

OFF-CONVEYANCE/ACCESSORY DWELLING PLAN REVIEW TRANSMITTAL

This form shall be used when submitting off-conveyance/accessory dwelling plans to the Development Review Division for distribution to the review agencies. **Please fill out a transmittal for each agency.** Attach applicable transmittal to the appropriate number of plans and supporting data. Plans shall be 24 x 36 inches. Fold each set of plans to an **approximate size of 8½ x 11 inches.** File all plans, transmittals, fees, etc., with the Development Review Division at the County Office Building, 225 North Center Street, Westminster, Maryland 21157. An electronic copy of the plan and all forms must be sent to developmentcoordinators@carrollcountymd.gov. The County file number assigned must be noted on this form and all sheets of the submittal.

Date: _____ County File Number: _____

Project Name: _____

Surveyor/Engineer: _____

Type of Submittal: Initial Submittal Revised

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Development Review	1		Floodplain	1
	Water Resource Management	1		Landscape/Forest Conservation	1
	Stormwater Management	1		Other (if needed)	1

All Review Agencies:
 Please review the attached development plan and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, and the Development Review Division at developmentadmin@carrollcountymd.gov

Carroll County Development Review Division 225 North Center St., Westminster, MD 21157
 Phone: 410-386-2722 Toll Free: 1-888-302-8978 Fax: 410-386-2120