

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 Administrative Offices Building, 45 West Main Street, Westminster, Maryland;** 5) **File all plans, transmittal, fees, etc. for Carroll County at 225 North Center Street, Room 204, Westminster, Maryland. Please submit a digital copy to planning@westminstermd.gov.**

DATE: _____ COUNTY FILE#: _____

PROJECT NAME: _____

SURVEYOR: _____

TYPE OF SUBMITTAL:	SITE PLAN:	SUBDIVISION PLAN:
	<input type="checkbox"/> Concept Plan (rev. date _____)	<input type="checkbox"/> Concept Plan (rev. date _____)
	<input type="checkbox"/> Site Plan (rev. date _____)	<input type="checkbox"/> Preliminary Plan (rev. date _____)
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Final Plat (rev. date _____)
		<input type="checkbox"/> 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	(digital)		Director Community Planning & Development	2
	Chief - Police Department	(digital)		Director of Public Works	(digital)
				planning@westminstermd.gov	.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.