

**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 the initial submittal.

**NOTICE: INCOMPLETE SUBMITTALS WILL BE RETURNED.**

Subdivision Name: \_\_\_\_\_ File Number: \_\_\_\_\_  
(Including section number)

- \_\_\_\_\_ 1. Pre-submittal conference held on: \_\_\_\_\_ With: \_\_\_\_\_
- \_\_\_\_\_ 2. 1 copy of completed application with required signatures.
- \_\_\_\_\_ 3. 1 copy of proof of payment of review fees (stamped invoice from Collections office) & 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 checklists.
- \_\_\_\_\_ 5. 1 copy of current title deed, any approved off-conveyances, and certificate of title. (Not applicable to final plan submittals.)
- \_\_\_\_\_ 6. 1 copy of deed history. (Not applicable to final plan submittals.)
- \_\_\_\_\_ 7. 1 copy of Concurrency Management application.