

TOWN OF MANCHESTER PLAN REVIEW TRANSMITTAL

Directions for Use

Note: This form shall be used when submitting plans to the Town of Manchester 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 Town plans, transmittals, fees etc. at Manchester Town Office, P.O. Box 830, 3337 Victory Street, Manchester, Maryland, MD 21102.** 5) **File County plans, transmittals, fees etc. at County Office Building, 225 N. Center Street, Room 201, Westminster, MD 21157.**

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 _____)

TOWN OF MANCHESTER (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Town Administrator	1		Planning Commission	6
	Zoning Administrator	1		Manchester Police Department	1
	Director of Public Works	1		File	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 Conserv	1		BGE	1
	Environmental Inspection Services Division (Grading)	1		Board of Education	1
	Comprehensive Planning	1		Other (specify):	
	Site Compliance Inspector	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, Town of Manchester and Carroll County Development Review Division.