

BUREAU OF DEVELOPMENT REVIEW
Off-Conveyance Legal Document Package Transmittal

Note: This form shall be used when submitting off-conveyance legal document packages to the Bureau of Development Review, 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 |