

**CARROLL COUNTY DEVELOPMENT REVIEW DIVISION**  
**SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST**

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

**NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED.**

Site Plan Name: \_\_\_\_\_ File Number: \_\_\_\_\_

- \_\_\_\_\_ 1. Pre-submittal conference held on \_\_\_\_\_ with \_\_\_\_\_.  
(date) (staff member)
- \_\_\_\_\_ 2. A completed Site Development Plan Application.
- \_\_\_\_\_ 3. Proof of payment of review fees.
- \_\_\_\_\_ 4. The required number of copies of plans and supporting data. A transmittal form must be completed for each reviewer and attached to their plan/supporting data.
- \_\_\_\_\_ 5. A copy of the current title deed.
- \_\_\_\_\_ 6. A list of LLC members if the Owner or Developer is an LLC.
- \_\_\_\_\_ 7. The stormwater management analysis with computations, a request for variance, **or** an exemption letter from the Resource Management Division.
- \_\_\_\_\_ 8. A Forest Conservation exemption letter from the Resource Management Division **or** the Forest Conservation Plan.

**Owner, Developer and Surveyor Certification:**

**I HEREBY CERTIFY THAT THE INFORMATION SUPPLIED HERewith IS CORRECT AND COMPLETE.**

\_\_\_\_\_  
**Owner(s) signature(s)**                      **Date**

\_\_\_\_\_  
**Developer signature**                      **Date**

\_\_\_\_\_  
**Surveyor signature**                      **Date**