

**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)*

A. MEETING INFORMATION - TO BE COMPLETED BY BDR 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: <input type="checkbox"/> Subdivision <input type="checkbox"/> Amended Plat <input type="checkbox"/> Site Plan		Municipality:	Zoning: <input type="checkbox"/> BZA #:
Project location:			
Election District:	Map:	Block:	Parcel: <input type="checkbox"/> 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 BDR STAFF			
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:			