

DEVELOPMENT REVIEW DIVISION
Off-Conveyance Legal Document Package Transmittal

Note: This form shall be used when submitting off-conveyance legal document packages to the Development Review Division, 225 North Center Street, Westminster, Maryland 21157. Along with this transmittal, include the title certificate and check for the fees using the below calculation.

Date: _____ County File Number: _____

Project Name: _____

Names of Property Owners (who have fee simple title): _____

Name, address, e-mail, & telephone # of person to whom correspondence should be sent: _____

Surveyor/Engineer: _____

Attorney: _____

Deeds Required

_____ Road Widening (Right-of-Way Dedication)
_____ Stormwater Easement & Maintenance Agreement
_____ Forested Water Resource Protection Easement
_____ Non-Forested Water Resource Protection Easement
_____ Forest Conservation Easement
_____ Off-Site Afforestation Easement
_____ Floodplain Easement
_____ Drainage & Utility Easement
_____ Stormwater Management Conservation Area Deed of Easement
_____ Other- _____

Fee Calculation – For Documents Prepared by County Attorney’s Office

Note: All checks are to be made payable to the **Commissioners of Carroll County.**

\$50.00 x _____ Public Works Agreement(s) = \$ _____ .00 (subtotal)

\$50.00 x _____ Deed(s) = \$ _____ .00 (subtotal)

TOTAL = \$ _____ .00