

**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 City of Westminster – Winchester West Building, 56 West Main Street, Westminster, Maryland;** 5) **File all plans, transmittal, fees, etc. for Carroll County at 225 North Center Street, Room 204, Westminster, Maryland.**

DATE: \_\_\_\_\_

COUNTY FILE# \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

TYPE OF SUBMITTAL: **SITE PLAN:**  
 \_\_\_ Site Plan (rev. date \_\_\_\_\_)  
 \_\_\_ Other: \_\_\_\_\_

**SUBDIVISION PLAN:**  
 \_\_\_ Concept Plan (rev. date \_\_\_\_\_)  
 \_\_\_ Preliminary Plan (rev. date \_\_\_\_\_)  
 \_\_\_ 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
	Chief - Volunteer Fire Department	0		Community Planning & Development	2
	Chief - Police Dept	0		Director of Public Works	0
				<a href="mailto:planning@westgov.com">planning@westgov.com</a>	.pdf

**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		Soil Conservation District	1
	Water Resource Management	1		Health Department	2
	Stormwater Management	1		State Highway Administration	1/5**
	Landscape/Forest Conservation	1		Board of Education – Facilities Planner	0
	Environmental Inspection Services Division	1		Design Review Committee (site plans only)	0
	Comprehensive Planner	1		Verizon	
	Engineering Review	1		BGE	1
	Site Compliance Inspection	1		Other (identify)	1
	Fire Protection Engineer	1			

**\*\* 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 Community Planning & Development, and the Carroll County Bureau of Development Review.