

CARROLL COUNTY DEVELOPMENT REVIEW DIVISION
SUBDIVISION PLAN SUBMITTAL CHECKLIST

The following information is required in order for the Development Review Division to process a subdivision plan. Check all items completed and return with the initial submittal.

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED.

Subdivision Name: _____ File Number: _____
(Including section number)

_____ 1. Pre-submittal conference held on: _____ With: _____

_____ 2. 1 copy of completed application with required signatures.

_____ 3. 1 copy of proof of payment of review fees (stamped invoice from Collections office) & associated fee computation sheets.

***If the project is being reviewed in ProjectDox, please see the [Carroll County ProjectDox Guidelines](#) for directions on payment of review fees.**

_____ 4. Required number of copies of plans, supporting data, and transmittals. Plans shall include all details as specified by the applicable review agency's subdivision plan requirements checklists.

***If the project is being reviewed in ProjectDox, please see the [Carroll County ProjectDox Guidelines](#) for directions on paper plan submittals.**

_____ 5. 1 copy of current title deed, any approved off-conveyances, and certificate of title. (Not applicable to final plan submittals.)

_____ 6. 1 copy of deed history. (Not applicable to final plan submittals.)

_____ 7. 1 copy of Concurrency Management application.