

CARROLL COUNTY DEVELOPMENT REVIEW DIVISION

PRE-SUBMITTAL CONFERENCE FORM

A scaled plan/sketch of the proposed project must be submitted with this form.

Once section B is complete, email the form and plan/sketch to DevelopmentAdmin@carrollcountymd.gov

A. MEETING INFORMATION - TO BE COMPLETED BY BDR STAFF				
Conference Date & Time:		County Project Manager:		
Conference Location:		County File Number:		
In Attendance:				
B. PROJECT INFORMATION - TO BE COMPLETED BY SURVEYOR/ENGINEER				
Project name:				
Project Type: ☐ Subdivision ☐ Amended Plat ☐ Site Plan		Municipality:	Zoning:	BZA #:
Project location:				
Election District:	Commissioner District:	Map:	Block:	Parcel:
		Tax Account ID:		
Property owner name & phone number:				
Mailing address:				
Email:				
Developer name & phone number:				
Mailing address:				
Email:				
Surveyor/engineer company name & phone number:				
Mailing address:				
Contact name, extension, & email:				
C. DEVELOPMENT INFORMATION - TO BE COMPLETED BY BDR STAFF				
Project Description:				
Property History/Off Conveyances:				
Access:		Planned Major Streets:		
Water/Sewer:		Within Airport Boundary: ☐ Yes ☐ No		
Building Elevations:				
Lighting:		Signage:		
Concurrency Management: ☐ Yes ☐ No		County TRC/PZC Meetings: ☐ Yes ☐ No		
Notes:				

10/08/2025

*The Pre-Submittal Conference is for informational purposes only and in no way constitutes plan approval.
A Pre-Submittal Conference is valid for six (6) months only.*