

CITY OF WESTMINSTER – PLAN REVIEW TRANSMITTAL

Directions for Use

Note: This form shall be used when submitting plans to the City of Westminster Planning Department for distribution to review agencies. Please 1) **Fill out the transmittal placing a checkmark next to each agency to review plans;** 2) **Make one copy of completed transmittal for each agency and attach the number of plans required by the agency (fold plans to a size of 8.5x11”),** 3) **Highlight the name of the agency receiving each set on the transmittal,** 4) **File all plans, transmittal, fees, etc. for the City of Westminster at City of Westminster – 45 West Main Street, Westminster, Maryland 21157,** 5) **File all plans, transmittal, fees, etc. for Carroll County at 225 North Center Street, Westminster, Maryland 21157. An electronic copy of the plans with any related forms and supporting documents must be sent to developmentcoordinators@carrollcountymd.gov**

DATE: _____ COUNTY FILE#: _____

PROJECT NAME: _____

SURVEYOR: _____

TYPE OF SUBMITTAL:

SITE PLAN:

SUBDIVISION PLAN:

___ Site Plan (rev. date _____)

___ Other

___ Concept Plan (rev. date _____)

___ Preliminary Plan (rev. date _____)

___ Final Plat (rev. date _____)

___ Other

CITY OF WESTMINSTER (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Chief- Volunteer Fire Department	0		Community Planning & Development	2
	Chief - Police Dept	0		Director of Public Works	0
				Planning@westminstermd.gov	1 pdf

CARROLL COUNTY (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Development Review	1		Fire Protection Engineer	1
	Water Resource Management	1		Soil Conservation	1
	Stormwater Management	1		Health Department	3
	Landscape/Forest Conservation	1		State Highway Administration (*If located on a State Road or involved with a SHA project)	submit directly to SHA's portal
	Environmental Inspection Services Division (Grading)	1		BGE	1
	Comprehensive Planning	1		Other (identify)	1
	Engineering Review	1			
	Site Compliance Inspector	1			

All Review Agencies: Please review the attached plans and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, City of Westminster, and the Carroll County Development Review Division.