

**CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW
OFF-CONVEYANCE/ACCESSORY DWELLING PLAN REVIEW TRANSMITTAL**

Directions for Use

This form shall be used when submitting off-conveyance/accessory dwelling plans to the Bureau of Development Review for distribution to the review agencies. **Please fill out a transmittal for each agency.** Attach applicable transmittal to the appropriate number of plans and supporting data. Fold each set of plans to a **size of 8½ X 11 inches.** File all plans, transmittals, fees, etc., with the Bureau of Development Review at the County Office Building, 225 North Center Street, Westminster, Maryland 21157. The Bureau of Development Review will be responsible for distributing all plans to the agencies according to the information provided on the transmittal. Be sure the project name is the same as printed on the plan.

Date: _____ County File Number: _____

Project Name: _____

Surveyor/Engineer: _____

Check Type of Submittal: Initial Submittal Revised Plans

Check One	Review Agency	Plans with Supporting Data	Check One	Review Agency	Plans with Supporting Data
	Development Review	1		Floodplain	1
	Water Resource Management	1		Forest Conservation	1
	Stormwater Management	1		Other (if needed)	1

TO ALL REVIEW AGENCIES:

Please review the enclosed development plan and any accompanying data. Please forward correspondence requesting additional revisions or statement that all comments have been addressed. Comments should be sent to the Owner/Developer, Surveyor/Engineer, and the Bureau of Development Review.