

CARROLL COUNTY BUREAU OF DEVELOPMENT REVIEW

SUBDIVISION PLAN SUBMITTAL CHECKLIST

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

NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED.

Subdivision Name: _____ File Number: _____
(including section number)

- _____ 1. Pre-submittal conference held on _____ with _____.
- _____ 2. Completed application with required signatures.
- _____ 3. Proof of payment of review fees (the white copy of the Review Fee Deposit Form) and associated fee computation sheets.
- _____ 4. Required number of copies of plans, supporting data, and transmittals. Plans shall include all details as specified by the applicable review agency's subdivision plan requirements checklist.
- _____ 5. Copy of current title deed, any approved off-conveyances, and certificate of title. (Not applicable to final plan submittals.)
- _____ 6. Deed history. (Not applicable to final plan submittals.)
- _____ 7. A list of adjoining property owners' names and addresses for notification of public meetings. (Not applicable to final plan submittals.)
- _____ 8. Concurrency Management application.