

TOWN OF MOUNT AIRY - PLAN REVIEW TRANSMITTAL

This form shall be used when submitting plans to the Town of Mount Airy Planning Department for distribution to review agencies. **Please complete a transmittal for each agency.** Attach applicable transmittal to the appropriate number of plans and any supporting data. Fold each set of plans to a **size of 8½ x 11 inches.** Submit all plans to the Planning Department at the Town of Mount Airy, 110 S. Main Street, Mount Airy, Maryland 21771. The Planning Department is responsible for distributing all plans to the agencies according to the information provided on the transmittal. The County file number assigned at the pre-submittal conference must be noted on this form and all sheets of the plan submitted. Once plans are accepted by the Town, the developer may deliver plans to the County and pay the County review fees.

DATE: _____ COUNTY FILE NUMBER: _____

PROJECT NAME:

SURVEYOR:

TYPE OF SUBMITTAL: SITE PLAN:

_____ Concept Plan, (rev. date _____)
 _____ Site Plan, (rev. date _____)
 _____ Other _____

SUBDIVISION PLAN:

_____ Concept Plan, (rev. date _____)
 _____ Preliminary Plan (rev. date _____)
 _____ Final Plat, (rev. date _____)
 _____ Improvement Plans, (rev. date _____)
 _____ Other _____

TOWN OF MOUNT AIRY (Applies to all plans):

Check One	Review Agency	Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Town Planner	1		Mayor	1
	Town Engineer	1		Mt. Airy Vol. Fire Company	1
	P & Zoning Review Coordinator	1		Planning Commission	8
	Assistant Engineer	1		MOP-Regional Planner	1
	Mount Airy Police Dept.	1		Office Copy	1
	Streets & Roads Commission	1		Other (specify)	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		Zoning Administration	1
	Water Resource Management	1		Site Compliance Inspection	1
	Stormwater Management	1		Fire Protection Engineer	1
	Floodplain	1		Soil Conservation District	1
	Landscape/Forest Conservation	1		Health Department	2
	Environmental Inspection Services Division (Grading)	1		Comprehensive Planning (Concept Plan only)	1
	Utilities	1		Facilities / Board of Education	1
	Engineering Review	1		Allegheny Power	1
	Verizon (final only)	1		BGE/ Allegheny Power	1
	State Highway administration (*if located on a state road or SHA project)	1/ 1 & CD**		Other (specify)	

**** 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.**

FREDERICK COUNTY (Applies to projects only on Frederick County side of Town):

Check One	Review Agency	#Plans w/Supporting Data	Check One	Review Agency	#Plans w/Supporting Data
	Planning Department	1		Board of Education - Facilities Planner	1
	Health Department	1			

Technical Review Committee Meeting: _____ (For Office Use Only)

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, Town of Mt. Airy, and Carroll County Bureau of Development Review.