

**CARROLL COUNTY DEVELOPMENT REVIEW DIVISION
OFF-CONVEYANCE SUBMITTAL CHECKLIST AND REVIEW FEE SHEET**

An off-conveyance submittal shall include all items as specified in Chapter 155 of the *Code of Public Local Laws and Ordinances of Carroll County, Maryland*. The following is an abridged list of specified items and is provided for the applicant's use in preparing a submittal. Check off all items completed and return with submittal.

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED

Owner's Name: _____

- ____ 1. Completed off-conveyance application signed by an attorney.
- ____ 2. Attorney's opinion.
- ____ 3. Sight distance certification or waiver approved letter from Department of Public Works.
- ____ 4. Six copies of plan; plans should include all details as specified by the current off-conveyance / accessory dwelling requirements checklist. Plan prepared by engineer/surveyor.
- ____ 5. Copy of current title deed and certificate of title.
- ____ 6. Copy of title deed history as of April 23, 1963.
- ____ 7. Check made payable to the **Commissioners of Carroll County** based on total amount of review fees.
- ____ 8. Copy of road deed (if required).

***If the project is being reviewed in ProjectDox, please see the [Carroll County ProjectDox Guidelines](#) for directions on paper plan submittals (#4) and payment of review fees (#7).**

REVIEW FEES

Concurrency Management Fee = \$325.00 x _____ (# of lots) = \$ _____

Development Review Fee (Application Fee) = \$ 325.00

Stormwater Management Fee = \$400.00 x _____ (# of lots) = \$ _____

Floodplain Management Fee (select one category) = \$ _____

- Category 0** Exempt = \$ -
- Category 1** Non-FEMA Floodplain = \$ 1,600
- Category 2** FEMA Floodplain, no impact = \$ -
- Category 3** FEMA Floodplain, impact, no LOMC required = \$ 3,200
- Category 4** FEMA Floodplain, impact, LOMC required = \$ 13,000
- Category 5** Westminster Project = \$ -

*Note: LOMC is Letter of Map Change. Contact County flood plain coordinator for any questions.
Note: Floodplain and Forest Conservation fees may be assessed separately after submittal.*

TOTAL = \$ _____