

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