CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW

SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

The following information is required in order for the Bureau of Development Review to process a site development plan. Check all items completed and return with the submittal.

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED.

Site Plan Name: _____ File Number: _____

_____ 1. Pre-submittal conference held on _____with _____.
(date) (Bureau staff member)

_____ 2. A completed Site Development Plan Application.

_____ 3. A check for all review fees and the completed fee computation sheets. The check, accompanied by a completed Review Fee Deposit Form, must be deposited at the Collections Office on the first floor of the County Office Building.

_____ 4. The required number of copies of plans and supporting data. A transmittal form must be completed for each reviewer and attached to their plan/supporting data.

_____ 5. A copy of the current title deed.

_____ 6. A list of the adjoining property owners' names and mailing addresses for notification of Technical Review Committee and Planning Commission meetings. An electronic file in Word, Excel or Access must also be submitted via CD or email.

_____ 7. A list of LLC members if the Owner or Developer is an LLC.

_____ 7. The stormwater management analysis with computations, a request for variance, **or** an exemption letter from the Bureau of Resource Management.

_____ 8. A Forest Conservation exemption letter from the Bureau of Resource Management **or** the Forest Conservation Plan.

Owner, Developer and Surveyor Certification:

I HEREBY CERTIFY THAT THE INFORMATION SHOWN HEREON AND INCLUDED IN THE ATTACHED SUBMITTAL IS COMPLETE AND CORRECT.

_____ _____

Owner(s) signature(s) Date **Developer signature Date**

_____

Surveyor signature Date