) Date		Developer sig	gnature	Date
Surveyor	signature Date	-		