CARROLL COUNTY DEVELOPMENT REVIEW DIVISION
PRE-SUBMITTAL CONFERENCE FORM

A scaled plan/sketch of the proposed project must be submitted with this form.
Once section B is complete, email the form and plan/sketch to DevelopmentAdmin@carrollcountymd.gov

A. MEETING INFORMATION - TO BE COMPLETED BY STAFF				
Conference Date & Time:			County Project Manager:	
Conference Location:			County File Number:	
In Attendance:				
B. PROJECT INFORMATION - TO BE COMPLETED BY SURVEYOR/ENGINEER				
Project name:				
Project Type: ☐Subdivision ☐Amended Plat ☐Site Plan		Municipality:	Zoning:	BZA #:
Project location:				
Election District:	Commissioner District:	Map: Block: Parcel:	Tax Account ID:	
Property owner name & phone number:				
Mailing address:				
Email:				
Developer name & phone number:				
Mailing address:				
Email:				
Surveyor/engineer company name & phone number:				
Mailing address:				
Contact name, extension, & email:				
C. DEVELOPMENT INFORMATION - TO BE COMPLETED BY STAFF				
Project Description:				
Property History/Off Conveyances:				
Access:			Planned Major Streets:	
Water/Sewer:			Within Airport Boundary: ☐Yes ☐No	
Building Elevations:				
Lighting:			Signage:	
Concurrency Management: ☐Yes ☐No			County TRC/PZC Meetings: ☐Yes ☐No	
Notes:				

07/28/2026

The Pre-Submittal Conference is for informational purposes only and in no way constitutes plan approval.
A Pre-Submittal Conference is valid for six (6) months only.