

CITY OF WESTMINSTER – PLAN REVIEW TRANSMITTAL

Directions for Use

Note: This form shall be used when submitting plans to the City of Westminster Planning Department for distribution to review agencies. Please 1) **Fill out the transmittal placing a checkmark next to each agency to review plans**, 2) **Make one copy of completed transmittal for each agency and attach the number of plans required by the agency, (fold plans to a size no longer than 8.5x11")**, 3) **Highlight the name of the agency receiving each set on the transmittal**, 4) **File all plans, transmittal, fees etc. for the City of Westminster at Westminster-Winchester West Building, 56 West Main Street, Westminster, Maryland, MD.** 5) **File all plans, transmittal, fees etc. for Carroll County at 225 North Center Street, Westminster, MD, Room 204.**

DATE: _____ COUNTY FILE #: _____

PROJECT NAME: _____

SURVEYOR: _____

TYPE OF SUBMITTAL: SITE PLAN:	SUBDIVISION PLAN:
___ Concept Plan, (rev. date _____)	___ Concept Plan, (rev. date _____)
___ Site Plan, (rev. date _____)	___ Preliminary Plan, (rev. date _____)
___ Other _____	___ Final Plat, (rev. date _____)
	___ Other _____

CITY OF WESTMINSTER (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Mr. Jeffrey Alexander, Chief-Volunteer Fire Department	1		Mr. Tom Beyard, Director Planning, Zoning & Development	1
	Mr. Jeff Spaulding, Chief-Police Dept	1		Mr. Jeff Glass-Director of Public Works	1
	File	1		Mrs. Barbara Sardi-Engineer Specialist	1

CARROLL COUNTY (Applies to all plans):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Development Review	2		Fire Protection Engineer	1
	Water Resource Management	1		Soil Conservation District	1
	Stormwater Management	1		Health Department	2
	Floodplain	1		State Highway Administration	1/5**
	Landscape/Forest Conservation	1		Board of Education – Facilities Planner	1
	Environmental Inspection Services Division	1		Design Review Committee (site plans only)	6
	Comprehensive Planner	1		Verizon	1
	Engineering Review	1		BGE	1
	Site Compliance Inspection	1		Other (identify)	

**** If subject property is located on a State road or is involved with a State Highway Administration project, five sets of plans and supporting data are required.**

All Review Agencies: Please review the attached plans and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, City of Westminster, and the Carroll County Bureau of Development Review.