

**CARROLL COUNTY DEVELOPMENT REVIEW DIVISION  
OFF-CONVEYANCE SUBMITTAL CHECKLIST AND REVIEW FEE SHEET**

An off-conveyance submittal shall include all items as specified in Chapter 155 of the *Code of Public Local Laws and Ordinances of Carroll County, Maryland*. The following is an abridged list of specified items and is provided for the applicant's use in preparing a submittal. Check off all items completed and return with submittal.

**NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED**

**Owner's Name:** \_\_\_\_\_

1. Completed off-conveyance application signed by an attorney.
2. Attorney's opinion.
3. Sight distance certification or waiver approved letter from Department of Public Works.
4. Six copies of plan; plans should include all details as specified by the current off-conveyance / accessory dwelling requirements checklist. Plan prepared by engineer/surveyor.
5. Copy of current title deed and certificate of title.
6. Copy of title deed history as of April 23, 1963.
7. Check made payable to the **Commissioners of Carroll County** based on total amount of review fees.
8. Copy of road deed (if required).

**\*If the project is being reviewed in ProjectDox, please see the [Carroll County ProjectDox Guidelines](#) for directions on paper plan submittals (#4) and payment of review fees (#7).**

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**REVIEW FEES**

**Concurrency Management Fee = \$325.00 x \_\_\_\_\_ (# of lots) = \$ \_\_\_\_\_**

**Development Review Fee (Application Fee) = \$ 325.00**

**Stormwater Management Fee = \$400.00 x \_\_\_\_\_ (# of lots) = \$ \_\_\_\_\_**

**Floodplain Management Fee (select one category) = \$ \_\_\_\_\_**

**Category 0      Exempt = \$ -**

**Category 1      Non-FEMA Floodplain = \$ 1,600**

**Category 2      FEMA Floodplain, no impact = \$ -**

**Category 3      FEMA Floodplain, impact, no LOMC required = \$ 3,200**

**Category 4      FEMA Floodplain, impact, LOMC required = \$ 13,000**

**Category 5      Westminster Project = \$ -**

*Note: LOMC is Letter of Map Change. Contact County flood plain coordinator for any questions.*

*Note: Floodplain and Forest Conservation fees may be assessed separately after submittal.*

**TOTAL = \$ \_\_\_\_\_**  
1/16/2026