

MEMORANDUM

Project Dox (PDox)

INFORMATION FOR PLAN REVIEW AGENCY:

The Development Review Division is processing this project electronically through PDox. Your agency requested to receive paper plans. Please note that the Development Review Division has instructed us to submit these directly to your office. This submittal is the same as, and redundant to, the electronic submittal uploaded to PDox.

Paper plans should not be reviewed until after your group is assigned a review task in PDox. For all submittals, the PDox plans and documents shall govern. **All review comments must be entered in PDox.**

PAPER SUBMITTAL INSTRUCTIONS FOR ENGINEER/SURVEYOR:

- **After the plan submittal has been accepted in PDox, please print full sized copies of the same plans to distribute to the agencies below and supporting documents as outlined below.**
- One plan set per agency, unless otherwise requested (i.e. municipalities).
- Check the box next to the applicable agency.
- Each agency’s submittal package must have this PDox Memo as the **top sheet** in their package.
- Please deliver all paper submittals directly to the applicable agency; do not direct these to Development Review for distribution.
- Most agencies have drop boxes in the drop box room in the lower level of the County Office Building (225 N Center Street, Westminster, MD 21157), enter through the green awning that says “Reagan Room/003” during normal business hours, and you do not need an appointment.

✓ Review Agency	Where to submit plans
Water Resource Management	Resource Management drop box at the County Office Building (C.O.B.)
Stormwater Management	Resource Management drop box at the C.O.B., include supporting SWM Reports
Landscape / Forest Conservation	Resource Management drop box at the C.O.B.
Environmental Inspection Services Division (Grading)	Resource Management drop box at the C.O.B.
Engineering Review	Development Review drop box at C.O.B., include supporting Traffic Studies & storm drain computations
Zoning Administration	Zoning drop box at the C.O.B.
Soil Conservation District	698 Corporate Center Ct # J, Westminster, MD 21157
City or Town	Contact the municipality