

SIMPLIFIED SITE DEVELOPMENT PLAN REVIEW TRANSMITTAL

Directions for Use

This form shall be used when submitting simplified site development plans to the Bureau of Development Review for distribution to the review agencies. **Please complete a transmittal for each agency.** Attach applicable transmittal to the appropriate number of plans and any supporting data. Fold each set of plans to a **size of 8 ½ x 11 inches**. Submit all plans to the Bureau of Development Review at the Carroll County Office Building, 225 North Center Street, Westminster, Maryland 21157. The Bureau of Development Review is responsible for distributing all plans to the agencies according to the information provided on the transmittal. The County file number assigned at the pre-submittal conference must be noted on this form and all sheets of the site plan submittal. Include all agencies on initial submittals.

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

SIMPLIFIED

Check	Review Agency	Number of plans with Supporting Data	Check	Review Agency	Number of plans with Supporting Data
	Development Review	1		Site Compliance Inspector	1
	Resource Management	1		Fire Protection Engineer	1
	Zoning Administration	1			
All Review Agencies: Please review the attached site development plan and any accompanying data. Comments should be forwarded only to the Bureau of Development Review in writing/email. Development Review will forward all comments to the owner/developer/engineer. If plans are approved as submitted, sign and date the plans and return them to Development Review.					

Carroll County Bureau of Development Review
 225 North Center Street, Westminster, Maryland 21157
 Phone: 410-386-2722 Toll Free: 1-888-302-8978 Fax: 410-386-2120