

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.
- _____ 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.
- _____ 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.