Redline Revisions with Carroll County Maryland's Development Review Division

What is a redline?
A modification to an approved plan prior to construction or once the project is under construction.

Examples of plan modifications considered for redline processing:
1. Addition of a retaining wall
2. Relocation of a utility line
3. Slight shift in the location of a building
4. Grading elevation change
5. Landscape change
6. Relocation of a fire tank
7. Addition / modification of a sign
8. Exterior building materials change

Proposed modifications to an approved plan shall be assessed by the Development Review Division.
Engineers shall email developmentcoordinators@carrollcountymd.gov with a sketch of the modification and request for assessment to determine if the modification can be processed as a redline.
Permits, Grading, Fire & Emergency Services, etc. will all direct the project engineer to the Development Review Division if modifications are proposed to the approved plan.
The Division will determine the technical agency distribution.
The proposal may require Planning and Zoning Commission approval (Chair or full PZC).

Submittal process is the same as standard plan processing.
i.e. Submit in paper and electronic format. Include a transmittal sheet per each agency. Ensure the transmittal sheet indicates "redline". Use original county file number.

Redline drawing set:
1. The approved, signed, plan set overlayed with red ink to highlight all proposed modifications.
2. Include REDLINE, in red ink, in the title.
3. Include a purpose note on sheet 1 in red ink.
4. Submit only the affected plan sheets.
5. Add an "A" in red ink as a suffix to the sheet number, on each sheet and in the drawing index.
6. Place a red "X" through signature blocks not being signed as part of the redline process.
7. Update the revisions table on each affected sheet.

Greenlines are not acceptable. Once a redline is approved, additional redlines (red ink) will overlay the newly approved set of drawings (now black ink). Sheet numbering shall include a "B" in red ink.

Redline plan processing:
To be reviewed expeditiously.
Comments letters will be generated by individual technical agencies.
Resubmit as needed.
Meetings may be scheduled to facilitate timely processing of the redline.
Once all agencies have approved the redline plans, the Division will notify the engineer with a request for redline mylars and the applicable number of paper plan sets per the distribution. Paper plan sets must be printed in color.