

GRADING ONLY PLAN REVIEW TRANSMITTAL

This form shall be used when submitting grading only 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 8 ½ 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 must be noted on this form and all sheets of the submittal.

Date: _____ County File Number: _____

Project Name: _____

Surveyor: _____

☐ Initial submittal

☐ Revised submittal

Check	Review Agency	Number of plans with Supporting Data	Check	Review Agency	Number of plans with Supporting Data
	Development Review	1		Environmental Inspection Services Division (Grading)	1
	Water Resource Management	1		Engineering Review (Only if access onto County Road)	1
	Stormwater Management	1		Soil Conservation	1
	Floodplain	1		City or Town (only if within 1 mile of limits)	2
	Landscape	1		State Highway Admin. (*Only if access is located on a State road where an access permit is required)	submit directly to SHA's portal
	Forest Conservation				
	Utilities (*only if in public water/sewer service area)	1		Other	1

All Review Agencies: Please review the attached grading only plan and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, and the Development Review Division.

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