

SUBDIVISION PLAN REVIEW TRANSMITTAL

Directions for Use

This form shall be used when submitting subdivision plans to the Development Review Division for distribution to the review agencies. **Please complete a transmittal for each agency.** Attach applicable transmittal to the appropriate number of plans and any supporting data. Fold each set of plans to a **size of 8½ x 11 inches**. Submit all plans to the Development Review Division at the Carroll County Office Building, 225 North Center Street, Westminster, Maryland 21157. The Development Review Division is responsible for distributing all plans to the agencies according to the information provided on the transmittal. The County file number assigned at the pre-submittal conference must be noted on this form and all sheets of the subdivision plan submittal. Include all agencies on the initial submittals.

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

Check one: Minor _____ Major Concept _____ Major Preliminary _____ Final _____

Type of Submittal: ☐ Initial ☐ Revised

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Development Review	1		Parks and Recreation	1
	Water Resource Management	1		Fire Protection Engineer	1
	Stormwater Management	1		Soil Conservation	1
	Floodplain	1		Health Department	3
	Landscape	1		State Highway Admin. (*If located on a State road or involved with a SHA project)	submit directly to SHA's portal
	Forest Conservation				
	Environmental Inspection Services Division (Grading)	1		City or Town (only if within 1 mile of limits)	2
	Engineering Review	1		Fire Chief	1
	Utilities	1		Board of Education	1
	Roads Operations/Traffic	1		BGE/Allegheny Power	1
	Facilities (if open space and/or SWM parcel is deeded to the County)	1		Comprehensive Planning (concept plan only)	1
	Zoning Administration	1			

All Review Agencies: Please review the attached subdivision plan and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, municipality (if applicable), and the Development Review Division.

Technical Review Committee Meeting:

(For Office Use Only)

Carroll County Development Review Division 225 North Center St. Westminster, MD 21157
Phone: 410-386-2722 Toll Free: 1-888-302-8978 Fax: 410-386-2120