CITY OF TANEYTOWN PLAN REVIEW TRANSMITTAL

Directions for Use

Note: This form shall be used when submitting plans to the City of Taneytown Planning Department for distribution to review agencies. Please 1) **Fill out the transmittal placing a checkmark next to each agency to review plans**, 2) **Make one copy of completed transmittal for each agency and attach the number of plans required by the agency, (fold plans to a size of 8.5x11"),** 3) **Highlight the name of the agency receiving each set on the transmittal**, 4) **File all plans, transmittal, fees etc. for the City of Taneytown at 17 East Baltimore Street, Taneytown, MD.** 5) **File all plans, transmittal, fees etc. for Carroll County at 225 North Center Street, Westminster, MD, Room 201.**

DATE: _____ COUNTY FILE #:_____ ___
PROJECT NAME: _____
SURVEYOR: _____
TYPE OF SUBMITTAL: SITE PLAN:

____ Concept Plan, (rev. date _____)
____Site Plan, (rev. date_____)
____Other

SUBDIVISION PLAN:

____ Concept Plan, (rev. date_____)
____Preliminary Plan, (rev .date_____)
____ Final Plat, (rev. date_____)

CITY OF TANEYTOWN (Applies to all plans):

Check One	City Review Agency	#Plans w/Supporting Data	Check One	City Review Agency	# Plans w/Supporting Data
	City Manager	1		Mayor	1
	City Engineer	Electronic		Planning Commission	6
	Zoning Administrator	1		Taneytown Fire Dept.	1

CARROLL COUNTY (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Development Review	1		Fire Protection Engineer	1
	Water Resource Management	1		Soil Conservation	1
	Floodplain	1		Health Department	3
	Landscape/Forest Conservation	1		State Highway Administration (*If located on a State Road or involved with a SHA project)	1/1 & CD*
	Environmental Inspection Services Division(Grading)	1		Allegheny Power	1
	Comprehensive Planning	1		Verizon (final only)	1
	Site Compliance Inspector	1		Board of Education	1
	Engineering Review	1			

All Review Agencies: Please review the attached plans and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, City of Taneytown, and the Carroll County Bureau of Development Review.