

TOWN OF MOUNT AIRY PLAN REVIEW TRANSMITTAL

Directions for Use

Note: This form shall be used when submitting plans to the Town of Mount Airy 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, transmittals, Town fees etc. at the Mount Airy Town Hall, 110 South Main Street, Maryland, MD 21771**, 5) **Once plans are accepted by the Town, the developer may deliver plans to the county and pay the county review fees.**

DATE: _____ COUNTY FILE #: _____

PROJECT NAME: _____

SURVEYOR: _____

TYPE OF SUBMITTAL: SITE PLAN: SUBDIVISION PLAN:

____ Concept Plan, (rev. date _____)	____ Concept Plan, (rev. date _____)
____ Site Plan, (rev. date _____)	____ Preliminary Plan, (rev. date _____)
____ Other _____	____ Final Plat, (rev. date _____)
	____ Improvement Plans, (rev. date _____)
	____ Other _____

TOWN OF MOUNT AIRY (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Town Planner	1		Mayor	1
	Town Engineer	1		Mt. Airy Vol. Fire Company	1
	Planning & Zoning Review Coordinator	1		Planning Commission	8
	Assistant Engineer	1		MOP-Regional Planner	1
	Mount Airy Police Dept.	1		Office Copy	1
	Streets & Roads Commission	1		Other (specify)	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
	Stormwater Management	1		Health Department	3
	Floodplain	1		State Highway Administration (*If located on a State Road or involved with a SHA project)	submit directly to SHA's portal
	Landscape/Forest Conservation	1		Board of Education . Facilities Planner	1
	Environmental Inspection Services Division (Grading)	1		Allegheny Power	1
	Comprehensive Planning	1		BGE	1
	Engineering Review	1		Other (specify)	
	Site Compliance Inspector	1			

FREDERICK COUNTY (Applies to projects only on Frederick County side of Town):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Planning Department	1		Board of Education . Facilities Planner	1
	Health Department	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, Town of Mt. Airy, and Carroll County Development Review Division.