

**CARROLL COUNTY DEVELOPMENT REVIEW DIVISION  
PRE-SUBMITTAL CONFERENCE FORM**

*A scaled plan/sketch of the proposed project must be submitted with this form.  
Once section B is complete, email the form and plan/sketch to [DevelopmentAdmin@carrollcountymd.gov](mailto:DevelopmentAdmin@carrollcountymd.gov)*

A. MEETING INFORMATION - TO BE COMPLETED BY BDR STAFF				
Conference Date & Time:			County Project Manager:	
Conference Location:			County File Number:	
In Attendance:				
B. PROJECT INFORMATION - TO BE COMPLETED BY SURVEYOR/ENGINEER				
Project name:				
Project Type: <input type="checkbox"/> Subdivision <input type="checkbox"/> Amended Plat <input type="checkbox"/> Site Plan			Municipality:	Zoning:
BZA #:				
Project location:				
Election District:	Commissioner District:	Map:	Block:	Parcel:
Tax Account ID:				
Property owner name & phone number:				
Mailing address:				
Email:				
Developer name & phone number:				
Mailing address:				
Email:				
Surveyor/engineer company name & phone number:				
Mailing address:				
Contact name, extension, & email:				
C. DEVELOPMENT INFORMATION - TO BE COMPLETED BY BDR STAFF				
Project Description:				
Property History/Off Conveyances:				
Access:			Planned Major Streets:	
Water/Sewer:			Within Airport Boundary: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Elevations:				
Lighting:			Signage:	
Concurrency Management: <input type="checkbox"/> Yes <input type="checkbox"/> No			County TRC/PZC Meetings: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:				