

**CARROLL COUNTY BUREAU OF DEVELOPMENT**  
**REVIEW 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](mailto:DevelopmentAdmin@carrollcountymd.gov)*

<b>A. MEETING INFORMATION - TO BE COMPLETED BY BDR STAFF</b>				
Conference Date & Time:			County Project Manager:	
Conference Location:			County File Number:	
In Attendance:				
<b>B. PROJECT INFORMATION - TO BE COMPLETED BY SURVEYOR/ENGINEER</b>				
Project name:				
Project Type: <input type="checkbox"/> Subdivision <input type="checkbox"/> Amended Plat <input type="checkbox"/> 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:				
<b>C. DEVELOPMENT INFORMATION - TO BE COMPLETED BY BDR STAFF</b>				
Project Description:				
Property History/Off Conveyances:				
Access:			Planned Major Streets:	
Water/Sewer:			Within Airport Boundary: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Elevations:				
Lighting:			Signage:	
Concurrency Management: <input type="checkbox"/> Yes <input type="checkbox"/> No			County TRC/PZC Meetings: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:				

9/09/2025

*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.*